Student Handbook

Postgraduate

Kingdom University

جامعة المملكة

2025
2026

Dear Students

Kingdom University is proud of its dear students for choosing the university as their preferred educational destination and wishes them success in their new academic year. The university is keen to develop the creative and intellectual energies of its distinguished students and develop their abilities to build a promising future at a confident pace The university also urges its students to unleash their creative potential to interact outside the university community, and to celebrate their achievements in real life. And offering the latest study programs to its students What we aspire to is for our students to be a prominent model of scientific excellence, discipline, commitment, and dedication in their educational journey, and a role model that we are proud of for their continued excellence and their preservation of the motivation to achieve distinguished academic achievement.

This handbook has been prepared to introduce the regular and new student about all aspects of his life at Kingdom University. The handbook also deals with a description of the services, facilities and resources available to the student, and a detailed explanation of the university's rules and regulations that ensure that students are regular with all the necessary laws on campus and adhere to the laws of behavior control. This handbook also includes comprehensive and important information for the student that will accompany him/ her throughout his/ her years of study, so it is necessary for the student to keep this handbook so that he can refer to it if the need arises.

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 with them. The university has the right to change its regulations and policies according to regulatory bodies requirements.

The Student Affairs Department at Kingdom University welcomes any inquiries about this guide and other study programs, activities and services provided by the administration. Please also refer to the university's website for instructions on academic affairs, communicate with the Student Affairs Department staff via e-mail, phone, or visit the administration office.
The university's academic and administrative staff dedicate all their capabilities to support the students' educational journey to enjoy a smooth and enjoyable experience characterized by acquiring the most important skills necessary to prepare them scientifically and practically to engage in the labor market.

In conclusion, we wish our students an academic year full of outstanding achievements.

1. YOUR 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
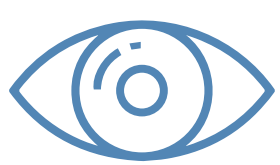
Vision:

Kingdom University envisions to be an esteemed University that fosters high quality academic programmes, research, and community engagement, contributing to the sustainable economic development of Bahrain and the region.
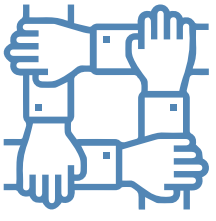
Mission:

Kingdom University provides quality teaching and learning experiences, research, and community engagement activities that nurture competent professionals and lifelong learners with skills, knowledge, and attributes who can positively impact the society and economy of Bahrain and the region.
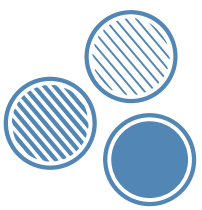
1.3 CORE VALUES

Kingdom University is characterized by following a basic set of values, which are illustrated in the following scheme:

Teamwork

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.

Diversity

We value and recognize that there is knowledge to be gained from different nationalities, cultural backgrounds, heritage, life experiences, and viewpoints represented throughout our community.

Creativity and Innovation

We are an active learning community that cultivates intellectual curiosity, ingenuity, and creativity and recognize the creation of an environment with opportunities for change and growth.

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.

Contribution to Society & 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 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 in regional academia and business environments. The Chairman of the Board is Professor Mohammed Rashid AlFagih.

Prof. Mohammed Rashid Al Faqih
Chairman of the Board

Mr. Mohammed Ebrahim AlBastaki
Deputy Chairman

Dr. Omar Salem Almutawa
Board Member

Dr. Abdulrahman Khalil Tolefat
Board Member

Eng. Tarek Othman Al Kasabi
Board Member

Mr. Mohammad Alghaith Al Tayyar
Board Member

Prof. Hassan Rafdan AlHajhoj
University President

Mrs. Meriem El Garamo
Secretary

1.5 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 chaired by the KU President

Prof. Hassan Rafdan AlHajhoj
KU President

THE MEMBERS OF THE COUNCIL ARE AS FOLLOWS:

Mrs. Zainab Ebrahim Mahri
Acting Executive Director for Finance and Administration

Prof. Iqbal Thonse Hawaldar
Assistant to the President for Accreditation and Quality Assurance

Prof. Nader Mohamed AlBastaki
Vice President for Academic Affairs & Scientific Researc

Dr. Ashraf Mohamed Soliman
Dean of College of Engineering and Design

Dr. Omar Alhadithi
Acting Dean of College of Law

Prof. Saad Znad
Acting Head of Community Engagement and Continuing Education Unit

Mr.Tamer Salama
Member

Dr. Shafiq Ul Rehman
Dean of Information Technology

Dr. AbdIrhman Ahmad Meero
Acting Dean of College of Business Administration

1.6 LOCAL AND INTERNATIONAL ACCREDITATIONS:

Institutional Academic Accreditation from the Higher Education Council

In December 2019, Kingdom University obtained accreditation from the Higher Education Council (HEC) after fulfilling all requirements.

Education and Training Quality Authority

In June 2019, Kingdom University met the requirements of the Education and Training Quality Authority for institutional review

Ministry of Education – Kingdom of Saudi Arabia

Kingdom University has obtained official recognition from the Ministry of Education in the Kingdom of Saudi Arabia, thus becoming Kingdom University of the recognized universities for Saudi students to study in

British Institute of Leadership and Management (CMI)

Chartered Institute of Management Scholarships, accreditation for the three programs of the College of Business Administration, and the dual accreditation includes the equivalence of the college's three programs for the CMI Level V Professional Certificate

ACCA accreditation

The university was able to obtain accreditation from the Association of Chartered Certified Accountants (ACCA), which includes exemption from six exams for finance and accounting students, four exams for finance and banking students, and two exams for business administration students.

Kingdom University is a member of the AACSB Business Education Alliance

The College of Business Administration at the university started the process of applying for accreditation from AACSB, which usually takes several years, as the College of Business Administration became a member of the ACCSB and the application to qualify for accreditation was approved in April 2020

British Academy of Advanced Higher Education

Kingdom University is a member of AdvanceHe and the majority of faculty members have a HEA fellowship, which ensures knowledge and application of university teaching methods events.

Association of International and British Interior Designers

Kingdom University is the first international university from outside Britain, to obtain the accreditation of the International and British Interior Designers Association for the Bachelor of Interior Design program, which gives students membership of the association and benefit from all its events and exhibitions.

Microsoft Academy

Provides courses in technology and professional skills required in the labor market. Comprehensive learning pathways and curricula prepare students from the College of Business Administration to succeed in obtaining recognized professional and professional certifications that set them apart in the job market.

2 STUDENT RIGHTS AND DUTIES:
2.1 Student Rights:

- Providing the appropriate academic environment and scientific climate for him to obtain high-quality education in line with the university's mission by providing all available educational capabilities to serve this goal.

- His right to provide scientific material and knowledge related to the university courses he teaches, in accordance with the university provisions and regulations governing academic work.

- Facilitating the acquisition of full rights within the university by the administrative or academic bodies in accordance with the university's rules and regulations.

- Maintain the confidentiality of information and complete privacy in everything related to it and not to view or use personal information, academic record, profile, and transcript except for authorized persons only.

- Notify him before making any decision against him, draw his attention to any violations, and notify him in writing of the decisions taken against him, while giving him the right to criticize any decision that contradicts his academic interest in accordance with the university's rules and regulations.

- Notify him and inform him of the existence of an orientation day to introduce the university's faculties and facilities.

- Providing permanent communication opportunities with the faculty member in various ways such as e-mail or office hours. Etc.

- Effective scientific discussion and the freedom to ask questions to the faculty member without embarrassment or intimidation, while adhering to the etiquette of discussion and as required by public morals.

- Obtaining and introducing him to the appropriate service appropriate to his needs, including all students, including those with special needs, according to the available capabilities.

- Selecting his fellow students to participate in student advisory committees to discuss their topics.

2.2 Student's duties:

- Respect the university system, Rules and Regulations.

- Respect for the dignity and safety of Academic and Administrative staff

- The student must provide sound and accurate information when registering and fulfilling his financial obligations towards the institution.

- The student must be characterized by good manners in his behavior.

- The student should not resort to cheating or stealing the work of others.

- The student should maintain the places designated for study and the teaching aids used to serve him in the educational process, and to preserve all the university's property and not tamper with it with the intention of sabotage or destruction.

- To respect the rules of university security and public safety controls and maintain the cleanliness of the university and its facilities.

- Follow up on the academic announcements of the university via e-mail as it is the official means of communication.

- Scientific honesty and commitment to the ethics of the university student.

- Regular study and respect for the rules related to the conduct of lectures.

3. ADMISSION REQUIREMENTS

3.1 REQUIRED DOCUMENTS FOR APPLICATION:

The student must fill out the admission application and submitted with the following documents,

- Original of Bahrain High School Certificate and Transcript (for Government Schools in Bahrain).
- Original of High School Certificates and transcript from private schools approved by the Ministry of Education in Bahrain (for private schools in Bahrain).
- Equivalence letter for High School Certificate from the Ministry of Education (for private school in Bahrain).
- Copy of Valid Passport
- Copy of Valid Bahrain Smart Card (CPR).
- Two recent passport size photographs.
- Conduct Certificate.
- •Bachelor Certificate and official transcript from university recognized by the higher education council in the kingdom of Bahrain.
- Motivation letter.
- Two Letters of Recommendation.
- English Certificate Exam with ILETS 5.5 or equivalent (according to the below table) or pass the English Placement test (for programs which taught in English Language only).

