

ASU

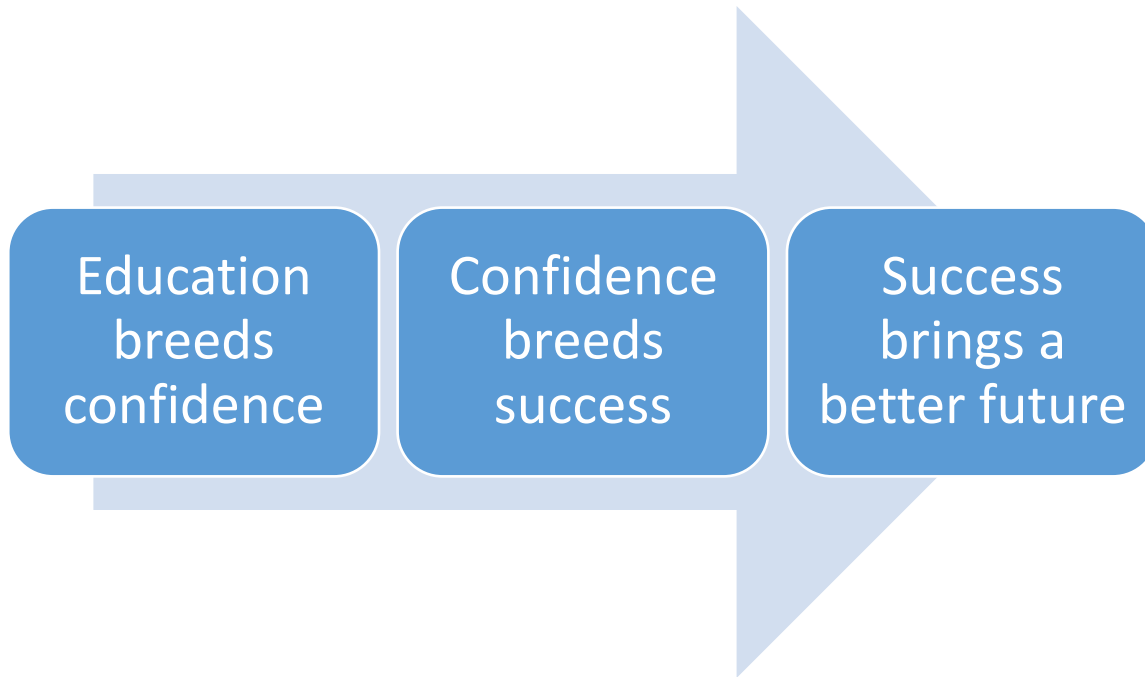


جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

Student Handbook 2016 - 2017



Student Handbook



*Dr Faiza Zitouni
Dean of student Affairs and Evening Studies
Acting Dean of Admissions and Registration*

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Abbreviations

SAES	Student Affairs and Evening Studies
W	Withdrawal
WE	Forced Withdrawal
WF	Compulsory Withdrawal
WA	Automatic Withdrawal
GPA	Grade Point Average

1. Introduction

The *Student Handbook* is intended to help all students to find important information needed throughout their student life at the Applied Science University.

The Student Handbook presents ASU's vision, mission, and core values. It also includes important information that all students need to understand from when they first enroll at ASU, either as Bachelor or Master Degree students, to graduation and beyond. The selected student related information includes mainly: regulations, by-laws, procedures, and, academic and administrative policies. It also contains useful information that the student might need to refer to when/if needed, including student resources and student support services. The Appendix section contains organizational structure charts and the university calendar 2016-2017.

This handbook is distributed to all students during the Orientation Programme. It is also available on the ASU website and at the Admissions and Registration office.

The University reviews the content of this handbook on a regular basis and holds the right to update any information in order to comply with the Ministry of Education and Higher Education Council (HEC) requirements. Students will be notified by e-mail of any significant changes to the handbook and this e-mail will indicate the section(s) which have been revised.

2. Welcome Messages

2.1 Welcome Message from the Chairman of the Board of Trustees

Dear Students,

A very warm welcome to the Applied Science University in Bahrain where our students are at the heart of everything we do.

