



# STUDENT HANDBOOK

for Academic Year 2021-2022

## Dear Students

In the new academic year, Kingdom University is pleased to welcome exceptional and talented students who are known for their academic excellence, creativity and positive energy outside the university. We are also proud of your choice of Kingdom University.

Kingdom University is committed to provide the highest levels of quality in education and the latest studying Programmes for its students. We expect our students to be highly committed and dedicated in their educational process and highly motivated and stimulated during their academic progress in the university.

This handbook was prepared to guide newly enrolled and regular students about different aspects in Kingdom University. In it, you will find descriptions of the services and activities available for students as well as a detailed explanation of the university systems and regulations that arrange the life in the university and the conduct of conduct inside the university campus.

The handbook consists of valuable information that guide and help the students in all what he/she needs during his/her years of study. Thus, we advise our students to keep this handbook during their period of study to use it when necessary.

Once the student register in the university, this means that he/she agrees to commit to the university rules and regulations and that his/her ignorance of these rules and regulations does not justify his/her non-compliance to them. The university has the right to change its regulations and policies according to the adopted paths.

For questions and/or guidance regarding academic concerns, kindly refer to the KU Catalogue. Should you have any additional questions about this Handbook, programmes, activities, and services offered by the Student Affairs Department, please feel free to contact us directly via email, phone, or office visit. On behalf of the staff of Student Affairs Department, welcome to KU. We look forward to supporting and guiding you throughout your journey to make your KU learning experience a distinct, rewarding and fruitful one.

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**KINGDOM UNIVERSITY**  **جامعة المملكة**

## 1. YOUR UNIVERSITY

### 1.1 History of Kingdom University

Kingdom University was established officially in 2001, and it received the first group of students in September 2004. It is a private Bahraini university that provides higher education for students from inside and outside Bahrain. It works according to the guidelines issued by the Higher Education Council (HEC) and Education and Training Quality Authority (BQA).

The University consists of three operating Colleges and provides a selected group of programmes that are aligned with the requirements and needs of the labour market within and outside the Kingdom including international standards of higher education institutions.

### 1.2 University Vision and Mission Statements

**Vision:** “Kingdom University will be an eminent University for its quality of academic Programmes, research and community

engagement, contributing to the economic development of the region.”

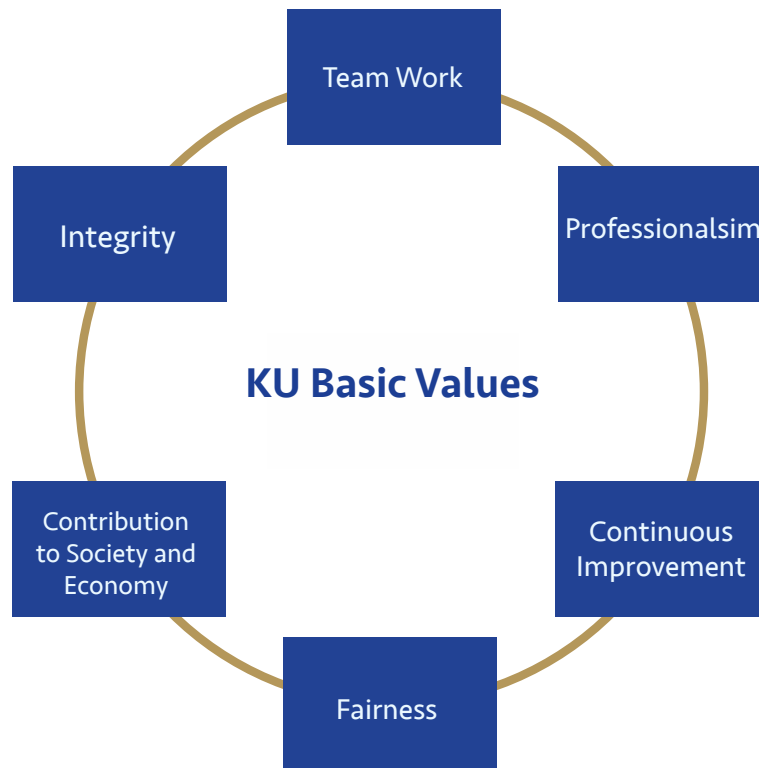
**Mission:** “Kingdom University offers quality and challenging teaching and

learning experiences, relevant research, and community engagement activities that nurtures future leaders and professionals capable of making positive contributions to the society and economy of Bahrain and the region.”

### 1.3 Core Values

- **Team Work:** We are dedicated to work together with the highest standards of excellence to achieve and support our shared vision, mission, goals and our students’ success.
- **Professionalism:** We are committed to the provision of effective and efficient stakeholders’ focused services in all aspects of our work and practices which includes expected behaviors of responsibility, accountability, dependability and leadership.

- **Continuous Improvement:** We value the pursuit of excellence in individual and collective aspirations by fostering creative and innovative solutions with opportunities for growth and change.
- **Fairness:** We believe, celebrate and respect the equal value, dignity and diversity of all people by actively seeking the elimination of barriers.
- **Contribution to society and economy:** We are committed to collaboration and active engagement with academic, business, public, and civic communities to promote transformative and life-long learning opportunities and excellence for our students.
- **Integrity:** We affirm and are committed to honesty, scholarly ethics, freedom of inquiry, soundness of decision making and truthful engagement with our stakeholders through effective policies, communication and practices.





## 1.4 University Teaching and Learning Philosophy Statements

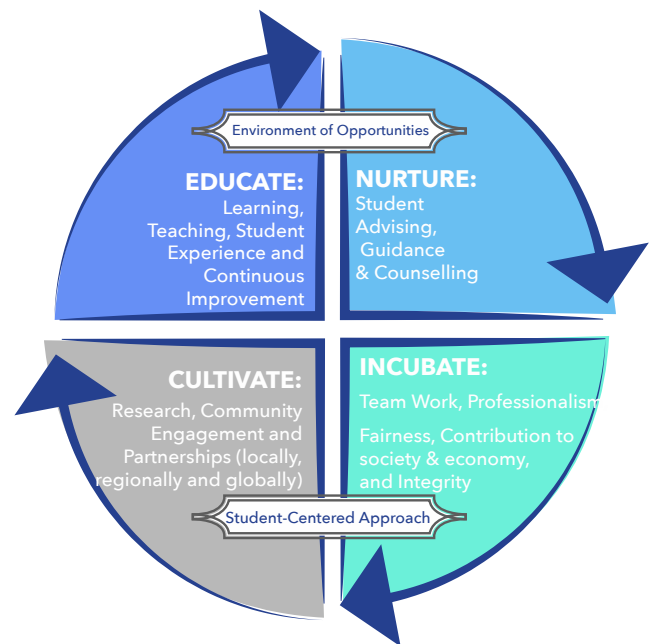
Kingdom University believes in a student-centred teaching approach where the institution is compelled to provide an environment to nurture, incubate, cultivate and educate (N.I.C.E.). We believe that teaching the knowledge and facilitating critical thinking skills to successfully apply it in a field of study is a continuous process that starts at the University and progresses throughout a career. Therefore, in support of this lifelong learning approach, we provide a rigorous and comprehensive curriculum offered by qualified teaching staff. The curriculum in each specialty field is informed by the National Higher Education Strategy and Vision of Higher Education Council under the Ministry of Higher Education.

The comprehensive curricula in all Colleges is designed to furnish a market-oriented learning experience. This experience is offered through a friendly faculty-student academic interaction approach that fosters a constellation of values including academic excellence and integrity. Involvement of students in community engagement activities bestow a holistic development of

their social and national responsibilities. Our research strategy is designed to enrich both the abilities of the teachers and the learning process.

The Learning philosophy and described methodology above commit Kingdom University to achieve the success of its graduates in their careers. A regular revision of the mechanisms employed to administer our learning philosophy ensures a context of continuous improvement.

### University Value Proposition



## 1.5 Equality and Diversity

KU firmly believes all students should have equal access to all of its programmes, facilities, infrastructure, activities, and sports without regard (direct or indirect) to race, gender, colour, religion, creed, history, ethnicity, nationality or ancestry, age, marital or parental status or pregnancy, special need, disability, impairment, family responsibility or family status. All students have shared responsibilities and is granted certain rights as members of the KU community.

KU provides and maintains a tolerant, inclusive, fair and equitable educational environment for all nationalities represented in the University community. Central to KU's Core Values is fairness and integrity in which the University has a profound regard for the culture and religion of its students and the people of the Kingdom of Bahrain.

KU, therefore, recognizes and ensures the following:

- Safeguard and protect the rights, safety, and property of all in the university population.

- Students are treated with dignity, courtesy and respect.
- Appreciation for equity and diversity extends to the classroom and academic freedom is integral to KU's philosophy.
- Creation and promotion of a safe education environment free from all forms of discrimination, harassment, intimidation, exploitation and bullying and to ensure that students know and understood their rights and responsibilities.
- Provision of strategies, procedures and activities to prevent and resolve cases of discrimination, bullying, harassment, intimidation and exploitation.
- Ensure that the University complies with its legal responsibilities in resolving cases of discrimination, bullying, harassment, intimidation and exploitation.
- Provision of opportunities for students to resolve and appeal grievances and complaints in a fair, timely and confidential manner.