IELTS	TOEFL iBT	TOEFL PBT	TOEFL CBT	TOEIC
5.5	46 - 59	453 - 496	133 - 169	450 - 560

3.2 Additional documents for students who obtained a certificate (high school or Bachelor) from outside of Bahrain:

1. Original of Bahrain High School Certificate and Transcript stamped by:
   - Ministry of foreign affairs of the country which certificate.
   - Ministry of foreign affairs in Bahrain.
   - Embassy of the country which granting the certificate.

2. Equivalence letter for High School Certificate from the Ministry of Education (for private school in Bahrain and non-GCC students).

3. Equivalence letters for High School Certificates are not required from GCC students and graduated from GCC Government Schools.

Required Document for External transferred Students:

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.

3.3 MASTER'S DEGREE REGULATION
3.4 Admission requirements

1.   the student must have a bachelor's degree or its equivalent from one of the recognized universities, with a minimum average of 70% or a grade of at least 'good'.

2.   However, it is acceptable to admit students who achieved "Acceptable Degree" in the bachelor program on condition that they should pass the foundation courses with a grade not less than "good". Those courses together with their number of credit hours will be assigned by the concerned department council and approved by the concerned college council. It is possible to consider the practical experience in the same specialization for more than one year as a compensation for those courses.

3.   the student must fulfil the admission requirements of the related specialization/ program. These requirements are determined through a decision by the university council according to the specifications of the various master's programs. The applicant in the program must submit the required documents according to the admission policy and procedure of the university.

4.   Admission application for two academic programs for postgraduate studies at the same time shall not be accepted whether inside or outside the university.

5.   The student previous specialization should be identical to the program he/she intends to join. In case of Specialization relatedness, the student must pass the foundation courses specified by the concerned department and college councils. The number of these courses and the number of hours shall be decided according to the student academic status and according to the related instructions of the HEC. These courses should not exceed (21) twenty-one hours in the concerned master's specialization and maximum of 15 credit hours weekly per semester and no more than 3 semesters according to what the college or department considers necessary to improve his/her level with the possibility of considering the number of years of practical experience (more than one year) in the same field of study as compensation for all or some of those foundation courses , taking into consideration the following:

   •   The study hours of the foundation courses are not counted to be part of the credit hours required for the program, and their marks are not counted in the student's semester average or GPA.
   •   It is not allowed to register for the program courses only after successfully passing the foundation courses.
   •   The semester in which the student is enrolled in the foundation courses is not counted

in the maximum period of graduation.
  •   Foundation courses will be assigned with a 'pass' grade if the student passes the course, and a 'fail' grade when the student fails the course.
  •   If the student obtains a 'fail' grade in any of the foundation courses, he/she will be given only one chance to repeat the relevant course.

6.   Students who transferred from other universities are admitted to the master's program only if they meet the admission requirements, and the courses are equalized according to the following conditions:

  •   The course grade should not be less than (B) or its equivalent in other evaluation systems.
  •   The hours required to be equalized should not exceed 50% of the master program credit hours.

  •   Equivalent hours are not included in the calculation of the GPA.
  •   Courses that students studied and though which they obtained a scientific degree are not equalized.
  •   The equation should be done according to the equivalent system followed at Kingdom university.

3.5 STUDY LOAD
  •   The student must study (30-33) credit hours, depending on the specialization, provided that (6) credit hours are allocated to the preparation of the master's thesis.

  •   The duration of the study shall not be less than one year and not more than four years.

  •   The University Council has the right to grant the student an extension to the maximum number of years of study if the student has a compelling excuse accepted by the University Council.

  •   In the regular semester, the minimum academic load is 6 credit hours, and the maximum is 12 credit hours. The student is allowed to register 3 credit hours per semester and only once during the period of his/her study. In the summer semester, the minimum is 3 credit hours, and the maximum is 6 credit hours, except for the thesis.

3.2 EVALUATION AND GRADES
- The minimum passing mark in each course is the grade (C).
- The student may repeat up to 3 courses - throughout the period of his/her study - to improve his/her GPA on condition that he/she should not exceed the maximum period of study in the program.

If the student repeats a course to improve his/her GPA, the highest grade will be calculated for him/her.
The student will be evaluated with "pass" or "fail" in the thesis. This evaluation shall not be considered in the GPA but will be included in the transcript.

The students' performance in the courses are evaluated with symbols and points as follows:

Letter grade	Percentage	Points	Appreciation
A	100 - 90	4.00	Excellent
A-	89-87	3.67	
B+	86-84	3.33	Very good
B	83-80	3.00	
B-	79-77	2.67	
C+	76-74	2.33	Good
C	73-70	2.00	
C-	69-67	1.67	
D+	66-64	1.33	Acceptable
D	63-60	1.00	
F	Less than 60	0.00	Failed
W	Withdraw		
WF	Deprived of entering the exam - fail		
I	Incomplete		

- The student's semester or overall GPA is evaluated using the following grades:

Average (pts)	Appreciation
From 3.9 to 4.0	Excellent with Honors
From 3.5 to 3.89	Excellent
From 3.0 to 3.49	Very good
From 2.00 to 2.99	Good
From 1.00 to 1.99	Acceptable
Less than 1.00	Failed

3.7 ATTENDANCE SYSTEM

Attendance is compulsory, and the student is not allowed to be absent from lectures for more than 25% of the hours specified for each course according to the following:

- If the student's absence exceeds 15% of the specified attendance hours, he/she will get a warning from the Admission and Registration Department.

- If the student's absence exceeds 25% of the total hours of attendance specified for any course, he/ she will be deprived of attending the final exam and will get a 'fail' grade in that course. The student must re-study the course if it is compulsory, and the 'F' grade will be calculated in the semester and GPA for the purposes of warning and dismissal.

- If the student's absence which exceeds 25% of the total hours for any course is due to a health issue or any compulsive excuse accepted by the Dean, he/she will be considered withdrawn at his/her request.

3.8 STUDY POSTPONEMENT AND DISCONTINUE

- The student may postpone his/her studies if he/she has completed one semester in the program in which he/she has enrolled taking into consideration that it is not allowed in any case to postpone the study in the first semester of admission, or shift from one program to another, for any reason.

- The postponement period shall not exceed 3 semesters, and this period shall be deducted from the maximum limit of the period specified for obtaining a master's degree, provided that the student should submit an official application using the relevant form prepared by the Admission and Registration Department.

- The maximum number of semesters in which a student can drop out of study is two semesters. If the student drops more than two compulsory semesters without a compelling excuse accepted by the College Council without submitting an official postponement, the student will be deprived of his/her seat at the university and will be dismissed.

- The student may be allowed to re-enroll in the program if he/she submits a request accepted by the University Council. In this case, the University Council will determine the period allowed for graduation if the student exceeds the maximum period of study.

3.9 WARNING AND DISMISSAL

1. If the GPA of the student is less than 3 out of 4 points at the end of any regular semester, except for the first semester of his/her enrolment in the university, he/she will be getting an academic warning (first warning). On the other hand, if the GPA does not reach 3 in the following regular semester, the student will get a second academic warning. If the GPA drops below 3 in the following regular semester, the student will receive a final academic warning. In this case, he/she will be given a period of two semesters to improve his/her GPA.

2. The student is not allowed to discuss the master's thesis if his/her GPA is less than 3 points.

3. The student shall be permanently dismissed from the program in the following cases:
   - If he/she does not achieve the minimum GPA, namely, 3 out of 4 points at the end of the two semesters following the academic warning (excluding the summer semester).
   - If the student receives a final academic warning due to a GPA lower than 3.
   - If the thesis examination committee rejected the thesis for two consecutive times.
   - If he/she exceeds the maximum period prescribed for obtaining the degree.
   - If he/she is accused of plagiarism when preparing the thesis.

- If he/she commits a violation that obligates his/her dismissal following the behavioral regulations followed by the university.

- If he/she does not attend regularly (did not register courses) in the first semester of his/her study.

- If he/she exceeds the maximum number of Discontinued semesters.

4. **The University Council has the right to give an additional opportunity maximum of two times to students who have received a final academic warning.**

3.10 GRADUATION REQUIREMENTS

- Passing the number of hours required for the program without exceeding the maximum and the minimum number of years of study.

- Achieving the minimum GPA, 3.00 out of 4.00.

- Successfully passing the master's thesis in accordance with the conditions set for accepting the thesis.

COLLAGE OF BUSINESS ADMINISTRATION

COLLEGE OF BUSINESS ADMINISTRATION

ABOUT THE COLLEGE

The college's programs provide a general educational framework that links the principles of business administration, finance, accounting and banking with real practical practices on the ground. These programs contribute to preparing students to engage in the local, regional, and international labor market.

The curriculum also strikes a good balance between general academic progress and specialized knowledge and skills. and between theories and practices. It contributes to the preparation of the student's skills to enhance knowledge and increase the possibility of employing the skill and excelling in professional and academic life.

PROGRAMMES

- **MSc. IN DIGITAL FINANCE AND FINANCIAL TECHNOLOGY (FINTECH)**
- **Master of Business Administration (MBA)**

Master of Busniess Administration (MBA)

PROGRAMME STRUCTURE

Language of study	Duration
English	1.5 Years

Delivery Mode	Attendance Mode
On Campus	full mode

Credits
33

PROGRAMME AIMS

- Provide deeper understanding and appreciation of modern management theories, tools, techniques, and applications to learners, business leaders, and managers.