ASU has an international outlook, through our partnerships with leading universities and academics in the UK and the Arab world, but also has a strong commitment to our local community and region through research, investment, and business partnerships.

Our students come to ASU to enjoy a challenging, practical, and industry relevant academic programme that is supported by qualified, stimulating academic staff in a pleasant, safe, and equitable environment. They also participate in a wide range of social, extracurricular, community, and sporting activities as well as developing the knowledge and transferable skills needed for employability.

We deliver undergraduate and masters programmes, across three colleges, to around 3,000 students. Several more courses are planned for the near future in order to widen our global reach and access to bright, ambitious, and talented students throughout the region.

We have invested in facilities by building a modern and well-designed University campus. ASU contributes significantly to the local economy annually and intends to become a leading private University in the Gulf.

With drive and determination, we envisage our graduates playing a vital role in the future of the GCC economy.

You can depend on a warm welcome at ASU.

[Prof. Waheeb Al Khaja, Chairman of the Board of Trustees.](#)

2.2 Welcome message from the President

Dear Students,

It is a privilege, honour, and pleasure to be serving you as the second president of Applied Science University and to build on the vision and tireless efforts of Professor Waheeb Al-Khaja, the Founding President of the University and Chairman of the Board of Trustees and Executive Director of the Board of Directors.

Applied Science University was established with a vision to be a distinguished academic institution promoting quality education to fulfill the needs of the market. We all need to work hand in hand in order to support the Chairman's vision, which is grounded in his belief from the very outset, that university education is a strategic option for developing the human capital of the Kingdom of Bahrain.

We are fortunate to be housed in a state-of-the-art campus, but, more importantly, we have an excellent and diverse academic staff who come from over 15 countries and who are supported by a committed and capable administrative workforce. It goes without saying that students are at the heart of all we do and your personal and professional development is our top priority.

The university has gained recognition from regional and international organizations. ASU is a full member of the following university associations: Association of Arab Universities (AArU), the International Association of Universities (IAU), the Association of Arab and European Universities (AEUA) and the Arab Association of Collegiate Registrars & Admissions Officers (Arab ACRAO).

We are embarking on exciting partnership opportunities with international academic institutions, particularly in the UK, and this is in line with the higher education and research strategies recently launched by the Higher Education Council in Bahrain. Such partnerships will clearly place ASU on the international map.

I wish you all every success and sincerely hope that you will enjoy life at ASU.

[Prof. Ghassan F. Aouad, University President.](#)

2.3 Message from the Vice President Academic Affairs and Development

Dear Students,

The Vice President's Office for Academic Affairs & Development is responsible for the overall breadth and depth of teaching, learning, research and professional development at the university. The office ensures that ASU courses offer high standards of academic quality and an industry appropriate curriculum. We are also responsible for academic staff recruitment and promotion.

We believe in empowering our students with the employment skills they will need to fulfill their potential as work ready graduates and career professionals.

We aim to build a culture of integrity and commitment to quality. ASU graduates will have discipline knowledge, sound work ethics, problem solving skills, entrepreneurial spirit and enjoy working in teams.

The University currently has three colleges and offers a wide range of degree programmes at both Bachelor and Masters Level. We will soon be embarking on our vision to offer more degrees in Engineering and Advanced Science. We continue to forge partnerships with international academic communities, universities, colleges, professional bodies, and industries in order to facilitate interaction with the global community.

This is a new and exciting time for our University with a brand new campus with state of the art facilities and new programme offerings.

Wishing you all the best experience in the academic year 2016-2017.

[Dr. Assem Al-Hajj, Vice President for Academic Affairs & Development.](#)

2.4 Message from the Dean of Student Affairs and Evening Studies

Dear Students,

It is with great pleasure that I welcome you to ASU Student Affairs and Evening Studies' Student Handbook. Congratulations for selecting the Applied Science University as your University of choice. This book is especially designed to accommodate all your queries, and information you need for a smooth run throughout your academic journey at ASU.

The Deanship of Student Affairs and Evening Studies eases your transition from school to University. We follow a student-centered philosophy, and hence are fully committed to enhancing the University life experience for all ASU students.