## 1.6 University Strategic Priorities

- **Teaching and Learning:** Kingdom University aims to adapt to the evolving needs and trends in imparting education, and provide a distinctive teaching and learning environment, emphasizing on practicality. The university also seeks to raise the quality of its graduates by raising the intake standards and constant feedback and monitoring of student progress.
- **Research:** Kingdom University will invest in and drive research excellence to be in line with the National Research Strategy by improving the research governance and conduct and enhancing the research capacity. The university will focus its areas of research towards economic & national important aspects and agenda by maintaining originality.
- **Community Engagement:** Kingdom University aims to engage with the larger community around it, establishing a strong industry relationship and alumni network, while addressing the needs of the community, thus, contributing to advancement of the country.
- **Student Support and University Culture:** Kingdom University will provide its students with a challenging and thought-provoking student experience, to enable their all-round as well as professional development. The university will also provide support to its students to ensure that their concerns are addressed and resolved.
- **Faculty and Staff Development:** Kingdom University will recruit, develop and retain highly motivated and energized academic and administrative staff by providing them a challenging, high performing and supportive environment that would ensure their personal goals and aspirations.
- **Quality Assurance, Accreditations and Global Focus:** Kingdom University will aim to achieve high standards of quality. The university will also aim to achieve National as well as

International Accreditations relevant to Programmes/Courses offered. It will enhance relationships with International Universities in the fields of academics as well as research.

- **Infrastructure:** Kingdom University aims to provide its students with solid infrastructure for the purpose of learning, physical fitness, recreation, etc. KU also aims to strengthen its ICT infrastructure in its drive to integrate technology into all its processes.
- **Governance:** Kingdom University aims to achieve effective governance through a well-organized framework of operation to facilitate effective and prudent management that can deliver long term success for the University under the guidance of its Board. The university also seeks to facilitate cooperation among all departments to ensure smooth operations.
- **Innovation and Entrepreneurship:** Kingdom University aims to foster a strong sense of innovation and

entrepreneurship in its graduates by encouraging critical and independent thinking, nurturing teamwork and leadership skills and sensitizing students to the existing opportunities available to them.

- **Sustainability and Growth:** Kingdom University aims to be flexible in adapting to its changing environment, dynamically identifying areas of Academic potential and growth. At the same time, the university will also aim to ensure the sustainability of its functioning through securing stable streams of revenue. Additionally, the university would also seek to grow its influence and reach a wider audience through strengthening its Marketing & PR function.

## 1.7 Board of Trustees

The governance of the University is led by the Board of Trustees who exercise strategic oversight, direction and guardianship over institutional assets and resources and ensure their effective management.

The University's Board of Trustees consists of eminent members with outstanding qualifications and extensive experiences on regional academia and business environments. The Chairman of the Board is Professor Mohammed Rashid AlFagih.

The Deputy Chairperson is Mr. Mohamed Ebrahim Mohamed. The other BOT members are as follows:

- Dr. Omar Salem Almutawa - Board Member
- Dr. Abdulrahman Khalil Tolefat - Board Member
- Eng. Tarek Othman Alkasabi Board Member
- Mr. Mohammad Alghaith Al Tayyar- Board Member
- Prof. Mohamad Jamil Terro - Board Member & University President
- Mrs. Meriem El Garamo - Secretary

## 1.8 University Council

The University Council is the executive governance body of the institution. It is primarily responsible for the management

of the University and the overall conduct and performance of its operations or affairs. The Council is headed by the Vice President for Academic Affairs & Scientific Research, Prof. Nader Mohamed Saleh AlBastaki

The members of the Council are as follows:

- Prof. Iqbal Thonse Hawaldar - (Assistant to the President for Accreditation and Quality Assurance) - Member
- Dr. Ashraf Mohamed Soliman - (Dean of College of Architectural Engineering and Design) - Member
- Dr. Nidal Yasseen Hamo - (Acting Dean of College of Law) - Member
- Dr. AbdIrhman Ahmad Meero - (Acting Dean of College of Business Administration) - Member
- Prof. Saad Znad Darwash - (Head of Community Engagement and Continuing Education Unit) Member
- Dr. Basim Saeed Younus Younus - Academic Staff Representative - Member

## 1.9 Regional and International Cooperation

KU has recently signed a memorandum

of understanding (MOU) with University of Huddersfield in UK that covers areas of academic and research collaborations.

Kingdom University has accreditations for its BSc programmes in Management, Finance and Banking and Finance and Accounting from the International Association of Chartered Certified Accountants (ACCA) which includes exemptions from a number of ACCA exams.

Kingdom University has been recently approved as a CMI (Chartered Management Institute) Centre and its three BSc programmes have received dual accreditations from CMI.

## 1.10 Standing Committees of the University Council

The University's commitment to shared governance is a high priority. Hence, the University Council is composed of the following Standing Committees

- Executive Management Group
- Research Council
- Teaching, Learning, and Assessment

Committee

- Examination Committee
- Strategy, Policy and Planning Committee
- Grievance Committee
- Misconduct Committee
- Faculty Promotion Committee
- Resources Committee
- Community Engagement and Alumni Committee
- Risk Management Committee

## 1.11 The University Campus and Facilities

### Administrative Departments

Saturday - Thursday 8 am to 9 pm

In 2013, KU moved from its temporary head-quarter in Manama to the current campus in Hijyat area in East Riffa.

The university campus provides an attractive learning environment and excellent facilities and laboratories. In KU, we recognize that the infrastructure plays an important role in enhancing the quality of education in general.

We are also keen to provide the best facilities for our students through continuous

investment in developing the appropriate facilities to improve students' learning experiences. The campus provides the following facilities and services:

- **Food:** KU has a restaurant and a food court in addition to many machines for snacks and beverages.
  - **Prayer Rooms:** KU provides a prayer room for male students and another one for female students that are open during the official work hours in the university.
  - **Student Council Office:** KU was keen to provide an office for the student council to facilitate the meetings between university students and their representatives.
  - **Clinic:** KU Clinic assists students in cases when they are subject to sudden illness or injury. In addition, it provides all primary and reanimation services for students in order to keep them in good health and to prevent disease anabasis. In the clinic, there is a bed and a wheelchair for emergency cases.
- Sunday – Thursday 10 am – 6 pm - First Floor A1-R05**
- **Bookshop:** The Purchasing and Services Department is responsible for providing and selling textbooks to the university students according to the needs of the courses' instructors to enhance the educational process. A list of the available textbooks is usually prepared and distributed to all the university facilities.  
**Sunday – Thursday 8 am – 4 pm Fourth Floor**
  - **Copying Services:** KU has provided copying machines in the library to be used by students.  
**Sunday – Thursday 8 am – 8 pm Third Floor A3-T03**
  - **Building material lab:** Our Structures and Construction Materials Laboratory, with its modern, high-tech equipment, covers practical aspects of destructive and non-destructive testing of construction materials such as hardened concrete, steel and masonry

and the assessment of their mechanical properties. This laboratory also provides facilities for testing aggregate, cement, admixtures, additive materials and fresh concrete, as well as for testing of structural components and assemblies (under static and dynamic loads) including beams, columns, slabs, trusses and more.

- **Safety and Security:** KU is keen to provide a risk combat team which includes a number of the qualified university staff to deal with emergency cases, in addition to providing fire-fighting and first aid equipment.

Professional Safety and Security Specialist is responsible for providing a safe and healthy environment throughout the university facilities. Students are provided with the procedures for handling emergency cases as follows:

Preparation day for the newly enrolled students.

- **model making workshop:** Our model making workshop, with its modern, high-tech equipment, will enable you to:
  1. Get a sensorial experience through direct contact with materials, tools and handling.
  2. Investigate different techniques, tools and materials to produce architectural models, mock-ups and prototypes.
  3. Connecting the creation methods of architecture and art with digital design and automated production.
  4. Explore the border between architecture, fine arts and product design, while encouraging work in the overlapping areas.
  5. Encouraging the exchange of ideas and experiences between students from different backgrounds, in an open-minded research environment.
- **Course Instructor's Instructions:** Advertisements, publications and brochures are prepared by the Professional Safety and Security Unit in the university.

In 2016, the university started to expand the campus by constructing a six-storey building with new classrooms as well as a private car park and a gym.



## 1.12 Local and international accreditations

The local and international accreditations obtained by the Kingdom University have enhanced the confidence of the local, regional and global community in the outputs of education in which it has been included on the lists of recommended universities. As we instill in our students the message of lifelong learning, we believe that quality is a continuous journey of learning, development, innovation and striving to keep pace with modern sciences and anticipate the future. The data below shows the most prominent recent stations in the local and international accreditations achieved by the Kingdom University:

### 1.12.1 Accreditation and quality certificate from the Higher Education Council in coordination with the British Accreditation Council

On December 2019, Kingdom University obtained accreditation from the Higher Education Council in the Kingdom of Bahrain in accordance with the procedures that included a week-long field visit to the

university by an academic team from the British Council for Accreditation in April 2019.

### 1.12.2 Accreditation and quality certificates from the Education and Training Quality Assurance Authority in the Kingdom of Bahrain

The Education and Training Quality Authority has conducted three types of reviews for Kingdom University:

- **Institutional Review:** Kingdom University obtained accreditation from the Education and Training Quality Authority in the Kingdom of Bahrain where The Authority's procedures included a field visit to the Kingdom University campus by an international team that lasted for a week in February 2019. The university obtained this accreditation degree in June 2019 after meeting all quality standards in the Authority Quality education and training.
- **Programme reviews:** The Education and Training Quality Assurance Authority conducts periodic reviews of the programmes (specializations) offered

at universities, and then publishes their results on the authority's pages after approval by the Council of Ministers, which is listed on the authority's website.