- Prepare learners to demonstrate the ability to identify, analyze and solve complex business problems using quantitative methods, statistical analyses, and information technology.

- Prepare learners to take strategic, comprehensive, and innovative approaches in making business decisions to create value in a challenging environment.

- Enhance learners' lifelong learning skills and personal development to be able to work with the team, manage time, do oral or written communication, and contribute to business and society at large.

LEARNING OUTCOMES

KNOWLEDGE AND UNDERSTANDING SKILLS

- Demonstrate a critical knowledge of the business management theories, principles, and concepts.
- Demonstrate a critical knowledge and understanding of the current issues in business management.

SUBJECT-SPECIFIC SKILLS

- Apply professionally the appropriate techniques to make decisions in different areas of business management.
- Apply standard and specialized methods, and investigative techniques in the different areas of business management.

CRITICAL THINKING SKILLS

- Critically analyze and assess the output of business management techniques, and tool for problem solving and decision-making purposes.
- Critically analyze and interpret data in the different areas of business management.

GENERAL AND TRANSFERRABLE SKILLS

- Demonstrate effective use of oral and written communication skills to present the official and non-official business reports.
- Display ethical behavior and cultural sensitivity in dealing with academic and practical issues in business management.

CAREER OPPORTUNITIES

- Corporate leadership positions, such as CEOs, COOs, CFOs, and other C-suite roles.
- Consulting and advisory services.
- Entrepreneurship and startup ventures.
- Roles in finance and investment management.

ACADEMIC STUDY PATHWAY

MBA holders can pursue doctoral studies in fields such as:

DOCTORAL STUDIES:

MBA holders can proceed academic advancements by acquiring Ph.D. in business, or a related such as Business Management, Human Resource management, Marketing Management, Digital Marketing, Entrepreneurship, Financial Management, Financial Technology.

TEACHING AND EDUCATING:

For those with real affections with teaching, a venture into business lecturing at universities and colleges may be a place to consider and work. These business academics may practice their careers as lecturers or facilitators, giving the information and the passion they own to young student's generation.

GRADUATION REQUIREMENTS-

- Successful completion of 27 Credit Hours plus Thesis completion.

- Achieve Cumulative GPA of 3.0 and above.

MSc. In Digital Finance and Financial Technology (FINTECH)

PROGRAMME STRUCTURE

Language of study	Duration
English	1.5 Years

Delivery Mode	Attendance Mode
On Campus	full mode

Credits
30

PROGRAMME AIMS

- Develop students' ability to have professional knowledge and understanding of digital finance.
- Provide students with professional-level skills in dealing, analysing, and managing digital finance business.
- Cultivate the ability to conduct rigorous research and utilize specialized analytical skills to solve complex problems within the realm of digital finance.
- Develop the student's appreciation of ethics in digital finance practice.
- Develop students' efficiency in teamwork, leadership, and communication skills.

LEARNING OUTCOMES

KNOWLEDGE AND UNDERSTANDING SKILLS

• Demonstrate a critical understanding of the finance and banking industry's conceptual framework, theories, and regulations.
• Demonstrate a critical knowledge and understanding of the current issues in digital finance.

SUBJECT-SPECIFIC SKILLS

• Demonstrate originality in applying the appropriate financial techniques to make decisions in different areas of digital finance.
• Apply standard and specialized research methods and investigative techniques in the different areas of digital finance.

CRITICAL THINKING SKILLS

• Critically analyze and assess the output of digital financial techniques and tools for problem-solving and decision-making.
Demonstrate professional levels of recognition and interpretation of the recent developments in digital finance and review research articles.
Critically analyze research data in the different areas of digital finance.

GENERAL AND TRANSFERRABLE SKILLS

Demonstrate Professional use of oral and written communication skills to present financial reports. Display ethical behavior and cultural sensitivity in dealing with academic and practical issues related to businesses, finance, and society at large.

CAREER OPPORTUNITIES

Potential career opportunities for graduates from the MSc. in Digital Finance and Financial Technology program:

Financial Technology (Fintech) Companies:
Graduates can pursue roles in Fintech companies that specialize in developing and implementing innovative digital solutions for financial services. This can include positions such as Fintech Analyst, Product Manager, Digital Payments Specialist.
Financial Institutions: Traditional financial institutions, including banks, investment firms, and insurance companies, are increasingly incorporating digital finance and technology into their operations. Graduates can explore roles such as Digital Strategist, Financial Analyst, Risk Manager, or Compliance Officer with a focus on technology-driven finance.

Consulting Firms:
Consultancies that specialize in finance, digital transformation, or technology advisory often seek experts in digital finance and financial technology. Graduates can work as Financial Technology experts, Digital Transformation Specialists, Financial Analysts.
Startups: The startup ecosystem presents opportunities for graduates to join early-stage companies that are disrupting the financial industry through technological innovations. Roles such as Product Manager, Business Development Manager, or Data Analyst can be found in FinTech startups.

Regulatory and Compliance:
With the evolving landscape of digital finance, there is a growing need for graduates who understand both financial regulations and technology. Graduates can pursue careers as Regulatory Compliance Analysts, Risk Managers, or Compliance Officers in regulatory bodies or financial services firms.

Academic and Research Institutions: Graduates may choose to contribute to the field through research and academia. They can pursue roles as researchers, lecturers, or further their academic pursuits by pursuing doctoral degrees.

Entrepreneurship:
Some graduates may decide to start their own ventures in the digital finance space, leveraging their knowledge and skills to develop innovative financial technology solutions or platforms.

LEARNING PATH

DOCTORAL STUDIES (PH.D.) IN A RELATED FIELD SUCH AS

- Finance
- Banking
- Financial Technology
- Business Administration

PROFESSIONAL CERTIFICATION

- Certified FinTech Professional (CFP)
- Certified Blockchain Professional (CBP)
- Certified Digital Payments Specialist (CDPS)
- Certified Financial Data Analyst (CFDA)
- Certified Risk Management in FinTech (CRMF)
- Certified Digital Banking Consultant (CDBC)
- Certified Financial Compliance Officer (CFCO)
- Certified Financial Compliance Officer (CFCO)

GRADUATION REQUIREMENTS-

- Successful completion of 27 Credit Hours plus Thesis completion.
- Achieve Cumulative GPA of 3.0 and above.

COLLEGE OF ENGINEERING AND DESIGN

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ABOUT THE COLLEGE

In response to changing social, professional, industrial, and institutional transitions, the Master of Architectural Engineering program is developing a distinct approach to architectural engineering education, research, and practice. The program was also designed to address the contemporary challenges facing sustainable architectural engineering, sustainable cities, real estate development, project management, and architectural parametric design. This has led to a renewed commitment to critical practice through the lenses of digital design, sustainable systems, real estate development, and urban ecology. The program, intended for those wishing to pursue a career in architecture, project management, planning, construction engineering and real estate development, offers an integrated foundation curriculum for students to develop practical skills and critical knowledge in the construction industry and technology, critical thinking skills critical research skills and various communication.

PROGRAMMES

- **Master of Architectural Engineering**

PROGRAMME STRUCTURE

Language of study	Duration
English	1.5 Years

Delivery Mode	Attendance Mode
On Campus	full mode

Credits
33

PROGRAMME AIMS

- Building a career for architects in the various traditional and new sectors such as Architectural Parametric Design, Urban Design, Urban Planning, Real-estate development, green buildings, Construction Management and other emerging specializations in the private and public sectors and construction industries.
- Progression of graduates' careers to senior and leadership positions or continue their professional development.
- Equip the graduates with the ability of contribution in community development though membership in professional societies and community activities.

LEARNING OUTCOMES

KNOWLEDGE AND UNDERSTANDING SKILLS

- Demonstrate critical knowledge and understanding of principles, processes, systems, techniques, and codes of specified subject disciplines.
- Demonstrate extensive detailed knowledge and understanding of strategies, theories, tools, technology, and design-based research methods that are related to specified subject disciplines.

SUBJECT-SPECIFIC SKILLS

- Apply Use professional level of skills to adapt special theories, related to selected track, to deal with climatic change situation, pandemic, and crises for cope the planning, designing, managing public and private building.
- Use professional level of skills to apply standard of design-based research methodologies and investigate built-environment.

CRITICAL THINKING SKILLS

- Critically Critically analyze information and data that extend the knowledge of built environment from building design to operating process.
Conceptualize and define new and abstract problems of architecture, urban, planning, sustainability, real-estate, or construction management.
- Demonstrate professional levels of interpretation to complex issues related to sustainable built environment.
- Undertake a critical evaluation of a wide variety of numerical and graphical data related to building designing, appraising, estimating, evaluating, and management.

GENERAL AND TRANSFERRABLE SKILLS

- Communicate in professional level skills with range of audiences with different levels of knowledge/expertise using variety of means, media, methods, tools, techniques, and strategies.
- Use professional-level skills to have in-depth knowledge of appropriate applications for modelling, stimulation, and presentation architectural projects to support and enhance work at this level of professionalism.
- Operate at a professional level in variable contexts of built environment that are often complex, unpredictable, and not clearly defined.
- Take part in strategic professional decision making for built environment issues.

CAREER OPPORTUNITIES

Potential career opportunities for graduates from the Master of Architectural Engineering program:
- Lecturer at colleges of Architecture.
- Project Manager.
- Senior Architect.
- Senior Real-Estate Developer.
- Senior Urban Planner.
- Expert in Digital Architecture and Parametric Design.