The Deanship of Student Affairs and Evening Studies works hard and with a great team spirit amongst faculty, staff, and students to make the student life experience a success. It also provides various opportunities for our students to foster their intellectual and personal development to enhance their overall educational experience at ASU.

The doors of the Deanship are always open to listen to and support our students with their suggestions, opinions, concerns, issues, and needs. All students are strongly encouraged to take advantage of their time at ASU and to participate in the extra-curricular activities and opportunities organised by the Deanship of Student Affairs and Evening Studies. You can get involved in clubs and participate in leadership development, student engagement, and volunteering, as well as multicultural, social, and sporting activities.

At ASU, we strive to encourage and support all students to expand their horizons and develop their full potential at the University, in the Kingdom of Bahrain, and beyond.

Once again, I welcome you to ASU and wish you a successful and enjoyable student experience at your University.

[Dr. Faiza Zitouni, Dean of Student Affairs and Evening Studies,](#)
[Acting Dean of Admissions and Registration.](#)

3. About the University

Applied Science University has earned its license from the Ministry of Education according to the decree issued by the Minister's Council (No. WD 140/2004) dated 5th July 2004, making it one of the first private universities in the Kingdom of Bahrain. ASU has made considerable progress in its vision to become one of the leading universities in the Kingdom of Bahrain and in the wider Gulf region. The university aims to support the economic and social development of the Kingdom of Bahrain by providing degree programmes at both the undergraduate and post graduate levels. Our programmes are grounded in a pedagogical framework that aims to develop our students' understanding of key theories and concepts through knowledge acquisition and the development of practical skills and life-long learning skills while preparing our students for a range of career paths within their chosen field or discipline. The university aims to provide its students with a high quality learning experience by ensuring an up-to-date curriculum for its degree programmes that meet the demands of private industry and the public sector alike - locally, regionally and internationally. ASU employs experienced and well qualified academics who can support student learning and the overall student experience through provision of research informed teaching, supported by a comprehensive range of learning and assessment methods. This approach produces ASU graduates that are well-equipped and capable of facing on-going challenges in their professional careers.

3.1 New Campus

The university relocated to its new purpose built campus in September 2013, covering an area of 24,000 sq. meters. It is designed to accommodate around 2,100 students at the same time and to reach a capacity of 6,300 students distributed across mornings, evenings and weekends. The campus provides a suitable educational atmosphere in accordance with the highest international and local standards using the latest electronic technology in classrooms. Facilities include design studios, lecture halls, computer labs, language and specialised laboratories, as well as a high tech library and a 'state-of-the-art' lecture theatre with 320 seats. In addition, wi-fi connection is available across the campus. The university is currently in the process of building several sports facilities including tennis, handball, volleyball, basketball, and badminton courts. The new building design meets international standards and supports the development of the Tubli Bay area of Bahrain. The design took into account a set of principles and considerations consistent with the Higher Education Council's decision in 2007 regarding the requirements for higher education buildings and facilities.

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The new university campus consists of three main buildings. The first building is the academic building which consists of six floors and a ground floor, featuring the front yard and entrance hall, the Deanship of Admissions and Registration, cafes, lounges, and a library. The library meets all the requirements of the Higher Education Council, including study areas, group project rooms, computers to provide access to electronic library facilities, and enough shelves to house 23 thousand books, journals, reference works and other printed materials. The basement and six floors of the academic building span over 14,000 sqm and in addition there are 4 extra floors with a clock tower. This building accommodates the academic faculty offices and administration offices for all of the Colleges. In addition it houses the Deanship of Scientific Research and Graduate Studies, Deanship of Student Affairs and Evening Studies and the Quality and Accreditation Centre. The second building is the university administrative and services building. With a total area of 2200 sqm, this building includes administrative offices and areas for student activities, including the ground floor which includes a hall for exhibitions and seminars. The third building is the training center and it consists of two floors with a total area of 1266 sqm, 633 sqm per floor.

The location of the campus takes into account its geographical position. The campus is located between Manama and Riffa in the Central Governorate which is an area of high population and is easily accessible to students.

3.2 ASU Vision

The vision of Applied Science University is to be one of the leading private universities supporting practical learning and research in Bahrain and the Gulf.