- **Inclusion of universities within the national framework of institutions:** Kingdom University has been accredited among the list of listed national institutions.

### **1.12.3 Accreditation of graduates of the College of Engineering at the Bahrain Society of Engineers**

In agreement with the Bahrain Society of Engineers, and after reviewing the programmes of the College of Engineering at Kingdom University, graduates of the College of Architecture and Design were accredited by the Society, which qualifies them to obtain membership in the Society immediately after graduation.

### **1.12.4 Accreditation from the British Academy of Higher Education (HEA - Higher Education Academy)**

In the context of the Kingdom University's endeavor to provide pioneering educational

services, it obtained membership in the British Academy of Higher Education (HEA) and carried out a project to train and qualify all its faculty members on the latest teaching methods globally with this academy in line with the teaching practices in British universities and the skills and knowledge required in the markets Employment, which increases employment opportunities for graduates. The result of this project was that most faculty members obtained the fellowship of the British Academy of Higher Education (HEA), which enhances the quality of teaching and learning at the university. Also, a group of administrators who provide support services to education were qualified to obtain the associate's degree.

### **1.12.5 Accreditation the Association of Chartered Certified Accountants - ACCA**

- Kingdom University has managed to maintain its leading educational role at the local and regional levels by obtaining accreditation from the Association of Chartered Certified Accountants – ACCA. The university also seeks to obtain more professional

accreditations in this field and for all of its programmes in the College of Business Administration in order to increase the chances of success in the labor market for its graduates and refine their practical skills.

## 2. Admission and Registration

### 2.1 Admission

KU seeks to attract students with different cultural and educational backgrounds, provides them with equal educational opportunities, follows equality and justice values and promotes the diversity of cultural relations and the exchange of experiences.

#### 2.1.1 Admission Requirements for Undergraduate Programmes

The process of joining KU starts from filling the admission application to which the details of tuition fees and policy of fees refund are attached. Applications should be submitted with the following documents:

- A Secondary School Certificate and a transcript (for public schools in the Kingdom of Bahrain and the GCC

countries).

- A Secondary School Certificate and a transcript accredited by the Ministry of Education in the Kingdom of Bahrain (for private schools in Bahrain and schools outside Bahrain).
- A Degree Equivalence Statement with the secondary school certificate approved by the Ministry of Education for:
  1. Graduates of private schools in the Kingdom of Bahrain, or
  2. Holders of certificates from outside the Kingdom of Bahrain (excluding public schools in the GCC countries).
- Any other qualifications equivalent to a secondary school certificate approved by the Ministry of Education.
- A Degree Equivalence Statement is not required for those who obtained a secondary school certificate from the GCC schools.
- Copy of a valid passport.
- Copy of CPR (ID)
- 2 Recent photos
- A Medical Examination Report
- A Certificate of Good Conduct

## 2.1.2 Admission Standards and Procedures

KU is keen to ensure that the students enrolled in the university have sufficient academic capacity and personal and distinctive features, and are ready to study in one of the Programmes offered in the university.

This stems from our commitment to our students to achieve the best results during their academic progress and to have a sufficient capacity which enables them to compete in the labor market after graduation and contribute to the society development.

Priority is given to students who scored 60% or above in the secondary school certificate or its equivalent.

The following admission standards and conditions will be applied:

### Placement Test

Priority is given to students who scored **60% or above** in the secondary school certificate or its equivalent. The technical

skills, scientific information and educational abilities of students will be assessed through sitting for the admission test specified for the programmes offered by the university.

- ***Applicants Awarded 60% and above in High School Certificates:***
- Applicants for the College of Architectural Engineering and Design undertake the Placement Test in:
  - [Mathematics](#)
  - [English Language Placement Test.](#)
- Applicants for the College of Business Administration undertake the Placement Tests in:
  - [Mathematics](#)
  - [English Language Placement Test.](#)
- Applicants for the College of Law who achieve 60% and above in their High School Certificate or equivalent are registered directly onto the program.
- The degree of success in the placement tests are as follows:
  - [English 60/100](#)
  - [Mathematics 35/60](#)

- Applicants with ILETS 5.5 or TEOFL 550 are exempted from the English Language Placement Test.
- Applicants who **passed** the placement tests of the study programmes are enrolled according to the required specialization.
- Applicants who **fail** the Placement Tests can enroll on (a) relevant Foundation Course(s) in order to qualify for enrollment on their chosen program's specialized courses:
  1. Applicants who fail the Mathematics Placement Tests will join the Foundation in Mathematics.
  2. Applicants who fail the English Language Placement Test will join the English Language Foundation.
- ***Applicants awarded less than 60% in High School Certificates:***

Through its Foundation Courses, Kingdom University offers progression opportunities for those who failed to achieve 60% or above in their school certification. Foundation Courses are offered in the College of Architectural Engineering and Design and the College of Business Administration, and they do not undertake for the placement tests.
- Applicants for the College of Architectural Engineering and Design:

*Foundation Courses for the College of Architectural Engineering and Design comprises:*

  - Basic Mathematics ( 3 Credit Hours )
  - English Language Foundation ( 6 Credit Hours )
- Applicants for the College of Business Administration:

*Foundation Courses for the College of Business Administration comprises:*

  - Basic Mathematics ( 3 Credit Hours )
  - English Language Foundation ( 6 Credit Hours )
- Applicants with ILETS 5.5 or TEOFL 550 are exempted from the English Language Placement Test.

- English Speakers applicants: give them the ability to sit for Placement Test in English Language only and enroll in other foundation courses according to their college.
- Applicants for the College of Law: Applicants for the College of Law with less than 60% in their High School Certificate must take the Arabic Language Placement Test. They must achieve 60% to enroll directly onto the program. If they fail to achieve 60%, they must take the Arabic Language Foundation Course.
- External Transferred students are exempted from the placement test exam and are eligible to register directly onto the programme

Grievance against Admission Assessment Applicants have the right to submit a grievance:

- Against the result of the admission test and / or 17
- About the non - compliance of the

assessment process with the policies and procedures of registration and admission which resulted in decisions that affected the assessment results.

- Applicants should fill in the admission grievance form and submit it to the Admission and Registration Department.

## **Internal Transfer**

Internal transfer of credit hours is applicable to students who would like to transfer from one programme to another in the same college or from one college to another.

## **External Transfer Applications**

In accordance with the Recognition of Prior Learning Policy and Procedure, students wishing to transfer from another higher education institution to KU will not be required to retake learning that they have previously achieved. Previously taken courses are evaluated in accordance with the Recognition of Prior Learning Procedure to determine equivalences in order to

minimize the duplication of learning.

- External transfer students follow the same admission procedures as new applicants.
- External Transfer applications must also include the:
  1. Official transcript of the previous higher education institution, which must be stamped by the HEC;
  2. Withdrawal letter or graduation certificate from the previous higher education institution which, must be stamped by the HEC.
  3. The course descriptions for the courses for which the student wishes credit transfer.

## External Credit Transfer Requirements

In order for a course from another higher education institution to be given “equivalent status”:

- The course must match at least 70% of the equivalent course description;
- The student must have completed the credit hours in the previous university and has achieved a Grade C or above. In order for a course from another higher education institution to be given “equivalent status”:

For external transfer students, a maximum of 66% of the program, which the student is transferring to, can be recognized through courses that have been given approved equivalency status.

## Conditions of External Transfer

- The student who asks for external transfer of credit hours is subject to the same procedures applied to a new student.
- The equation of a study programme from one of the other higher education institutions is subject to the following conditions:
  1. The compatibility between the courses to be equated and the programme to be transferred to should be no less than 70%.

2. The transferred student should have completed the credit hours in the university at which he/she studied on condition that the grade of the course to be transferred should be (C) or more.
  - The number of hours to be equated should not be more than 66% of the credit hours in the programme that the student wishes to enroll in.
  - The request for external transfer of credit hours should be attached with the following:
    - A transcript of records from the previous higher education institution certified (sealed) by the Higher Education Council.
    - A withdrawal letter or graduation certificate from the previous higher education institution certified (sealed) by the Higher Education Council.
    - Descriptions of the courses that the student wishes to equate their credit hours.
  - The transferred student is not obliged to repeat the admission test when:
    - He/she has successfully completed the requirements of the orientation programme in the original higher education institution, or
    - He/she has successfully passed the relevant course or courses.
    - The marks which the student got in other higher education institutions which can be transferred within the study plan in Kingdom University are not included in the GPA.
    - The CC-Transfer Evaluation Committee takes the decision to approve the applications of the internal transfer of credit hours and (not shared) courses from other higher education institutions, on condition that they should be approved by the department chairperson and dean of the concerned college and that the decision of external transfer should be approved by HEC.
    - In case the student is not satisfied about the transfer decision and the equation of credit hours, the Admission



and Registration Department will arrange for a meeting between the student and the CC-Transfer Evaluation Committee to discuss the decision.