LEARNING PATH

DOCTORAL STUDIES (PH.D.) IN A RELATED FIELD SUCH AS

- Sustainable Architecture.
- Samat Cities planning.
- Parametric Architectural Design.
- Green Building and Environmental Design.
- Real-estate Development.
- Construction Project Management.

GRADUATION REQUIREMENTS
- Successful completion of 24 Credit Hours plus Thesis completion.
- Achieve Cumulative GPA of 3.0 and above

COLLEGE OF INFORMATION TECHNOLOGY

COLLEGE OF INFORMATION TECHNOLOGY

ABOUT THE COLLEGE

The College of Information Technology is committed to providing cutting-edge IT programs that equip graduates with the strong knowledge and skills needed to succeed in today's job markets, as well as a solid foundation for further post-graduate studies.

PROGRAMMES

MSc in computer science
- **Cybersecurity Track.**
- **Artificial Intelligence Track**

PROGRAMME STRUCTURE

Language of study	Duration
English	Min.1.5 to 2 Years

Delivery Mode	Attendance Mode
On Campus	full mode

Credits
30

PROGRAMME AIMS

- Foster students' analytical and thinking skills.

- Enhance graduates' learning skills, allowing them to adapt to evolving technologies during their professional careers.

- Prepare students for employment and provide them with significant experience in developing real-world software applications.

- Contribute positively to society by adhering to ethical guidelines and professionalism when developing software systems and writing research papers.

- Develop students' ability to conduct research in computer science, specifically in cybersecurity and artificial intelligence, and to publish articles in journals and conferences.

LEARNING OUTCOMES

KNOWLEDGE AND UNDERSTANDING SKILLS

- Demonstrate critical knowledge and understanding of the concepts, principles, techniques, paradigms, and theories of computing.
- Demonstrate critical knowledge and understanding of research methodology in the domain of computer science.
- Demonstrate extensive knowledge and understanding of the current methods and trends in the domain of artificial intelligence and/or cybersecurity.

SUBJECT-SPECIFIC SKILLS

- Use professional level skills to design, implement, and evaluate AI and/or cybersecurity computing-based solutions that can work in various platforms to meet desired needs within realistic constraints.
- Demonstrate creativity or originality in analysing a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
- Conduct research in the domains of AI and/or cybersecurity to solve real world problems.

CRITICAL THINKING SKILLS

- Critically analyze large computing problems by identifying the required computational resources and algorithms for solving them .
- Undertake a critical evaluation in selecting the solution(s) of real-world problems using computing algorithms and applications.

GENERAL AND TRANSFERRABLE SKILLS

- Function and communicate effectively as a member or a leader of a team engaged in activities appropriate to the program's discipline.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

CAREER OPPORTUNITIES

1.Artificial Intelligence and Machine Learning: Graduates can work on developing intelligent systems, building deep learning models, and designing natural language processing or computer vision applications in sectors such as healthcare, finance, and smart technologies.

2. Cybersecurity: With increasing demand for digital protection, graduates can assume roles as penetration testers, cybersecurity analysts, or digital forensics specialists in public and private organizations.

3. Data Science and Analytics: M.Sc. graduates can contribute to data-driven decision-making by extracting insights from large datasets and developing predictive models using advanced statistical and machine learning techniques.

4. Software Architecture and Technical Leadership: Graduates may lead development teams, manage system design, or oversee the technical aspects of enterprise-grade applications and platforms.

LEARNING PATH

1. Academic and Research Careers: The research-intensive nature of the program prepares students for Ph.D. studies or academic positions where they can contribute to scholarly work and teach in higher education institutions.

2. Professional Certifications or Short-Term Specialization: Graduates may also choose to pursue industry-recognized certifications or postgraduate diplomas in niche areas like cloud computing, ethical hacking, or quantum computing to complement their M.Sc. training.

GRADUATION REQUIREMENTS

- Successful completion of 30 Credit Hours
- Achieve Cumulative GPA of 3.0 and above

COLLEGE OF
LAW

COLLEGE OF LAW

ABOUT THE COLLEGE

In The College of Law at Kingdom University has set its sights on formulating its policies and developing its programs, that its programs are derived from its vision, mission and goals, and that the latter emanates from the university's vision, mission and goals, which in turn revolves in a larger orbit, represented in Bahrain's Vision 2030 (from regional leadership to global competition), while adhering to the origins and constants of society, and contributing to its construction and progress. Thus, the College of Law at Kingdom University focused on the student as the axis on which the educational process is based, so it sought to attract a distinguished quality of students, while ensuring diversity when choosing from them, so that it includes students of both genders, as well as the diversity of nationalities and cultural backgrounds, in order to prepare them to work in the legal field, enable them to communicate with others effectively, and always strive for teamwork in a team spirit, the use of modern technologies, and commitment to the principles and ethics of the profession, in a way that enhances the identity and status of the Kingdom of Bahrain in the Gulf region and the rest of the world

PROGRAMMES

• **Master of Master of Law**

PROGRAMME STRUCTURE

Language of study	Duration
Arabic	Min. 2 Years – Max. 4 Years

Delivery Mode	Attendance Mode
On Campus	full mode

Credits
33

PROGRAMME AIMS

-Providing the local and regional community with qualified and specialized legal persons with competence who have specialized and in-depth legal knowledge in the field of specialization.
- Developing the skills of specialized legal scientific research to serve the Gulf society in particular and the Arab community in general.
- Creating a suitable environment for the development of scientific capabilities and employment skills and directing them towards creativity and innovation in the legal and professional fields.
-Preparing, qualifying and developing their scientific and ethical abilities to move to the higher educational stage, which is the doctorate in law, to be qualified to work in the teaching sector in academic institutions.

LEARNING OUTCOMES

KNOWLEDGE AND UNDERSTANDING SKILLS

- Demonstrate critical knowledge and understanding of specialized theories, principles, core concepts, comprehensive detailed judgments, and contemporary issues based on advanced developments in the field of legal specialization.
- Demonstrate comprehensive detailed knowledge of the methods and methods of legal scientific research and its ethics.

SUBJECT-SPECIFIC SKILLS

- Using professional skills that are based on advanced developments in the field of specialization (such as the skill of dialogue and persuasion, dealing with complex and unexpected situations and problems, linking to specialized theories and concepts, and innovation and creativity in applying knowledge).
- Apply methods of scientific research in the preparation of articles, professional reports, research and in-depth theses in the problems related to legal specialization.

CRITICAL THINKING SKILLS

- Use a combination of methods to carry out critical analysis or evaluation of legal texts and different jurisprudential opinions.
- Demonstrate a professional level in interpretation, creativity and innovation of solutions in complex situations, issues or problems in the field of legal specialization.

GENERAL AND TRANSFERRABLE SKILLS

-Use professional skills in communicating with peers, senior colleagues, and specialists.
Work at a professional level and independently in changing contexts that are usually complex and unpredictable, while bearing responsibility for the work he performs.

CAREER OPPORTUNITIES

The practical and scientific skills that the students acquire during their study in the College of Law will enable them to work in the various professional and administrative fields. Through its program which is based on scientific bases, the university has taken into consideration the specialization that the student should be familiar with.

- Working in the Academics Field

- Working as a lawyer.

- Working in the field of jurisdiction.

- Working in the field of public prosecution.

- Working in arbitration and legal mediation centers.

- Working in the international relations institutions and the Diplomatic Corps.

- Working in the legislative institutions such as the Council of Representatives and the Shura Council.

- Working in various governmental institutions, commercial institutions and companies, and other local and international economic institutions.

- Working in offices and institutions that are concerned with legal affairs such as legal offices, companies, institutions, and the international and local legal consultancy offices.

LEARNING PATH

DOCTORAL STUDIES (PH.D.) IN A RELATED FIELD SUCH AS

- PhD in Public Law Philosophy
- PhD in public law
- PhD in private law
- PhD in Criminal Law
- PhD Security Crisis Management
- PhD in Criminal Investigation

GRADUATION REQUIREMENTS
- Successful completion of 33 Credit Hours plus Thesis completion.
- Achieve Cumulative GPA of 3.0 and above
- Achieve Cumulative GPA of 3.0 and above

LEARNING PATH

PROFESSIONAL LEARNING PATH

MBA graduates can further enhance their professional development by obtaining various certifications include:

- SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP).
- Professional Certified Marketer, American Marketing Association.
- Corporate Finance Institute (CFI).
- Chartered Management Institute (CMI) Certification.
- Continuing Professional Development (CPD Certifications).
- Entrepreneurship and small Business (ESB).

REGISTRATION RULES AND REGULATIONS

- Positions in government and the public sector.

5. EGISTRATION RULES AND REGULATIONS

5.1 COURSE REGISTRATION

WITHIN THE REGISTRATION PERIOD AS SPECIFIED IN THE ACADEMIC CALENDAR, STUDENTS SHALL FOLLOW THE BELOW PROCEDURE:

1. Student logins to SIS and open the "Register/Add/Drop Course" page to start the registration process.

2. The student selects the desired courses from the suggested courses to register courses by course until complete his schedule (his/her load).

3. In case student didn't complete his/her load, ARD can help student to register courses after discussing with academic advisor or college dean. In this case, the student sends an email on the requested course to the ARD.

4. Academic advisor can advise students by writing in the SIS the proposed courses for student to register it.

5. After completing the courses registration process by student, the semester fees will be calculated, and student has to pay it according to the payment method which was announced by Financial Affairs Department.