3.3 ASU Mission

ASU is committed to offering an education that is accessible to academically competent students of Bahrain, the Gulf and beyond, and to deliver academic programmes of quality that equip graduate students with knowledge and skills relevant locally and regionally.

ASU is further dedicated to the promotion of a culture of learning and research for its students, staff and faculty, strengthening academic and professional partnerships, and developing networks locally, regionally, and globally to engage meaningfully with Bahrain and the Gulf community at large.

3.4 ASU Core Values

- **Integrity:** The ASU community values honesty, fairness, and academic integrity as fundamental to its vision and mission, and will recognise, affirm, and uphold this value in a responsible and committed manner.
- **Collaboration and Team Spirit:** The ASU community recognises collaboration and team spirit to be at the heart of the institutional culture and will promote these values in a dedicated manner.
- **Loyalty:** ASU's students, faculty and staff cherish loyalty and commitment and recognise these values to be inherent in their culture of cooperation and dedication.
- **Social Responsiveness and Community Engagement:** ASU's students, faculty and staff value their partners, networks, and communities and intend to engage with them in a thoughtful, respectful, responsible, and meaningful manner.
- **Quality:** The ASU community values quality as an ideal and standard that should characterize its processes, outcomes, people, and partners.

3.5 Graduate Attributes

Graduate Attributes

ASU has generated graduate attributes to help our students and staff understand what abilities, skills, and mindsets students need to acquire while completing their degree. In the fullest sense, graduate attributes relate to all aspects of the student learning experience at ASU.

Graduate attributes are important in shaping our students' future success as they define the type of graduates they will become. They encompass not only the acquisition of relevant knowledge and practical skills. They also cover all aspects of their employability and their continuing career development as well as the manner in which they engage positively in the community and make a contribution to Bahraini society and beyond.

ASU strives to prepare its graduates to be leaders in their discipline by being;

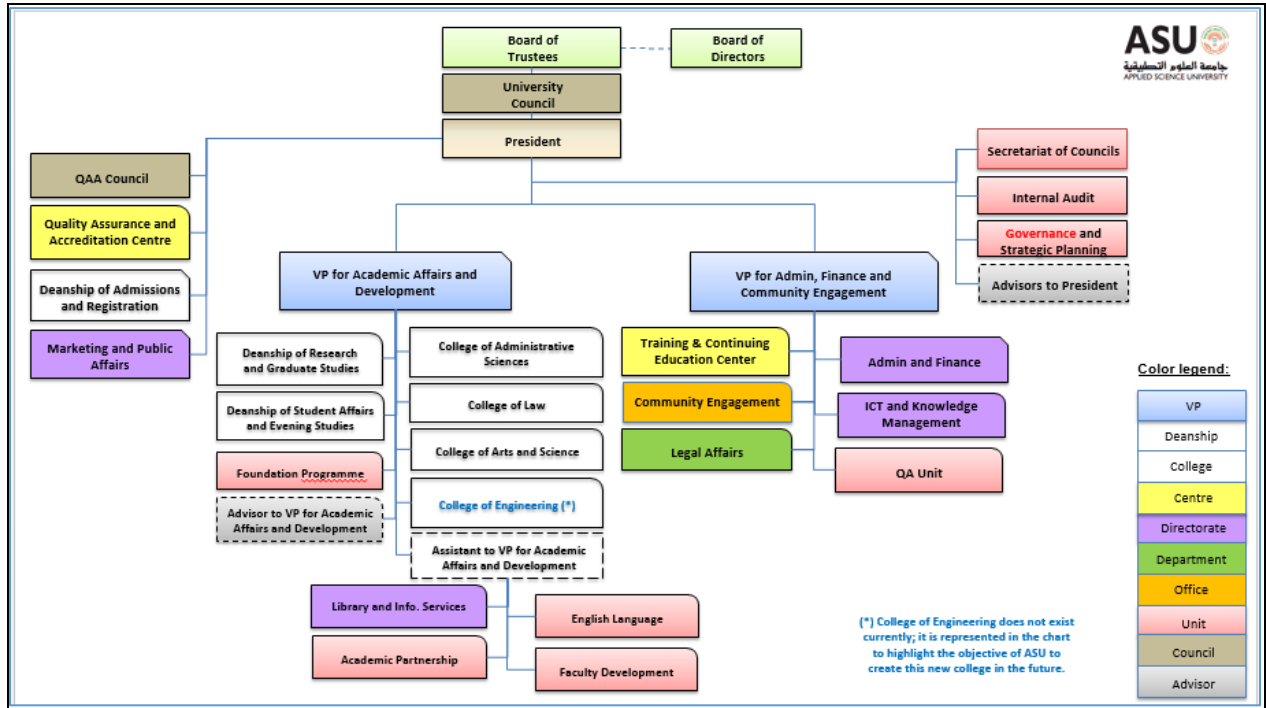
- Critical thinkers and reflective learners:
 - Having the ability to use their knowledge and skills to solve problems.
 - Having the ability to generate new ideas, being creative and innovative.
 - Knowing research methodologies in their field, and being able to interpret the findings.
 - As motivated individuals having the capability to independently carry out research-based enquiry
 - Having entrepreneurial skills
- Knowledgeable and skilled in their field