- The number of credit hours of the course in the programme from which the student was transferred should not be less than the number of credit hours of the course in the programme to which the student is transferred to in KU.
- The transferred student does not have to repeat the admission tests of the courses which were equated. However, the student may repeat any course equivalent to a course in the programme he/she is transferred to in case the student wishes to improve his/her GPA, in which case the equivalent course is cancelled.

## **2.1.4 Credit Hours System**

Every course in the study programme has a number of credit hours in that each one credit hour equals a one hour lecture or two to three lab hours or weekly practical hours over a period of 15 weeks in a regular semester.

Due to the intensive nature of the summer semester, the number of lecture and laboratory hours are doubled in every week.

The study courses listed in the study plan are measured according to the number of credit hours of each course and according to this, the student GPA is calculated.

### **2.1.4.1 Marks and Grades System**

#### **2.1.4.1.1 Grades, Marks, Points, and the Classification of the Estimated Level in Courses**

The university makes use of the (digital) assessment system, in which the instructor puts a mark that ranges from 0 to 100 for each student (in the course he/she is responsible for) and in which decimals are rounded to the nearest integral. Then, the degree is changed into a letter grade according to the point's average of each letter in the (GPA mean) as is explained in the following table:

## Grades, Marks, Points, and the Classification of the Estimated Level in Courses

Marks in Numbers	Grade in Letters	Points Average (Calculated in the GPA)	Grade Classification
100-90	A	4.00	Excellent
89-87	A-	3.67	
86-84	B+	3.33	Very good
83-80	B	3.00	
79-77	B-	2.67	
76-74	C+	2.33	Good
73-70	C	2.00	
69-67	C-	1.67	
66-64	D+	1.33	Acceptable
63-60	D	1.00	
<60	F	0.00	Fail

### 2.1.4.2 GPA and the Equation Grades in Programmes

The GPA is a reference to the student performance and achievement during his/her study in the programme in which he/she is registered. There are two types of average:

#### Semester Average

The semester average is a record of the student performance in the courses of a particular semester within the programme study plan.

#### General GPA

The GPA is a measure for the student performance in all the registered courses which have been assessed including the courses that the student passed within the study plan and academic programme or those in which he/she failed. The orientation Programmes are not calculated in the GPA. The GPA is calculated by multiplying the accomplished points in every course (which are referred to by letters as in the above table) by the course credit hours and then the result of multiplying all the

courses is divided on the total number of credit hours that the student finished.

The results of the orientation courses or any other courses not listed in the programme study plan are not counted in the GPA.

### 2.1.4.3 Classification of Graduation Grades

The table below displays the GPA mean and its equivalent in the classification of the graduation grades:

**Table of the GPA and its Equivalent in Grading Classifications**

GPA	GPA Classification of Grades
4.00 – 3.90	Excellent with honours
3.89 – 3.50	Excellent
3.49 – 3.00	Very good
2.99 – 2.00	Good
1.99 – 1.00	Acceptable
0.99 – 0.00	Fail

## 2.2 Registration Systems and Regulations

### 2.2.1 Registration of Courses

All of the students admitted to KU have to register their courses online through the electronic registration system or in the Admission and Registration Department and before attending courses. It is very important that the student should discuss his/her choices with his/her academic advisor in the college prior registration.

According to the annual plan, all the new students should register their courses in the Admission and Registration Department in order to be able to complete their registration as soon as possible in an active way. We advise our students to consult their academic advisors to help them in preparing their timetable, and we kindly asked students with special needs to communicate with the student support unit to help them to complete the registration process in an appropriate way.

During the period of registration and academic advising, students admitted

to the KU have to complete the required application forms and pay the fees to approve their admissions officially.

## 2.2.2 Study Load

Study load means registering the maximum or minimum number of credit hours which a student can register during a regular semester. The student is allowed to register from 12 to 19 credit hours in the first and second semesters (regular semesters), whereas he/she is allowed to register from 3 to 9 credit hours as a maximum in the summer semester.

### **Additional credit hours can be registered in the following cases:**

- If the student is in his/her last semester (graduation semester) and he/she needs additional hours to complete the graduation requirements.
- When the student GPA is 3.00 or above, and this is allowed for one regular semester only during the study period in the university (this item is subject to change according to HEC regulations).

In the case of academic stumbling (i.e. a repeated failure in some courses and/or

getting a GPA less than 2.0) the student registered credit hours will be decreased to 12 hours according to the recommendations of the academic advisor.

## 2.2.3 Repeating Courses

In order to pass the course successfully, the student has to score no less than 60% of the allocated mark, and he/she has to repeat any course within the study plan in which he/she failed.

In order to help the students to achieve the GPA required for graduation, KU gives its students the opportunity to repeat the course or courses in which he/she got a low mark to raise his/her GPA. The re-registration of obligatory courses in the study plan is obligatory and in case the student failed in an elective course, he/she has the right to register in another elective course. Also, the student can restudy any course in which he/ she got a mark less than C to raise his/her GPA and in this case, the highest grade will be considered. The results of all the repeated courses are listed in the student transcript.

If the semester average or GPA is less than 2.0, the student can repeat any course which he/ she previously passed and scored less than 2.0 in it.

## **2.2.4 Add and Drop Period**

The students are allowed to add or drop courses during their add and drop period according to the university academic calendar. Usually, the period of add and drop starts during the first week of study in every semester and continues till the second week of the semester.

## **2.2.5 Withdrawal from Courses**

Students are allowed to withdraw from any course after the add and drop period till the last day of the withdrawal period as mentioned in the university academic calendar. In case the student withdraw from a course, he/she is given the label "Withdrawn" which is indicated by the letter (W) in the course status in his/her academic record.

## **2.2.6 Academic Warning and Dismissal**

In case the general GPA is less than 2.0, the student is given an initial warning

from the Admission and Registration Department at the end of the semester excluding his/ her first semester in the university and the summer semester. After getting his/her initial academic warning, the student is not allowed to register more than 14 credit hours in the next semester till he/she is able to raise his/her GPA above the minimum level. The academic advisor is responsible for following up the student after he/she gets the first warning until he/she is able to handle the reasons that led to the first warning.

The student has to work hard to raise his/ her GPA during the next semester. In case he/ she failed to achieve this, he/she will be given a final warning and if the GPA continued to deteriorate during the next semester that follows the semester in which the student received the final warning.

The university council has the right according to its own estimation to give the concerned student a chance to continue his/her study in the programme for another semester.

The student who finished 75% of the total number of credit hours in the programme is exempted from dismissal on condition that his/her GPA should not be less than 1.8. In all cases, the student is expected to complete the study programme in the university during a period of eight years.

## **2.2.7 Study Postponement**

The student is allowed to postpone the study programme for four semesters on condition that the semester in which the student registered is not one of them.

The student must submit a request to suspend the study for any semester to the Admission and Registration Department before the beginning of the study in the semester in which he/she wants to postpone. This request is subject to the approval of the Dean of the concerned College.

In case the student did not register in one or two semesters and did not submit a request to suspend his/her study, he/she should submit a registration request which is subject to the approval of the college council of the concerned college.

## **2.2.8 Study Suspension**

The maximum limit for suspending a study programme in the KU is four regular semesters after which the student will be dismissed from the university. In case the student registered

again before the end of the fourth semester, he/she should submit a request for attending regularly to the college deanship which is subject to the approval of the college council of the concerned college.

## **2.2.9 Attendance System**

The student is obliged to attend all the credit hours registered in the semester whether they were lectures, scientific meetings or laboratories etc.

In case the student absence equals 15% of the total number of the hours of attendance in the course registered in a semester, the student is given a warning to delete the course if his/her absence exceeded 25% of the total number of attendance hours in the classroom.

If the student absence exceeds 25% of the total number of credit hours registered in

the semester, his/her registration will be cancelled and he/she will obtain an (F) which will negatively affect his/her GPA in the semester and in general.

If the student has an acceptable excuse with a proof which was approved by the college council, then the course will be cancelled and the student will obtain a (W) grade in the grade record.

## **2.2.10 The Postponed Assessment**

If the student is not able to sit for a midterm or final exam of the specialization courses or not able to present his/her project in front of the jury in the specified date due to circumstances beyond his/her control, he/she can request to postpone the midterm or final exam within 72 hours from the date of assessment and attach to an acceptable excuse and a receipt of fees of the postponed assessment.

Postponed requests are assessed by the concerned department and the Admission and Registration Department will announce to the students the decisions issued

about the requests of postponement as well as announcing the schedule of the postponed exam or assessment on boards and via email 72 hours before the date of assessment. The student should not miss the postponed assessment except for exceptional circumstances beyond his/her control. In case of absence, the student should submit a new postponed request following the same procedures.

When the final assessment is accepted, the student obtains (I) grade which means “incomplete” in the final marks record for the concerned course and it will be replaced by the final mark after carrying out the postponed final assessment.

## **2.2.11 Grievance against Assessment Results**

The student has the right to submit a grievance against the assessment results during the semester including the midterm and final exams, quizzes and assignments. To guarantee success, KU reassures its students that the assessment was fair. In case the student was not satisfied about

the semester assessment results, he/she arranges to meet the course instructor within four days from the academic advisor consultation.

- If the student is satisfied that the semester assessment results was fair, he/she should sign the assessment document approving the grievance result.
- If the student is not satisfied about the semester assessment results, he/she arranges to meet the department chairperson and the grievance committee in the college within four days after meeting the course instructor.
- In case there no mistake occurred in calculating the grades and the grade was approved to be correct by the department chairperson and the grievance committee in the college, the student will be informed via email and he/she has to accept the decision.