6. Academic advisor approves the schedule for students, the approving process does not effect on the success of student registration but it's to check that student followed the number of allowed credit hours' rules. And can send his advice comments to students to make changes on schedule before approving.

Thesis Registration

1. student needs to should fill in the form PR111/FM07 and get the required signs indicated in the form.

2. Student submits the form PR111/FM07 to Admission and Registration Department.
        3. if student couldn't complete the thesis by the end of semester, he can extend for one more   semester by filling form PR111/FM08 and get the required signs indicated in the form.

5.2 ADD/DROP PERIOD

According to the academic calendar, the student follows the same process of registration of courses as mentioned above.

• During Add/Drop 100% refund period, student can drop courses without any fines, and not be shown in his/her transcript.

• During Add/Drop 50% refund period, student can drop courses with 50% fine, and grade of dropped courses will be shown as "W" in his/her transcript.

• After Add/Drop 50% refund period, student can drop courses with 100% fine, and grade of dropped courses will be shown as "W" in his/her transcript.

5.3 ACADEMIC WARNING

If the student's CGPA is below the required minimum score for his/her enrolled degree as shown in the below table:

Degree	Min Graduation CGPA	Min No. of Study Period		Max No. of Study Period	
		By Years	By Regular Semesters	By Years	By Regular Semesters
Associate Diploma	1.50	3	6	8	16
Bachelor	2.00	3	6	8	16
Master	3.00	1	2	4	8

1.The student is given a first warning by the Admissions and Registration Department at the end of the study semester (with the exception for the first semester in joining the College and wherein the student has registered for and the Summer Semester).

2.The status of the student is followed up by the Academic Advisor from the date of issuing the warning until the reasons leading to the warning are adequately addressed.

3.The student must raise his/her CGPA during the study semester following the semester in which he/she received the first warning. If not, he/she receives a second warning, and if the remains low in the study semester following the semester in which he/she was got second warned, he/she get final warning.

4.By the end of the Summer Semester, if the CGPA of the student is less than the required minimum GPA (according to the above table), the student will not get new academic warning, but the same academic warning from last semester which will be shown in the Summer Semester in the academic transcript.

5.   By the end of First and Summer semester of each academic year, all students with the final warning cases should be discussed in the college council, then recommendations will be sent to University council for final approval and issue the resolutions.

6.   The Summer semester is a chance for them to improve their CGPA. So, All students with the final warning cases (At -risk students) no need approval from University council to register courses in the summer semester.

7.   The resolutions of University Council should be one the following:
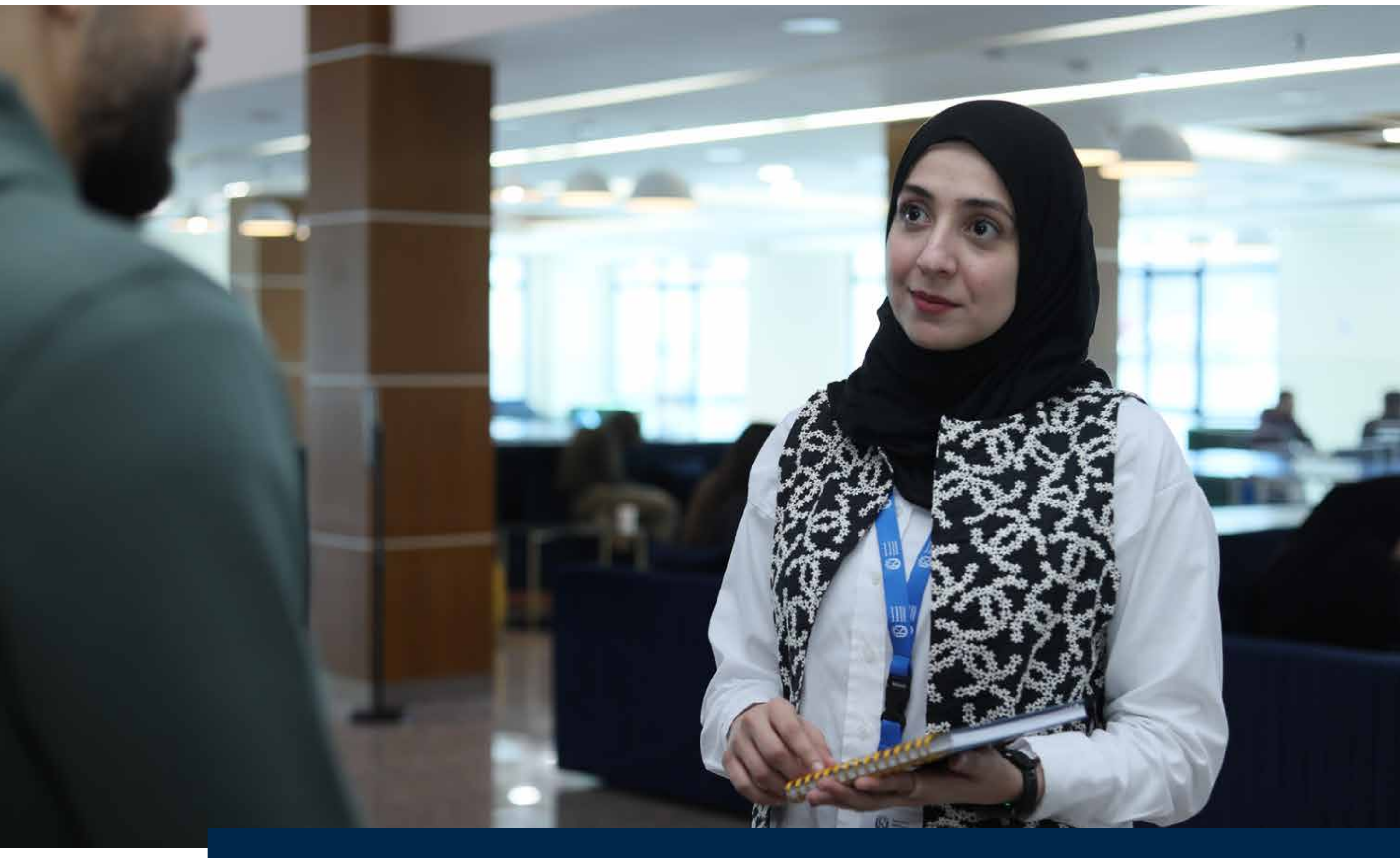
- Extra chance for student to complete his major (not specified with limited number of extra chances).
- Transfer student from his/her college to another college.
- Terminate student from the University.

5.4 POSTPONEMENT OF STUDY

Within the registration or add/drop period, if the student wants to postpone the current semester for any reason, he/she fills up the postponed form along with stating the reasons for postponing.

- The maximum limit for Postponement a study is 3 regular semesters (consecutive or separate) during the entire period of his/her university enrollment.

- Students are not allowed to postpone before the completion of the admission semester (Joined semester).

- Postponement is Included in the calculation of the student's maximum study period in the University (4 academic years).

-

5.5 WITHDRAW FROM A SEMESTER

- After the end of Add/Drop period without fines, if the student already registered   courses for a regular semester. However, needs to withdraw, he/she fills up the PR111/FM01 along with stating the reasons for withdrawal.

- The student secures the Withdraw from semester form signed by the Financial Affairs

Department to verify that he/she is not entitled to settle any outstanding payments.

- The student hands the withdrawal form to the registration (specialist) to enter it into the system by changing the student status from regular to withdrawal.

5.6 TERMINATION FORM THE PROGRAME

- Students who did not register by the end of the registration period and did not submit the postponement semester request are considered "Discontinued" for that semester.

- The discontinued student has the right to restore his regular status by getting approval from the College Dean by submitting a reregulating request from the Admission and Registration Department.

- The maximum number of semesters for a student to discontinue from his/her study is 2 regular semesters after which his/her academic status will be "Terminated".

5.7 WITHDRAW FROM UNIVERSITY

- The If a student needs to withdraw from university, he must fill in the withdrawal from university form stating the reasons for withdrawal.

- The student secures the withdraw from university form signed by the College Dean, Library and the Financial Affairs Department to verify that he/she is not entitled to settle any outstanding payments.

5.8 DEFERRED ASSESSMENT

If the student is unable to submit the mid-term exam or the final exam of his registered courses or present his project to the jury in announced exam date due to exceptional circumstances beyond his control, he can apply for the postponement of the mid-term exam or the final exam for the specialization subjects within 72 hours from the date of evaluation, provided that the application is accompanied by an acceptable excuse and a receipt of the postponed evaluation fees.

Deferred requests are evaluated by the competent department, and the Admission and Registration Department announces to students the decisions issued in this regard, and the exam schedules or postponed assessment are announced on billboards and via e-mail 72 hours before the date of deferred exam. The student must not miss the postponed assessment except for exceptional circumstances beyond his control. In case of no-show, the student must submit a new deferred request following the same procedures.

Upon acceptance of the application for the final evaluation, the student will be assigned a mark.

(I) "incomplete" in the final transcript for the concerned course, and it will be adjusted to the final grade after the final deferred exam is done.

5.9 APPEAL AGAINST THE OUTCOME OF THE ASSESSMENT

The student has the right to appeal against the Assessment results obtained in the midterm

and final exams. To ensure success, Kingdom University does everything that contributes to reassuring its students that their evaluation has been done fairly.