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- Having the ability to apply their skills and knowledge in the workplace.
- Effective Communicators
 - Communicating effectively, either orally or in writing
 - Working in collaboration with others, and within teams
- Proficient Practitioners and Collaborators
 - Experienced in working in a variety of roles
 - Experienced at working in teams and groups of different sizes
 - Conducting themselves professionally and working positively as part of a team
 - Having relevant practical and technical skills
- Ethical and Socially Responsible Individuals
 - Understanding their social responsibility and being good citizens
 - Engaging in their community
- Being committed to lifelong learning
 - Seeking opportunities for, and participating in continuing self development

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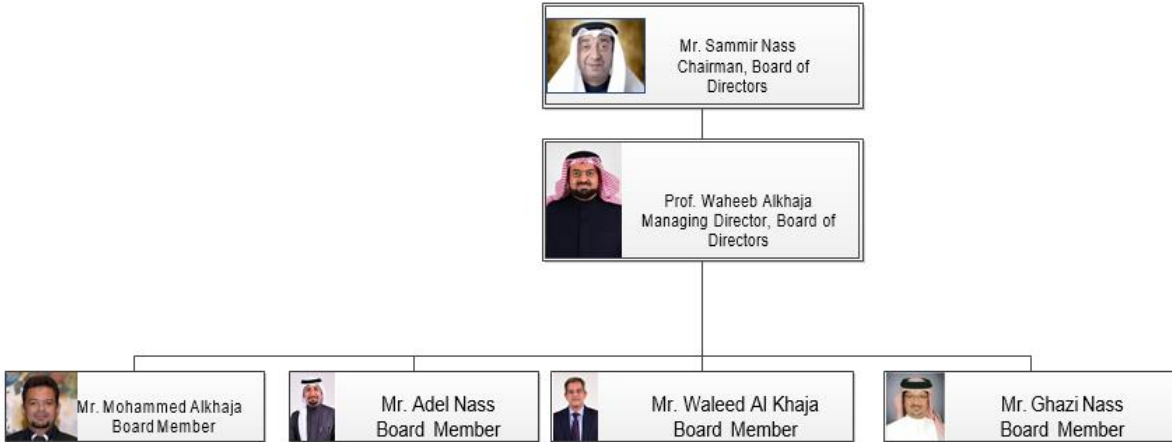
3.6 Organizational structure