To submit a grievance against the final course results, the student must be able to prove that his / her assessment was unfair

and he/she should discuss the matter with the academic advisor. Within four days from announcing the final grades, the student must submit a grievance form against the course grades to the Admission and Registration Department attached with a receipt of the fees specified. All requests are reviewed by the grievance committee in the college whose decisions are final. When necessary and according to the issued decisions about the submitted requests, the admission and Registration Department will change the student's grade on the electronic system and inform him/her about the result of the request he/she submitted. In case of changing the student's grade, the financial administration will refund the grievance request fees to the student.

### 3. Academic Advising

When joining the university, some newly enrolled students have an idea about what they want to achieve in their study, and some of them immediately indulge in their college experience without much help. However, others need to inquire, and ask for advice in order to achieve their goals. Thus, KU



believes in the role of the academic advisor, and that the students' discussion of the study plan options and providing them with advice during their study will help them to avoid academic difficulties, graduation delay and improve their academic performance and consequently increases their opportunities for success.

The University adopts a mechanism for academic advising in each college and/or for each program.

Each student shall be assigned an academic advisor from the faculty members in the college. Those qualified advisors provide the necessary information to their students from the first day of joining the university until they graduate, advise them about the timetable options and assessment grievances, and encourage them to acquire professional certification in their fields of specialization. The academic advisor also guides and motivates students to participate in extracurricular activities to develop their competencies and improve their skills. Through the collaboration between the academic

advisors, department chairpersons, deans and heads of departments, the university provides support for the students through a specialized team to answer their questions, since academic advising is a shared responsibility between the advisor and the student.

### 3.1 Students-at-Risk

According to the Academic Advising System in KU, Students-at-Risk are identified at the beginning of the semester. Accordingly, courses instructors are updated with the list of at-risk students in their courses to provide students with the necessary support that would enable them to improve their academic performance. Thus, Courses instructors and Academic Advisors are committed to cooperate with university units by carrying out regular Follow up. This involves checking students' performance levels and their conditions, identify those who have difficulties in their studies and provide interventions to overcome such difficulties.

The student is considered at-risk if his GPA is less than 2.0 and should receive

additional support from the Courses instructors and Academic Advisor from the time he receives the warning until he is able to increase his/her GPA. There should be direct communication between the identified student-at-risk and his Course Instructors involved to thresh-out the matter.

**In case of low academic achievement, the student is expected to:**

- Cooperate with the academic advisor starting from the date of registering in the university in order to set a plan to improve the student's level of study to achieve progress in the academic program.
- Communicate with the academic advisor and make him/her aware about all the circumstances and conditions which prevent him/her from achieving academic progress.
- Cooperate with the academic advisor and follow his/her instructions and directives in order to overcome the academic difficulties which may affect the student level of progress.

- Cooperate with the student affairs department to provide social advice and consultation.

## 4. Graduation Project

KU aims at supporting graduates in their future careers, thus, the university ensures that all the academic study plans include a Graduation Project as a part of the final stage in the academic programme. The GP is designed to enable students to review and apply knowledge , skills and competencies gained during their studies. This is considered as a valuable opportunity for students to work independently under the supervision of an identified Academic Staff.

Students are given the opportunity to share their ideas and perceptions about their graduation projects through oral and visual presentation and submit their graduation research/project documents in a professional manner.

## 5. Graduation Requirements:

- Successful completion of all the required courses, credit hours in his/her academic program.
- Achieve the required CGPA (as per below table).
- Achieve the number of study years (as per below table).

Degree	Min Graduation GPA	Min No. of Study Period		Max No. of Study Period	
		By Years	By Regular Semesters	By Year	By Semester
Associate Diploma	1.50	3	6	8	16
Bachelor	2.00	3	6	8	16
Master	3.00	1.5	3	4	8

## 6. University Policies, Rules and Regulations

### 6.1 Academic Misconduct

Honesty and commitment are part of the basic principles and beliefs adopted by KU. Implanting these values in the students' conscience is one of its important roles in the dissemination of values and ethics in the society. Thus, KU does not excuse

any form of academic misconduct which includes each of the following:

**6.1.1 Plagiarism:** Taking or using extracts from others' work without paraphrase, directly or indirectly and without reference to the source. It also means when one person uses another person's work and considering it as his/her own.

Disciplinary Procedures in Cases of

Plagiarism: Instances of plagiarism in which there is no reference to the original source are totally rejected. To deal with this, the programme (Turnitin) is used to detect plagiarism and the percentage of similarity of the texts submitted, or those published electronically to the original one. The acceptable percentage of similarity is 24%.

In case of identifying instances of plagiarism, the instructor meets with the student to discuss the matter with him/her. The student will be asked to resubmit a new work on an agreed upon new date.

In case the students recommitted the same academic misconduct (i.e. more than twice in an academic program), the instructor holds a meeting with the student to show him/her the instances of plagiarism and inform him/ her that he/she has failed and a zero was given to him/her in this part of the course. It is possible that the department chairperson warns the student in writing for this academic misconduct.

**6.1.2 Conspiracy:** Conspiracy with another student to help him/ her to copy

the work of another student and/or work with another student for an individual assessment. Providing false results in scientific experiments.

Entering unauthorized materials into the examination hall.

Copying another student's answers, or getting help from others to complete a work/ research submitted for evaluation.

## 6.2 Code of Conduct

According to the Higher Education Council regulations, KU applies the University of Bahrain code of conduct which applies to all students registered in the university.

### 6.2.1 Professional Violations &

**Disciplinary Penalties:** It shall be considered a Professional Violation any breach of Laws, Regulations, Resolutions and University traditions, and in particular:

- acts contrary to the regulations of the University, or the college or the department or the office or the University installations.

- deliberate abstention to attend lectures, interruption of study, or instigation there of.
- abstention, without justified reasons, to perform work, or any other academic activities which the University Regulations determine to be promptly maintained.
- cheating, or attempt thereof, or assist therein during exams or researches and graduation projects, and Postgraduate thesis,
- or disruption of the exams Regulations and tranquility required therein.
- violating the order required during lectures and other academic activities in the University, or to any employees, or students thereof.
- any statement, or act committed by the student, offering honour, or dignity, or morals, or breaching excellence of a bearing and conduct inside and outside the University, in any occasion where the University is taking part, or any activity conducted thereby, or while using the University transportation.
- any forgery committed by the student in the University documents, or using of such documents.
- any distribution of leaflets, or issuance of wall journal at colleges, or collection of signatures or donations, without obtaining the prior licensing from the authority concerned at the University, or any abuse of licensing granted to practice the above activities.
- solicitation against the legitimate institutions, or violating the national unity values.
- solicitation for any organization inside the University or participation therein, without prior licensing from the authorities concerned at the University, or participating in any activity which violates the organizational rules in the University.
- non compliance with proper appearance and acknowledged University traditions.

- damaging the University Movable and Immovable property, or misusing it.
- stay-in strike inside the University building, or participating in protest marches without prior licensing from the authorities concerned at the University.
- causing any tumult within the University campus.

**6.2.2 Disciplinary Penalties:** The disciplinary penalties which may be imposed on the student are:

- attention notice verbally, or in writing.
- properly taking out the student from the lecture auditorium.
- evicting the student from the University buildings, or denying his excess therein.
- depriving the student to utilize the services of a University facility or more, for the period specified in the conviction decision.
- depriving the student from exercising

a student activity or more for the period specified in the conviction decision.

- serving the student with Warning classed as First, Second and Third (Final).
- subjecting the student to a fine for not less than the value of the things which the student intentionally damaged.
- deeming the student a “Fail” in an Examination or in a “Course”.
- cancellation the student’s registration for a course or more in the Semester during which the violation uncured.
- depriving the student temporarily or permanently from the financial assistance.
- stopping the student from study for a Semester or more, in conjunction with denying the student to recover (refund) study fees.
- final discharge (dismissal) from University.
- m. cancellation the resolution by which the degree was offered, a decision

in this respect shall not be concluded unless cheating and forgery to obtain the certificate is proved.

## 6.3 Clothing Regulation

The students' appearance and dress must comply with the traditions and customs of the Bahraini society and must take into consideration the common social ethical values.

### 6.3.1 Clothing Regulation for Female Students

- Wearing transparent clothes that shows parts of the body is prohibited
- Wearing tight clothes that shows the body curves is prohibited.
- Wearing short clothes is prohibited. This includes clothes that do not cover abdominal area, short skirts (all dresses and skirts should cover the knees). In addition, short sleeves and shorts are prohibited.
- Dresses with wide openings that show parts of the body (clothes

widely open in the chest area and widely open skirts) are prohibited.

- Overdone make-up and exaggerated accessories are prohibited.
- Wearing inappropriate clothes (open Abaya, Burqa with exaggerated Eye make-up and clothes with inappropriate drawings and writings).

### 6.3.2 Clothing Regulation for Male Students

- Long hair is prohibited.
- Unusual haircuts are prohibited.
- Inappropriate accessories (Earrings, Bracelets, necklaces) are prohibited.
- Short pants are prohibited.
- Sleeveless shirts are prohibited.
- Sleeveless T-shirts are prohibited.
- Beach or home slippers are prohibited.
- Shirts or pants with inappropriate drawings or writing are prohibited.