To appeal the final course results, the student must be able to demonstrate that his/her evaluation was done unfairly and should consult with his/her academic supervisor. Within 4 days of the announcement of the final grades, the student submits the "Appeal against Course Grades" form to the Admission and Registration Department, provided that the application is accompanied by a receipt of the prescribed fees.

All applications are reviewed by the Student Grievance Committee at the college and its decisions are final. If necessary and based on the decisions taken on the submitted applications, the Admission and Registration Department changes the student's grade on the electronic system and informs him of the result of his application. In the event of a change in the student's grade, the Finance Department will return the grievance request fee to the student.

5.10 ACADEMIC ADVISING

The university adopts a mechanism for academic advising for students in each college and/ or for each study program. Each student is assigned an academic advisor from the faculty members of the college. Qualified supervisors provide their students with the necessary information – from the first day of joining the university until their graduation, guiding them on schedule options, assessment grievances and helping them build professional relationships related to their fields of specialization. The academic advisor also guides and motivates students to participate in extra-curricular activities that develop their competencies and upgrade their skills. With the collaboration of academic advisors, heads of departments, deans and heads of departments, the college provides support to students from a specialized team to answer their inquiries, especially since academic advising is a shared responsibility between the advisor and the student

5.11 ACADEMIC MISCONDUCT

Honesty and commitment are part of the basic principles and beliefs adopted by Kingdom University, and instilling these values in the conscience of its students is one of its important roles in spreading values and ethics in society. Therefore, Kingdom University does not tolerate any form of academic misconduct. Academic misconduct includes any of the following activities:

PLAGIARISM

Any taking or use of extracts from the work of others, directly or indirectly, without reference to the source, and means that a person uses the products of others or plagiarizes the work of another person and attributes them to himself as if they were his own.

Disciplinary proceedings in case of plagiarism:

- Plagiarism, in which the original source of the text is not indicated, cannot be tolerated. For Turnitin plagiarism detection and matching reports in submitted or electronically published transcripts that are checked for undergraduate and postgraduate students, the allowable match ratio is 20% for undergraduate and 15% for postgraduate.

- In case of plagiarism, the subject teacher meets with the student to identify the stolen excerpts and discusses the matter with him. The re-evaluation is then carried out and the student concerned is asked to resubmit a new work and a new submission date is agreed.

- If plagiarism is discovered when submitting the assignment for the second time, the student is notified of his failure in this part of the course and receives a final warning from the department leader.

- In the event that the student repeats the plagiarism (i.e. more than twice in an academic program), the penalty is increased against him, and the course instructor meets with the student to show him the stolen excerpts with notification of failure and obtaining a mark of zero (0) in this element of the course. The student may then be given a written warning of academic misconduct from the head of the department.

6 CONDUCT OFFENCES

According to the regulations of the Higher Education Council, Kingdom University applies the University of Bahrain's regulations for behavioral violations, which apply to all students enrolled in the university.

6.1 Conduct in violation of regulations:

- Act contrary to what is stipulated in the academic laws of the university and its departments.

- Deliberate absence from lectures, interruption of studies, or incitement to do so.

- The absence of students without a justified excuse from performing their tasks or any academic work assigned to them.

- Cheating or attempting to help others cheat in an exam, assignment, project, report, or research thesis.

- Violation of laws during lectures or any other activities.

- Any statement or act by a student may diminish the reputation and dignity of the University or violate the laws of exemplary conduct inside or outside the University or on any occasion in which the University participates.

- Any forgery carried out by the student in the university documents, or the use of similar documents.

- Distributing any publications or publications of newspapers within the university or collecting signatures or donations without taking permission from the concerned authority at the university.

- Conducting a strike inside the university buildings or holding protest marches without permission from the concerned authorities at the university.

- Causing intentional damage to any of the facilities, furniture, or laboratory tools at the university.

- Petition against any legal educational institution or violating the values of national unity.

- Petition any external organization on campus or participate in it without permission from the competent authorities at the university or participate in any activities that violate the university's laws.

- Non-compliance with the regulations of correct dress and university customs. Destruction or misuse of the University's immovable or movable property.

6.2 DISCIPLINARY SANCTIONS

- Verbal and written warning.

- Removing the student from the lecture hall.

- Removing the student from the university buildings or putting an end to his behavior.

- Depriving the student from benefiting from the university's facilities for the period specified in the disciplinary decisions.

- The student receives an initial warning, then a second warning, and then a third (last).

- The student must pay the value of what he deliberately damaged.

- The student is given a failing grade in a course or in an entire semester.

- Cancel the student's courses in the semester in which the laws were violated.
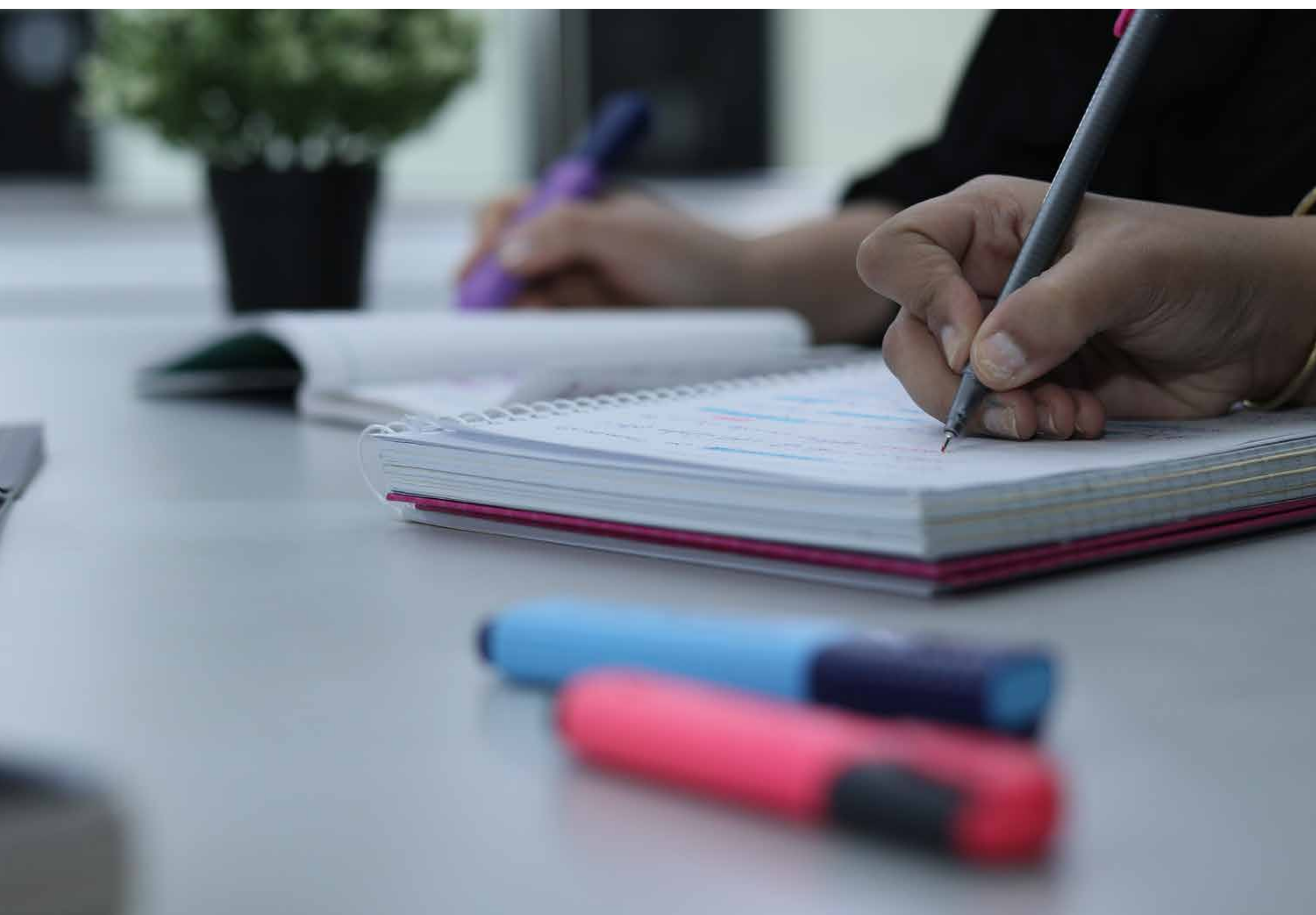
- Temporarily or permanently deprive the student of any financial aid.

- Dismissal and suspension of the student from study for one semester or more, in addition to depriving him of receiving financial compensation.

- Final dismissal (expulsion) from the university

- Cancellation of the granted certificate, and this decision is only taken in the case of proof of fraud or forgery to obtain the certificate.

6.3 CLOTHING SPECIFICATIONS LIST

The appearance and dress of students must conform to the traditions and customs of Bahraini society, and observe recognized social moral values.

Dress Code for Female Students

- It is forbidden to wear transparent clothing that shows parts of the body.
- It is forbidden to wear any tights that show the details of the body.
- It is forbidden to wear short clothes and this includes clothes that do not cover the abdominal area, skirts and short clothes must all dresses and skirts below the knee area), and it is forbidden to wear short sleeves, short pants.
- It is forbidden to wear dresses with wide slits so that parts of the body are visible (loose clothes in the chest area, open skirts).
- Prevents excessive makeup and accessory.
- It is forbidden to wear clothes with inappropriate styles (open abayas, burqas accompanied by exaggerated eye makeup, clothes with inappropriate writings and drawings).