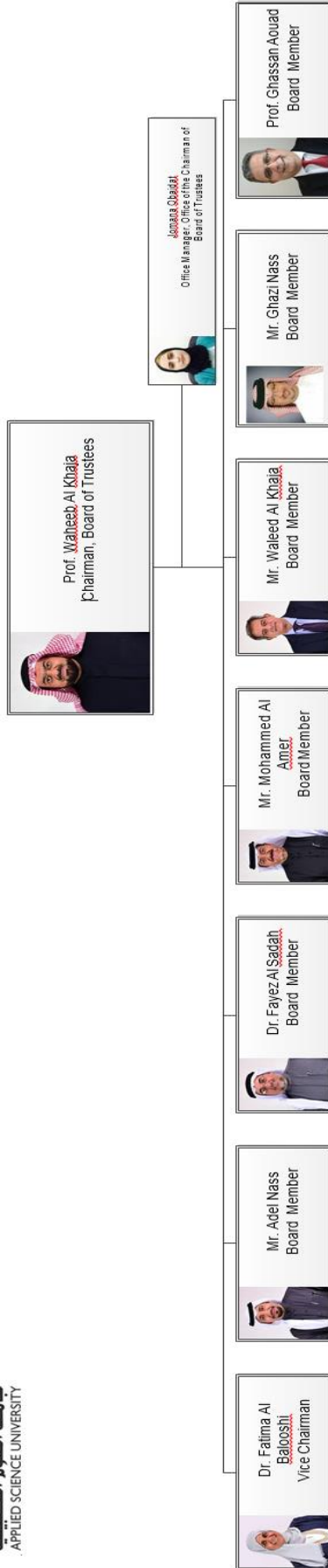
3.7 Organizational Charts



BOARD OF DIRECTORS



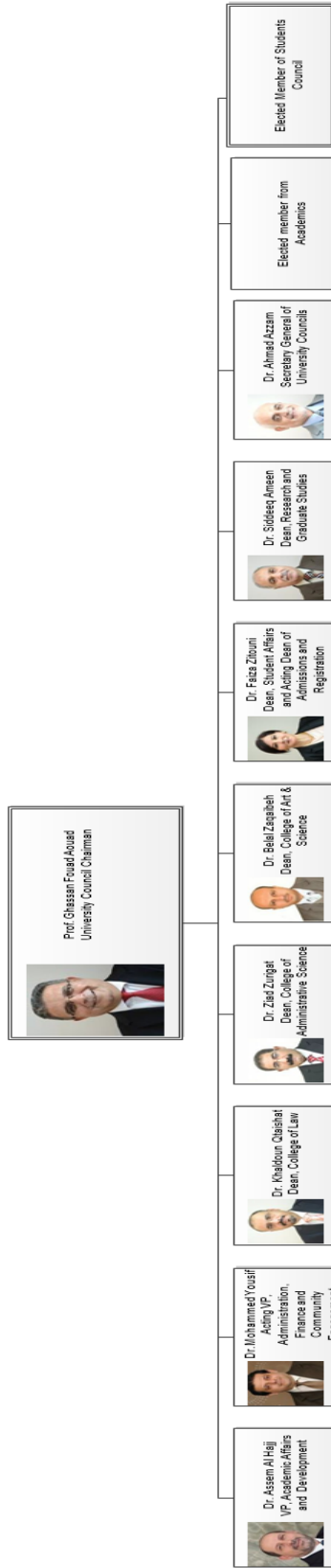
BOARD OF TRUSTEES



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UNIVERSITY COUNCIL



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COLLEGE OF ART & SCIENCE




Dr. Belal Zaqaibeh
Dean, College of Arts and Science



Latifa Fandi
Acting Office
Manager, College of
Arts and Science




Dr. Udai Ali Salih
Vice Dean, Manager of QA