## 6.3.3 Sanctions on Violating the Clothing Regulation

**Advice:** Every student that violates the clothing regulation for the first time is verbally advised kindly and individually away from other students in a respected way making sure that he/she is aware of this regulation. Alert: If the student violates the regulation after the first advice, he/she is verbally alerted and is asked to visit the academic advisor in a later specified time. The academic advisor should:

- A. Collect the student data: name, university ID, phone number and address.
- B. Make the student aware of the item in the code of conduct related to the appropriate appearance.
- C. Make the student aware of the clothing regulation inside the university campus especially the item related to violating this regulation and the consequences of the violation.

**Written Warning:** If the student repeated the violation after the verbal alert, he/she will be given a written warning signed by the Head of the Student Affairs Department who will ask the student to write a letter of commitment to the appropriate clothes inside the university campus.

**Disciplinary Actions:** If the student refused to comply with clothing regulation inside the university campus, he/she will be transferred to the investigation committee which will issue the appropriate disciplinary decision according to the code of conduct and the rules followed in the university. Also the academic advisor has the right to prevent students who violated the clothing regulation from entering the university.

## 6.4 E-learning ethics and instructions:

- 1- Students must not delay more than 10 minutes from attending the distance learning lecture without an acceptable excuse
- 2- Absence is prohibited frequently



from attending e-learning lectures without an acceptable excuse

3- Prevent side conversations, unrelated or disabling conversations of the lesson, during live streaming

4- Not to mock the colleague or instructor during the broadcast of the lesson

5- It is strictly forbidden to misuse the camera, telephone or chat feature, without prior permission from the instructor

6- It is strictly forbidden to incite students not to attend distance education lectures or to threaten and intimidate them.

7- It is forbidden to fabricate visual or written quarrels during broadcasting in the distance learning process.

8- Prohibits incitement not to comply with the rules governing the conduct of the lecture.

9- Audio or visual communication is forbidden, after the official time of the lecture

is completed during the process Distance education, especially for non-educational purposes

10- The use of e-mail, or social media, is prohibited for the purpose of disclosing personal information

11- The use of profanity, racist words or other words, text, voice, or hint that may be offensive to any other user is prohibited

12 -Prohibits the use of means of communication techniques, private information, insults, threats, violence, defamation, and extortion intentionally or repeatedly.

13 - It is forbidden to subscribe to lists or unofficial newsletters, within the distance education initiative, and to publish information about the members of the study body or students, without permission

14- It is forbidden to give personal information about another student, including, for example, a home address or phone number, search for information, obtain certain copies, or modify files or

other data or passwords belonging to other users.

15- It is forbidden to access the accounts of the instructor or another student, with or without his knowledge.

16- Not to damage the Programmes or misuse them in any way

17- Not installing or downloading any software or installations, potentially damaging the device or network

18- Not to photograph or share a student's photos without their explicit consent

19- It is forbidden to use educational content to film and record conversations between students and to publish them without prior permission.

20- Do not create or open any hyperlinks or attached files, unless they are sent from a trusted source

21- Do not use editing software that can

be used to create unreal and fake content to be traded

22- Do not use the network to develop software that annoys users, or to hack or destroy other people's accounts or devices

23- It is forbidden to establish networks or networks, to make live communications, including voice and video communications without permission

24- It is forbidden to promote or publish suspicious Programmes

25- It is forbidden to flood e-mail, or the programme used for distance learning with a high electronic data flow, to stop it from working, to disable it, or to destroy its contents.

26- It is forbidden to intentionally or without permission to pick up or intercept any communication through the information network used in distance education

27- It is forbidden to use the student's personal account illegally

28- It is forbidden to download, copy, duplicate or distribute copyrighted material, without the specific written permission of the rights owner,

29- It is forbidden to publish pornographic material through any means of distance education or material that is immoral and public order.

30- It is forbidden to cheat in electronic examinations of all kinds and in any way

31- It is forbidden to transfer the solutions of examinations or duties

32- It is forbidden to publish or share any material that disturbs the national stability of the Kingdom of Bahrain, or any hate or racist speech of all kinds.

## 7. Students Affairs

### 7.1 About the Department of Student Affairs

The Student Affairs Department seeks to provide a supportive and stimulating

environment for students, contribute to the refinement and development of their personalities in different aspects and seeks to promote the spirit of national unity among them. The Department provides social and psychological support and counselling to all students and gives special attention to students with special needs to provide them with their needs.

Third floor B3 -R03

Sunday - Thursday 8 am - 4 pm

### 7.2 Students' Guidance and Support Unit

The student Guidance and Support Unit provides various services and instructions in the social and psychological fields, in addition to introducing students to the university internal rules and regulations and supervising their application.

#### 7.2.1 Orientation Day

The Orientation Day Programme for newly enrolled students provides the necessary support for students to help them integrate into the university environment. The

program also aims at identifying the requirements of the Programmes, advising students about these requirements, giving them information about the registration of courses, logging into the electronic system LMC, student activities and services and the available facilities in the university.

## **7.2.2 Students with Special Needs and Learning Difficulties**

The unit provides necessary support to all students with special needs and ensures the continuity and easiness in using facilities, through regularly communicating with them and providing them with all their requirements. In addition, the unit provides psychological guidance and support on adapting to the university environment, in addition to motivating and engaging the students in the university activities.

## **7.2.3 Students with Special Health Needs**

The Student Support and Counseling Unit takes care of students with chronic diseases and those who are subject to injuries through following-up their health, identifying, specifying and providing them

their needs in cooperation with the various concerned parties in the university.

## **7.2.4 Students with Special Social and Psychological Needs**

The unit provides counselling sessions for students about their social or psychological problems, in addition to holding public or private individual counseling sessions to enhance their skills and overcome difficulties.

## **7.2.5 Regular Students**

The unit is responsible for following-up regular students and providing the necessary support and guidance to them, through providing courses and training Programmes, motivating them periodically and supporting them throughout their academic study.

## **7.2.6 Talented Students**

The unit encourages talented students to practice and develop their hobbies and provides them with all their needs.

## **7.2.7 International Students**

KU is committed to provide international

students with their needs and the necessary guidance and support to help them involve in the university environment.

### **7.2.8 Students' Complaints and Suggestions**

The university receives students complaints and suggestions in a number of ways such as through attending to the Student Affairs Department or through the suggestions and complaints boxes. The university is keen to take the necessary action in coordination with the concerned parties.

### **7.3 Student Activities**

KU believes in the important complementary role of extracurricular student activities. It aims at developing individual and collective students' skills abilities, implanting the principles of social responsibility and strengthening the national unity through organizing various activities in different fields such as: entertainment, social, cultural, sports, art and others.

### **7.4 Students' Council**

KU supports the formation of an elected students' council through annual elections. The Student Council is a link between the students and the university administration to involve students in the process of decision making.

The Student Council organizes events and promotes the spirit of cooperation and the concept of teamwork among the students themselves and between the students and the society. In addition, the council follows-up students' issues, makes them aware of their duties, solves their problems and supports the academic, cultural and social journey.

### **7.5 Student support and counseling in the E-learning Process**

The Department of Student Affairs communicates with students in the e-learning system via e-mail, Microsoft Times, social media is like Instagram.

Student support and guidance services

are provided to students with special needs, where their situation is monitored and ensured that the educational process is conducted appropriately for them, in addition to the guidance provided to all students about their motivation to raise the rate, or individual special sessions to solve the psychological and social problems faced by students in this period, in addition to support and guidance for new students.

A number of psychological, social and study topics are also presented via Live Instagram University.

## 7.6 Complaints in the E-Learning system

The Department of Student Affairs in the distance education system reminds all students via e-mail of the possibility of submitting various complaints and proposals, via the electronic link available on the university's website.

Which enables the student to fill out the complaint electronically easily,

<https://form.jotform.com/200913610803444>

The Student Affairs Department transfers the student's complaint to the competent authority and follows up on it

## 8. Information & Communication Technology

### 8.1 Introduction

The Information & Communication Technology Department's role at Kingdom University is to support, maintain, enhance, and adopt services that support the University's strategic plan and facilitate the life of the university's stakeholders.

#### **ICT Department provides the following:**

- Support services to university's stakeholders
- Internet and Wi-Fi coverage
- Printing solutions
- Maintain University related Information Systems.
- Fully digitalize the classrooms, labs, and workshops with learning support tools and equipment.

## 8.2 Learning Management System (LMS)

Learning Management System (LMS) is a central hub for all university-related courses materials, that enable students to access the material from anywhere and anytime. LMS provides a set of assessment tools to measure learners' objective outcomes and communicate effectively with faculty members, in a manner that stimulates learners' teaching and learning journey.

### Login to LMS

1. Go to: <https://lms.ku.edu.bh>
2. On the login box, select login using Office 365:
  - You're your as username
  - Your E-mail's Password as a PasswordSubmitting assignment
1. Save your answer on a PDF, Word, or any other format in your computer
2. access the course
3. Click on the assignment link
4. Click on the submit button
5. The assignment is uploaded either by

dragging & dropping the answer file inside the submission box, or by clicking on the add button on the left side, click on "upload a file" button.