Dress Code for Students

- Not showing long hair and strange hairstyles
- Inappropriate accessories (such as earrings, bracelets, necklaces) are prohibited.
- It is forbidden to wear short pants and sleeveless shirts.
- It is forbidden to wear sleeveless flannels.
- It is forbidden to wear home or beach shoes.
- It is forbidden to wear shirts or pants with inappropriate writings and drawings.

6.4 Penalties for violating the dress code.

It is directed verbally to each student who violates the dress code for the first time, and individually away from the rest of the students in a friendly manner that respects him, and to ensure that he is familiar with the dress code.

Verbal Warning: If the student repeats his or her violation again after the first orientation, he or she will be warned verbally, and he will be asked to visit the Student Counselor Office later to be determined. The student Counselor shall:

- Taking primary data about the student - name, university number, phone, and address

- Familiarizing him with the item related to the need to observe the appropriate appearance contained in the list of behavioral violations.

- Reviewing the list of clothing specifications on campus in detail to ensure that the student knows about it, especially the item related to the violation of these specifications and the consequences of the violation.

7 EXAM PERIOD INSTRUCTIONS

• All students must follow the procedures and instructions specified by the UC-Examination Committee.

• Students must adhere to appropriate behaviors during exams.

• All students should listen attentively to the instructions of the invigilators and sit in the space designated for them in the hall.

• All students must present their university ID card and exam entry permit to the invigilator.

• Students should quietly leave the corridors of the examination halls after the end of the exam.

• Students must come to the exam hall 10 minutes before the start time of the exam.

• No student is allowed to enter the exam hall after 30 minutes from the start of the exam.

• Students must leave all personal belongings (books, papers, phones and mobile devices, bags, and others) in the place designated by the examination committee.

• Due to the short duration of the exam period and to ensure its quality, the use of the toilet is prohibited except for those with registered health conditions (before the exams) with the student counselor.
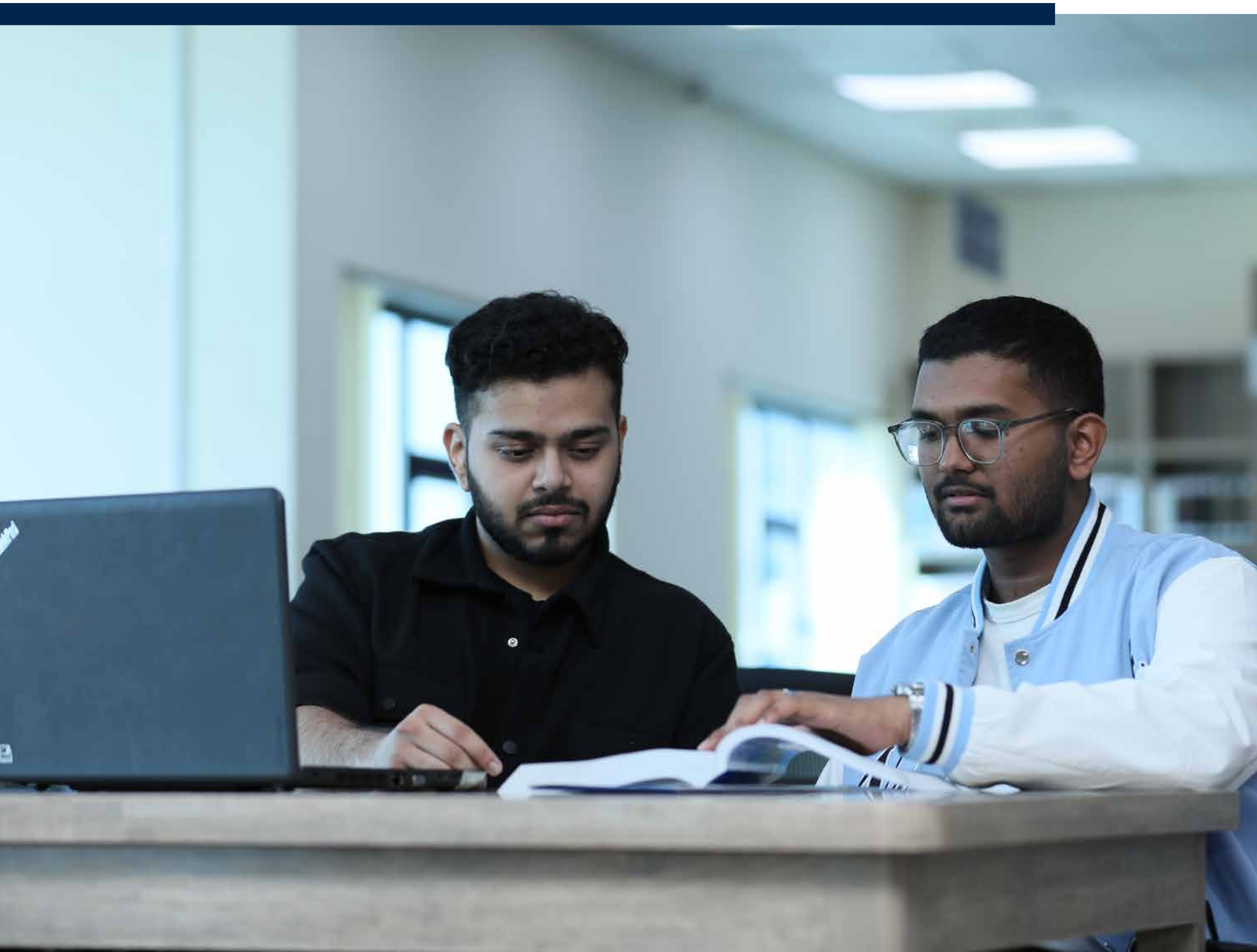
8 UNIVERSITY FACILITIES

The university contains many important facilities as follows:

CARPARK BUILDING

A four-storey building with more than 150 parking spaces plays an important role for Kingdom University staff and students.

UNIVERSITY LIBRARY

The university library is located on the third floor of the campus with an area of more than 1330 square meters. It includes the following sections:

(Reading section, books and reference section, refereed journals and periodicals section, individual study rooms, computers). The library contains more than 13,000 printed books, 59 print magazines, and subscriptions to 12 online databases.

BUILDING MATERIALS LAB

The Building Materials Laboratory caters to the practical aspects of different engineering disciplines as it is equipped with modern high-tech equipment that allows students to test building materials and evaluate their properties such as concrete and steel. This laboratory also provides facilities for testing cement gravel, aggregates and structuring components

COMPUTER LABS

The campus includes three computer laboratories, equipped with the latest applications required to support the students' academic journey and meet the requirements of the study process

MOOT COURT

The moot court is a simulation similar to the way the courts of the Kingdom of Bahrain work, which in turn will help build students' basic skills such as public speaking, agility and academic arguments that are the most important characteristics of law students.

BOOKSTORE

The Procurement and Services Department is responsible for providing and selling textbooks to students according to course needs. A list of available books is prepared and distributed to all university facilities

UNIVERSITY CLINIC

The university clinic helps students in cases where they are exposed to illness or sudden injury. In addition to providing all primary health services to all university employees in order to maintain their health, and the clinic is equipped with a medical bed and a wheelchair for emergency cases.

FOOD COURT

In addition to the restaurant, the campus has a café and two dining halls, in addition to a number of snack and beverage machines.

PRAYER ROOM

Kingdom University provides a prayer room for male students and another for female students open during official working hours at the university

LADIES LOUNGE

In a move that reflects the university's concern for the well-being of its female students, it has allocated a dedicated lounge for them. This space features comfortable seating areas for relaxation as well as study, and is distinguished by its modern and suitable design.

SPORTS HALL

Kingdom University provides a Sports Hall equipped with a variety of sports equipment. It aims to enhance student participation in physical activities and encourage them to adopt healthy lifestyles.

9 SYMBOLS AND FLOOR NUMBERS

KINGDOM UNIVERSITY   جــامـعـة الـمـمـلـكة

5th Floor	الطابق الخامس
President Office	مكتب الرئيس
Vice President for Academic Affairs and Scientific Research	نائب الرئيس للشؤون الأكاديمية والبحث العلمي
Conference Room	غرفة الاجتماعات
Accreditation & Quality Assurance Center	مركز الاعتمادية وضمان الجودة
Strategic Planning and Governance Unit	وحدة التخطيط الاستراتيجي والحوكمة

4th Floor	الطابق الرابع
College of Business Administration	كلية إدارة الأعمال
Human Resources Department	إدارة الموارد البشرية
• Staff Development Unit	• وحدة تطوير الموظفين
Financial Affairs Department	إدارة الشؤون المالية
Procurement, Services and Facilities Department	إدارة المشتريات والخدمات والمرافق
• Occupational Health and Safety Unit	• وحدة الصحة والسلامة المهنية
• Bookshop	• مركز بيع الكتب
Internship, Alumni Affairs & Career Guidance Unit	وحدة التدريب الميداني وشؤون الخريجين والإرشاد المهني
Classrooms	الصفوف الدراسية
Computer Labs	مختبرات الحاسوب

3rd Floor	الطابق الثالث
College of Law	كلية الحقوق
University Library	مكتبة الجامعة
Community Engagement and Continuing Education Unit	وحدة الشراكة المجتمعية والتعليم المستمر