Unit




Dr. Ahmed Hassan
Acting Head, Art and Design
Department

Training Manager



Dr. Moaiad Khder
Acting Head, Computer
Science Department



Dr. Abdul-Jabbar Head,
Musaaifir
Head, Department of
General Studies



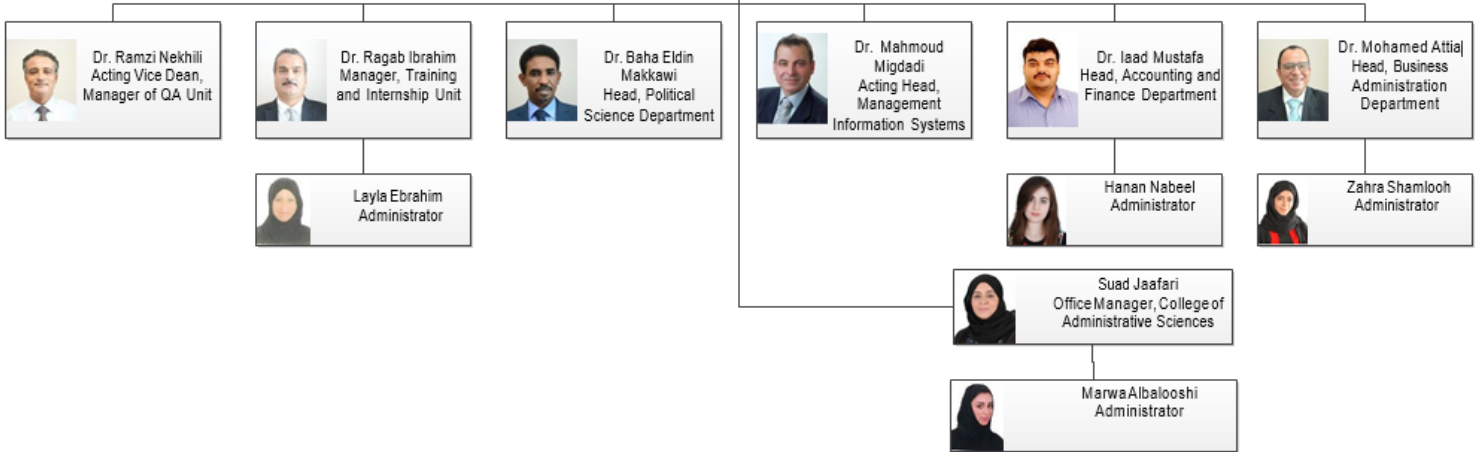
Yasmeen Ali
Administrator

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COLLEGE OF ADMINISTRATIVE SCIENCES

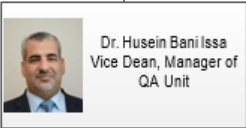
 Dr. Ziad Zurigat
Dean, College of
Administrative
Sciences