6. Press on "save changes"
7. Finally, you will receive a confirmation email on your mailbox.

## 8.3 Student Information System (SIS)

It is a self-service portal that allows students to register on a semester base on their courses and pay for their registration online. The SIS contains useful reports for students to follow up their academic progress such as transcript, advisory study plan, attendance registry report and many others reports supports student's academic life.

### To login to SIS

1. Go to: <https://sis.ku.edu.bh>
2. On the login box, enter the following:
  - Your Student ID as a Username.
  - Your E-mail's Password as a Password

## 8.4 Mobile App

Its student information system mobile app that contains the selected services and features that are available in SIS and make it in students' hand to be in their daily academic life such as schedule, attendance reports, grade report and other services. The app is available for download from apple & android stores.

### Download the KU Mobile app

[Android](#)

[Apple Store](#)

## 8.5 Virtual Classroom

Microsoft Teams is a digital platform that allows students and teachers to connect and collaborate in a virtual space as they were together in the physical classroom. MS Teams provides flexibility for students to choose their comfort in attending virtually or on campus.

To login into your virtual classroom in MS Team:

1. Click on the following link <https://teams.microsoft.com>
2. Sign in with your KU email and password.
3. Click on the Calendar icon.
4. Select the virtual classroom meeting of the course you wish to Join.

## 9. The Library

KU Library was established with a vision to support the university's curriculum and to provide sources of information for students and faculty. The library is located on the third floor in the university campus, with an area of 1330 square meters. It consists of a big hall that is divided into (a section for reading, a section for books and references, a section for refereed journals and periodicals, a section for individual study rooms and a computer section to be used by the students).

The total seating capacity of the library reaches up to 150 library patrons.

### Library Collections

KU library includes more than 11000



volumes of printed books on different topics (arts, media, journalism, public relations, business administration, accounting, finance, banking, trade, economics, computer science, architecture engineering and law). The library receives 500-600 books annually.

Books are purchased based on the recommendations of the faculty members.

The university library includes a collection of permanent references (dictionaries, encyclopedias, government publications and important books). There is also an independent bookshop at KU for selling textbooks.

The library has a number of refereed journals in architecture engineering, law, strategic studies, education, social sciences, mathematics, statistics, languages, literature, business, economics, management studies, history, etc. KU library also subscribes to Twelve international online databases which provide access to e-journals and e-books, remotely from within and outside the university in addition to a group of printed journals.

## **Online Public Access Catalogue (OPAC)**

This is an online bibliography of library collection which is accessible to library users who can directly search library resources.

## **Information Literacy Programmes**

Courses on information awareness are held during the university introductory courses at the beginning of each semester, or at any other time if necessary. In addition, the student will receive sufficient information about the skills of using the library, the library system and how to register in the library. These courses aim at enhancing the skill of searching for information of the library patrons. To cope with the services dedicated to the library patrons, a team from the library Staff and Faculty from the different colleges in the university was established to provide all the required information.

**Sunday - Thursday 8 am - 8 pm Third Floor C3 R01**

## **10. Community Service**

The Unit of Community Partnership and

Continuous Learning is responsible for providing qualified Programmes and services that contribute to the development of social awareness and the confirmation of cooperation values and strengthen the connections between the university and the society.

## **11. Internship, Alumni Affairs & Career Guidance Unit**

KU is proud of its Alumni who are its ambassadors who represent the university in the society and business sectors. They are an important source of the knowledge, information and experience necessary for the development of Programmes and activities. They are also a model for students who are about to graduate.

KU provides services and organizes a range of Programmes and activities for Alumni to develop their abilities and strengthen the social connection between them to ensure their competitiveness in the labor market.

The university also focuses on preparing students for their future career and

enhancing their competitive priority in the labor market. It provides students with the appropriate guidance and resources to enable both students and Alumni to develop their career paths on the long term through exploring professional options and acquiring professional planning skills and professional management.

Students receive support through the university and from various work environments to discover and enhance their professional willingness to deal with the issues that will face them in the labor market.

The university enhances and develops the skills of employability, career planning, curriculum vitae preparation, job application form, preparation for interview, obtaining practical experience (both in the public and private sectors), Internship, marketing skills, identifying potential employers and vacancies, understanding recruitment and selection procedures used by employers, special training, and continuous support after graduation. Throughout the year, the unit organizes guidance activities and

professional counseling or professional presentations by experts to students and Alumni.

The University also provides professional consulting services which involves directly dealing with a trainer, giving advice about preparing a CV, preparing the necessary documents, in addition to preparing for the personal interview for employment.

The university is keen to ensure that all the study Programmes have a Internship course as a complementary part to any program. As part of the specialized Internship, the student joins one of the institutions/ companies or the work parties specialized in the field related to the student's study programme as a trainee for a training period which ranges between 200 to 300 hours (according to specialization).

## 12. Alumni Club

Alumni Club is a platform of the Internship, Alumni Affairs and Career Guidance Unit. It has been established in 2018 on the podium of Internship, Alumni and Career Guidance

Unit. The Alumni Club membership is limited to all KU Alumni with free of charge. The membership is permanent or as per the member decided. The Alumni can be a member by Registering his name and information in the website <http://www.ku.edu.bh/alumni-club/>

The club combines all Alumni in post-university life and strengthening the relationship between them through communication via the portal website <http://www.ku.edu.bh/alumni-portal/> Or through interacting with each other on social media ("KU-alumni" page on Instagram and on WhatsApp).

Alumni Portal plays an active role in providing students with information relevant to the university and society. It provides Alumni with jobs' Opportunities links that are suitable to their academic and professional fields. In addition, the portal includes announcements of the university activities that relate to the Alumni, Alumni newsletters, progression of the university and academic Programmes. An interactive relation is sustained through publishing

surveys on the alumni portal that aims to collect alumni feedback for enhancing and developing the academic Programmes and learning activities.

The main objectives of the Alumni Club are:

- Link the alumni with the university and the labor market through organizing events and entertainment, cultural and professional activities, which promote employment opportunities, Enhance professional skills and highlight the Alumni' activities in the labor market and society.
- Bring together all the old and fresh Alumni and the faculty to share their experiences with each other.
- Maintain and update the database of all KU Alumni of and to interact with them.
- Utilize the distinguished professional experiences of Alumni for the benefit of the current students, by organizing seminars, workshops, guest lectures and talks that could be conducted by the employed Alumni.

- Gather students with Alumni who can provide guidance to the students for better possibilities of employment.
- Promote the Kingdom University through the Alumni who work in reputed industries and have achieved high level positions.
- Obtain from Alumni valuable advices and comments on the academic Programmes which contribute on the academic development with industry concerns.
- Update the Alumni with new knowledge related to their specialization and field of studies.
- Gather and maintain database of employment information and assist the Alumni in securing suitable jobs. 43

## 13. ACADEMIC PROGRAMMES

### 13.1 College of Law

The programme aims to develop students' knowledge, leadership abilities and values and effectively provides the local and

regional markets with specialized, qualified legal employees. To this end, the college seeks to excel in education, scientific research and community engagement. The Bachelor of Law study plan includes compulsory and voluntary courses as well other basic requirements.

The programme also contains independent semester training where students receive practical legal in partnership with government and private entities in order to improve students' practical skills and ensure their understanding the concept of law in practice; In addition, student has to prepare a model graduation project under specialized academic supervisor.

## Programmes:

- **Bachelor of Law**

### 13.1.1 Study Plan

- 138 credit hours
- Minimum credit hours per semester are 12 hours and max are 19 hours.
- The estimated length to pass the programme is 4 years

- The academic year is divided into two compulsory semesters and an optional summer semester.
- Official language of study is Arabic
- Fees per hour = 130 BD

### 13.1.2 College Admission Requirements

- Students who got %60 or above in their High School Certificates or equivalent will be directly admitted.
- Students who got below %60 in their school certification must take the Arabic language Entrance Examination.
- Students who achieved 60% and above will enroll directly on the program.
- Students who got below 60% they must take the Arabic language foundation course (3 hours).
- To transfer credit hours, courses should be part of the study plan with comparable course descriptions.
- Credits of courses equivalent to a (C) or higher will be transferred; up to %66 of credit hours in the intended programme is available for exemption.

## 13.1.3 Career Path

- Judge
- Prosecutor
- Legal adviser
- International arbitrator
- Lawyer
- Legal researcher
- Specialist Legal Affairs
- Others

## 13.1.4 Learning Path

### Post Graduate Studies:

- Master in private law
- Master in public law
- Master in Commercial Law
- The LLM International Business Law
- The LLM Medical Law and Ethics
- LLM - Law (Cyber Law)
- MSc International Law & Business
- International Relations and International Law MSc
- MSc in Law and Finance
- LLM/MSc - Law and Economics
- Law, Artificial Intelligence and New Technologies MSc/LLM

- Strategic Studies and International Law (MSc)
- Law and Economics of Oil and Gas MSc/LLM
- Master of Intellectual Property and ICT Law (Brussels)
- Mental Health, Ethics and Law MSc
- International Aviation Regulation and Law MSc
- PhD in Public Law Philosophy
- PhD in Law public
- PhD in Law private
- PhD in public law
- PhD in private law
- PhD in Criminal Law
- PhD Security Crisis Management
- PhD in Criminal Investigation

### Professional Certificates:

- Law license (Lawyer license)
- Continue learning in judicial institutions
- Arbitrators' Qualification & Development Programme
- Contract Drafting Skills and the Art of Drafting Arbitration Agreements
- Legal Practice Course

## 13.2 College of Business Administration

The programme provides students with conceptual framework of existing and emerging managements, financial, accounting and banking principles and practices. This programme prepares students to work in national, regional and international organizations. The curriculum is well organized to provide academic progression year-on- year and it balances between knowledge and skills, and between theory and practice. Basic and advanced courses enhance student's knowledge and increase employability skills and excel in the professional life.