2nd Floor	الطابق الثاني
College of Architectural Engineering and Design	كلية الهندسة المعمارية والتصميم
College of Information Technology	كلية تقنية المعلومات
ICT Department - Helpdesk Support	إدارة تكنولوجيا المعلومات والاتصالات – الدعم الفني
ICT Department - Networking	إدارة تكنولوجيا المعلومات والاتصالات - إدارة الشبكات
Classroom	الصفوف الدراسية
Computer Labs	مختبرات الحاسوب
Drawing Studios	استوديوهات الرسم

1st Floor	الطابق الأول
Prayer Rooms	المصليات
Moot Court	المحكمة الصورية
University Clinic	عيادة الجامعة
Classroom	الصفوف الدراسية
Smoking Area	منطقة التدخين

Mezanein Floor	طابق الميزانين
Marketing and Public Relations Department	إدارة التسويق والعلاقات العامة
Student Affairs Department	إدارة شؤون الطلبة
• Student Council	• مجلس الطلبة
• Student Counselor	• المرشد الطلابي
Multipurpose Hall	قاعة متعددة الاستخدامات
Classrooms	الصفوف الدراسية
Computer Labs	مختبرات الحاسوب
Drawing Studios	استوديوهات الرسم

Ground Floor	الطابق الأرضي
Admission and Registration Department	إدارة القبول والتسجيل
Food Court	المطاعم
Model Making Workshop	ورشة إعداد المجسمات
Building Material Lab	مختبر مواد البناء

Parking Building	مبنى الطوابق
Sport Hall	الصالة الرياضية
Multistorey Car Park	مبنى مواقف السيارات متعدد الطوابق

10 FINANCIAL INFORMATION AND PAYMENT SYSTEMS

Kingdom University students have a variety of payment methods available to them to pay their tuition fees and other services. Students should choose the payment method that is most convenient and affordable for them.

Payment Methods for Kingdom University Students

- Online payment through the SIS system: Students can log in to the SIS system and pay their fees using a credit card or a debit card.

- In-person payment at the Finance department: Students can pay their fees in person at the Finance department using cash, cheque addressed to The Kingdom University, or the POS machine.

Flexible Payment
- Installment over 3 payments during the semester:

- The first payment: 300 BD when registering courses at the beginning of the semester.

- The second payment: 60% of the value of the semester tuition fees before the start of the midterm exams period.

- The third payment: 40% of the semester tuition fees before the start of the final exams period.

For any advice or financial support,
please contact the Financial Affairs Department on: 13302971-13302974

11 TECHNICAL INFORMATION AND STUDENT MAIL

OFFICE 365 AND EMAIL SERVICE

Microsoft 365 comprises a suite of Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, OneNote, OneDrive, SharePoint, Calendar, MS Teams, forms, Tasks, and various other applications.

The email service is crucial for communication with the university members and students. Ensure regular access to your mailbox to stay updated on important and engaging announcements.

How to log in for the first time:

1. You will receive your email account information from the Registration Department.
2. Go to the link: office.com
3. Sign into Microsoft 365 with your KU account received from the Registration Department.
4. Choose Next.
5. Select verification method (Phone)
6. Select country > Enter Your Phone Number > Text Me
7. Type the code sent to you through text message to your mobile device > Verify.
8. Click Finish.

Download the Outlook app:

- Play Store.

- Apple Store.

How to sign in:

1. Go to the link: office.com
2. Click on sign in
3. Click on work or school account.
4. Enter your KU email address.
5. Enter your password.

MICROSOFT TEAMS

Microsoft Teams provides students with a seamless and collaborative online environment. The platform facilitates easy communication through chat, video conferencing, and file sharing. Its user-friendly interface and integration with other Microsoft 365 tools make it an effective solution for enhancing the overall learning experience. Students can access join meetings, and stay connected with the academic community, fostering a dynamic and interactive educational ecosystem.other applications.

HOW TO LOG IN:

1. Go to https://teams.microsoft.com

2. Log in with your university email and password.

DOWNLOAD THE OUTLOOK APP:

- [Play Store](#).

- [Apple Store.](#)

How to log in to Microsoft Teams App:

On the login box, enter the following:

-      The Username: KU Email.

-       The Password: Your email password.

LEARNING MANAGEMENT SYSTEM

The University's Learning Management System (LMS) serves as a central hub for all course-related resources, facilitating convenient access for students anytime and anywhere. This comprehensive platform features robust assessment tools to effectively measure learning outcomes. Moreover, the LMS fosters engaging communication and collaboration between faculty and students, enriching the overall teaching and learning environment.

STUDENT INFORMATION SYSTEM

The Student Information System (SIS) serves as a self-service platform, allowing students to enroll in courses, manage payments online, and monitor their progress through essential reports such as transcripts, study plans, attendance records, and other documents supporting their academic journey.

How to log in:

1. Go to: https://sis.ku.edu.bh
2. In the login box, enter the following:

    - The Username: KU Email
    - The Password: Your email password

To log in to the Student Information System

1. Go to: https://sis.ku.edu.bh.
2. In the login box, enter the following:

In the Login box, select Sign in Using office 365.

    - Email as your username
    - Your email password

MOBILE APP

The mobile application of the Student Information System provides students with easy access to various academic services such as attendance reports, grading reports, schedules, and other features. The application is available for download on both Apple and Android app stores.

How to log in:

On the login box, enter the following:

- Your Student ID as a Username.
- Your E-mail's Password as a Password.

Download KU Mobile app:

- Android Store
- Apple Store

12 STUDENT LIFE

The Student Affairs Department seeks to provide a supportive and stimulating student environment and climate for the student, as well as contribute to refining and developing their personality in various aspects and is keen to enhance the spirit of national unity among them. The department provides psychological and social support and counseling services to all students and pays special attention to students with special needs to provide all their university needs

ORIENTATION DAY

The orientation day program provides new students with the necessary support and assistance to integrate into the university environment. The program also aims to introduce and guide students to the requirements related to study programs, course registration and access to the electronic system LMS, student activities, and services and facilities available at the university.

STUDENT ACTIVITIES

Kingdom University believes in the important complementary role of extracurricular student activities, as it aims to develop students' individual and collective abilities, develop their skills, instill the principles of social responsibility, and promote national unity. By organizing various events and activities to include multiple fields, including: entertainment, social, cultural, sports, artistic and others.

STUDENT COUNCIL

Kingdom University supports an elected student council, through annual elections. The Student Council is the link between students and the university administration, to involve them as an effective part of the decision-making process.

The Student Council takes the initiative to organize events and promote the spirit of cooperation and the concept of teamwork among the students themselves and between the students and the community. As well as following up on students' issues, educating them about their duties, and solving their problems. and supporting the academic, cultural and social process.

STUDENT COUNSELING SERVICES

The Student Support and Counseling Unit provides multiple services and guidance in the social and psychological fields, in addition to introducing students to the university's internal regulations and regulations and supervising their application:

Students with special needs and learning disabilities

Providing the necessary support to all students with special needs and ensuring the continuity and ease of use of the facilities, through periodic communication with them and ensuring that all their requirements are met. In addition to providing psychological support and counseling on adapting to the university environment, in addition to motivating and involving them in university activities.

Students with special health needs

The Student Support and Counseling Unit cares for students with chronic diseases and students who are injured. By following up their health condition, knowing and identifying their needs and working to meet them in cooperation with the various competent authorities at the university.

Students with psychosocial needs

Providing counseling sessions for students on their psychological or social problems, in addition to individual private or public counseling sessions to enhance skills and overcome difficulties.

International Students

The university is keen to provide the needs of international students and provide them with the necessary guidance and support to encourage them to engage in the university environment.

Students' complaints and suggestions

The university receives students' complaints and suggestions through a number of channels, such as personal attendance at the Student Affairs Department or through dedicated complaint and suggestion boxes. It is keen to take the necessary measures in coordination with the concerned authorities.

COMPLAINTS SYSTEM

The university receives students' complaints and suggestions through several channels, such as personal attendance at the Student Affairs Department or through dedicated complaint and

suggestion boxes. It is keen to take the necessary measures in coordination with the concerned authorities.

13 HEALTH AND SAFETY ON CAMPUS

Promoting a safe and healthy learning environment is of utmost importance at Kingdom University. Implementing comprehensive health and safety measures and fostering a culture that prioritizes well-being are essential for ensuring the well-being of students, faculty, and staff. We are committed to providing a safe and healthy campus that promotes your academic success and personal growth.

To achieve this, KU has implemented comprehensive health and safety measures addressing various aspects of campus life. These measures include fire safety measures such as equipping buildings with firefighting tools like alarms, sprinklers, and clear emergency exits and routes Furthermore, designated fire marshals are available to provide guidance and support during emergency evacuations. Additionally, we have implemented personal safety measures such as CCTV cameras and security guards to ensure the safety and security of the campus.

CONTACT NUMBERS

College of Law	13302949
College of Business Administration	13302921
College of Engineering & Design	13302981
College of Information Technology	13302963
Library	13302807
Bookshop	13302953 - 13302954
Clinic	13302952
Admission & Registration Department	13302987 - 13302986
Information and Communication Technologies Department	13302875 - 13302879
Internship, Alumni Affairs and Career Guidance Unit	13302964
University Safety Emergency Number	38339191
Call Center	13300001

جامعــــة
المملكـة
Kingdom
University

Kingdom University
Student Handbook Postgraduate 2024/2025
Building 287, Road 3903, Block 939
P.O. Box 40434, Kingdom of Bahrain

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