Programmes:

- **Bachelor of science in Business Management**
- **Bachelor of science in Finance and Banking**
- **Bachelor of science in Finance and Accounting**

### 13.2.1 Study Plan

- 129 credit hours
- Minimum credit hours per semester 12 and max 19 hours
- The estimated length to pass the programme is 4 years
- The academic year is divided into two compulsory semesters and an optional summer semester.
- Official language of study is English
- Fees per hour = 100 BD

### 13.2.2 College Admission Requirements

Students who achieve %60 or above in their High School Certificates or equivalent will sit for placement test in:

Basic Mathematics  
English

(Applicants who pass the Entrance Examinations with required mark are admitted to their chosen program)  
(Applicants who fail the Entrance Examinations can enroll on a relevant orientation courses before the chosen Programmes)

- Applicants providing 5.5 IELTS or 550 TOEFL are exempted from the English Language placement test.
- Those who scored below %60 in their school certification, will benefit from
- progression opportunities through the Orientation Program.
- To transfer credit hours, courses should be part of the study plan with comparable course descriptions.
- Credits of courses equivalent to a (C) or higher will be transferred; up to %66 of credit hours in the intended programme is available for exemption.

### 13.2.3 Career Path

For Bachelor of science in Business Management:

- Product Manager
- Services Manager
- Market Researcher
- Investment Manager
- Business Consultant
- Senior Manager in health, education, social and community services
- Senior Manager in trade, broadcasting,

and other services

- Training Consultant/Professional
- HR Manager

For Bachelor of science in Finance and Banking:

- Financial Manager
- Bookkeeper
- Auditor
- Cost Accountant
- Financial Consultant
- Financial Planner
- Portfolio Analyst
- Financial Officer
- Securities Agent, Investment Dealer, and Broker
- Training Consultant/Professional

For Bachelor of science in Finance and Accounting:

- Financial Manager
- Bookkeeper
- Auditor
- Cost Accountant
- Financial Consultant
- Financial Planner



- Portfolio Analyst
- Financial Officer
- Securities Agent, Investment Dealer, and Broker
- Training Consultant/Professional

## 13.2.4 Learning Path

For Bachelor of science in Business Management:

Post Graduate Studies:

- Msc in Management
- Master's in business administration (MBA).
- Master's in human resources

Professional Certificates:

- CMI certificates
- ACCA certificate (Association of Chartered Certified Accountants)
- Project Management Professional (PMP)

For Bachelor of science in Finance and Banking:

Post Graduate Studies:

- Master of Science in Finance

- Master of Global Finance & Banking.
- Master in international finance
- Master in Islamic finance and banking

Professional Certificates:

- CMI certificates
- ACCA certificate (Association of Chartered Certified Accountants)
- Project Management Professional (PMP)
- Certified Public Accountant (CPA)
- Chartered Financial Analysts (CFA)
- Financial Risk Manager (FRM)

For Bachelor of science in Finance and Accounting:

Post Graduate Studies:

- Master of Science in Finance
- Master's degree in accounting. Master in international finance

Professional Certificates:

- CMI certificates
- ACCA certificate (Association of Chartered Certified Accountants)
- Project Management Professional

(PMP)

- Certified Public Accountant (CPA)
- Chartered Financial Analysts (CFA)

## 13.3 College of Architectural Engineering and Design

The college provides state of the art architecture and design education by combining both theory and practice to prepare students to cope with distinct and competitive career opportunities locally, regionally and globally. The college endeavours to undertake research so that it can serve the community through investigating ideas and solutions that answer the most urgent needs of the Bahraini people in buildings, urban planning and everyday design issues

### Programmes:

- **Bachelor of science in Architectural Engineering**
- **Bachelor of Interior Design**

### 13.3.1 Study Plan

- 179 hours s in architectural engineering

- 142 hours in interior design
- Minimum credit hours per semester are 12 hours and maximum credit hours are 19 hours.
- The estimated length to pass the programme is 5 years for Architectural Engineering, and 4 years for Interior Design.
- The academic year is divided into two compulsory semesters and an optional summer semester.
- Official language of study is English
- Fees per hour = 130 BD (for the College and Programmes requirements courses) and 110 BD (for the University requirements courses)

### 13.3.2 College Admission Requirements

In addition to the University admission requirements:

Students who achieve %60 or above in their High School Certificates or equivalent will sit for placement test in:

- Basic Mathematics
- English

- Applicants providing 5.5 IELTS or 550 TOEFL are exempted from the English Language placement test.
- Those who scored below %60 in their school certification, will benefit from progression opportunities through the Orientation Program.
- To transfer credit hours, courses should be part of the study plan with comparable course descriptions.
- Credits of courses With (C) or higher grade will be transferred taken into consideration the general credit transfer regulations of the University; up to %66 of credit hours in the intended programme is available for exemption.

### 13.3.3 Career Path

For Bachelor in Architectural Engineering Program:

- Architect Engineer
- Project Manager
- Construction Manager
- Site Supervisor/ Engineer
- Design Consultant
- Conservation & Restoration Architect

- Building Services Engineer
- Architect Specialist in Airport Design
- Architect Specialist in Medical Institute Design
- Architect Specialist in Industrial Buildings
- Landscape Architect
- Urban Designer
- Town & Master Planner
- Green Building Evaluator
- Real Estate Developer
- Architectural Model Specialist Town & Master Planner
- Interior Designer
- BIM Specialist
- Green Building Evaluator
- Drafts-man
- Real Estate Developer

For Bachelor in Interior Design Program:  
Interior Designer / Interior Architect:

- Furniture Designer
- Theater and TV set Designer
- Retail Designer
- Project Manager

- Project Coordinator
- Site Supervisor
- Design Consultant
- 3D Visualiser
- Architectural Model Specialist
- Tutor
- Event Designer
- Architectural Draftsman
- CAD / 3D Visualiser
- Interior real estate developer

### 13.3.4 Learning Path

#### Learning pathways for Graduates of Bachelor in Architectural Engineering:

- MSc in Architectural Engineering
- MSc in Urban Design
- MSc in Sustainable Architecture
- MSc in Parametric Design
- MSc in Construction Management
- RIBA Studio Course
- Autodesk professional certification

#### Learning pathways for Graduates of Bachelor in Interior Design:

- MA in Interior Design

- MSc in Interior Architecture
- MSc in sustainable Design
- MSc in parametric design
- MA in Furniture Design
- MA in scenic design 7- MSc in Design
- MDes in Interior Studies
- MA in Architecture Adaptive Reuse
- Autodesk professional certification

## 14. Quality Assurance and Accreditation

The University operates within the guidelines stipulated by the Higher Education Council (HEC) of the Ministry of Education, Education and Training Quality Authority (BQA) and continuously makes efforts to enhance its standards, quality and effectiveness. As a result:

- KU successfully addressed all Standards of Cycle 2 Institutional Review conducted by the BQA and got Meets Quality Assurance Requirements judgement, the highest review rating in the BQA Institutional Review.
- KU successfully addressed all

Standards of Institutional Accreditation conducted by the HEC and got Meets Quality Assurance Requirements judgement, the highest review rating in the HEC Institutional Review.

- The University satisfied the Institutional Listing Standards and was “Listed” in the NQF register of the General Directorate of National Qualifications Framework (GDQ) of BQA.
- Two Programmes were placed on NQF, Bachelor of Science in Business Management and Bachelor of LAW. The rest of KU programmes are in the process of Placement.

KU continuously seeks Professional Accreditations to support its programmes. As a result , The College of Business Administration obtained a professional accreditation from the International Association of Chartered Certified Accountants (ACCA). Students who complete the following programmes will be exempted from the following number of subjects

- Finance and accounting programme will be exempted from 5 subjects

- Finance and Banking Programme will be exempted from 3 subjects
- Business Management programme will be exempted from 2 subjects

At the same time , the college obtained a professional accreditation from The Chartered Management Institute (CMI ) for the three programs, this is considered as a very important achievement for students and graduates.

## 15. IMPORTANT NUMBERS

#	Party	Contact Number
1	College of Law	13302949
2	College of Business Administration	13302921
3	College of Architecture Engineering and Design	13302832
4	Admission and Registration Department	Admission 13302985 Registration 13302987 Graduates 13302981
5	Financial Affairs Department	13302975
6	Students Affairs Department	Students Guidance 13302961 Students Activities 13302994
7	Information Technology and Communication Department	13302879
8	Bookshop	13302954
9	Library	13302806
10	Clinic	13302952
11	Cafeteria	13302555
12	Telephone Exchange	13300001



Kingdom University

Student Handbook AY 2021-2022

Building 287, Road 3903, Block 939

P.O. Box 40434, Kingdom of Bahrain

Version SHB/V1.0/AY 21-22

The statements, policies, rules and regulations set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between the student and KU. At the sole discretion of the University, the contents of this handbook are subject to change from time to time and updated information may be distributed regarding revised policies, rules and regulations. Every effort will be made to keep students advised of any such amendments