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COLLEGE OF LAW

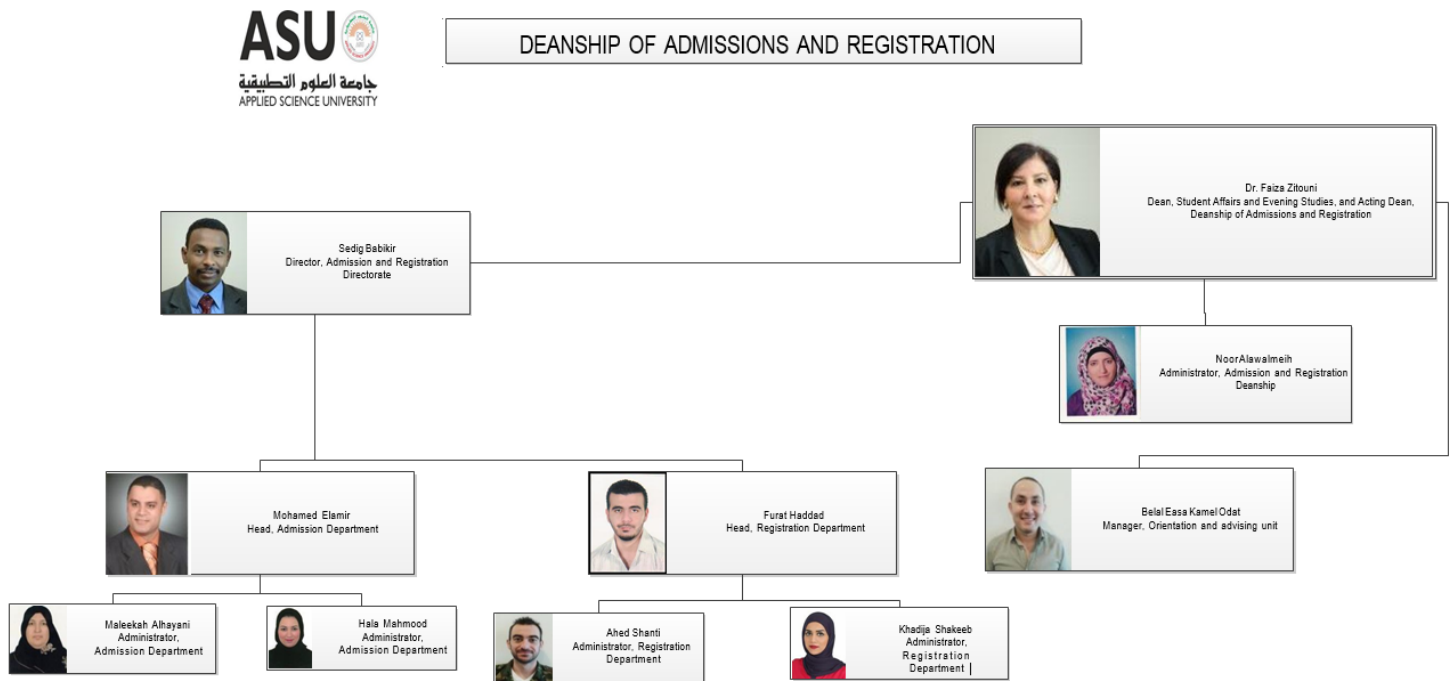


4 Admissions and Registration

The Deanship of Admissions and Registration consists of the Admissions Office, the Registration & Documentation Office and the Advisory & Guidance Unit.

The Deanship role is to support and manage everything that is related to students' academic life in compliance with ASU by-laws and HEC academic regulations from the registration stage to graduation.

4.1 The Deanship of Admissions and Registration Organizational Chart



4.2 Admissions Policy

The University aims to offer admission to students of the highest intellectual potential, irrespective of social, racial, religious, and financial considerations. The University ensures that each applicant is individually and impartially assessed in accordance with the policy on equal opportunities. This policy upholds the principle that entrance requirements should ensure that students are accepted into a programme that gives them every prospect of academic success if they fully avail themselves of the learning opportunities open to them.

4.2 .1 Admissions Requirements

4.2.1.1 Admissions Requirements for Bachelor's Degree

1. All applicants must have their Bahraini high school certificate or its equivalent.
2. The high school certificate must be approved or recognised by the Ministry of Education in the Kingdom of Bahrain.
3. The minimum acceptable high school average is 70% for Law programs and 60% for others.
4. The applicant may also have to meet additional requirements specific to the required programme of study such as an interview and/or test(s).
5. Admitted students may be asked to take an English placement test, to identify their level of competency in the subject, during the first academic semester.

Exceptions: Applicants with less than the minimum acceptable high school average may be admitted to the university if they meet at least one of the following criteria:

- a. Those who are artists who represent or have represented Bahrain regionally and internationally.
- b. Candidates who have at least one year of full time work experience (supported by an official letter from their employer).

Those who apply for exceptional admission will be interviewed by a committee from the desired academic programme which will recommend admission or non-admission of the applicant. The minimum acceptable average for exceptional admission in Law is 60%. Finally, the total number of exceptionally admitted students in any semester should not exceed 5 percent of the total number of students admitted in that semester.

4.2.1.2 Admissions Requirements for Master's Degree

1. Applicants must hold a bachelor degree or its equivalent from a recognised institution with an accumulative average not less than 'good'.
2. The Bachelor degree must be certified or recognised by the Ministry of Education in the Kingdom of Bahrain.
3. The applicant's bachelor degree should be related to the required master degree programme otherwise the student will take remedial courses prior to master courses.
4. The applicant may also have to meet additional requirements specific to the required programme of study such as an interview and/or test(s).

4.2.2. Required Documents for Admission

1. Valid passport. (For all applicants)

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2. Valid CPR. (For domestic and resident applicants)
3. A copy of the residence visa. (For non-citizens of the GCC)
4. Five recent personal photos (4 x 6 with white background).
5. Original high school certificate or its equivalent approved by the Ministry of Education in the Kingdom of Bahrain.
6. Equivalency from the Ministry of Education in the Kingdom of Bahrain for certificates from non-Bahraini governmental schools.
7. Certificate of good conduct from the school of graduation. (If available)
8. Health fitness certificate.
9. Students transferring from another university should submit a transcript certificate and an official withdrawal obtained from the previous university and certified by HEC.
10. For master's degree applicants, the original bachelor's degree certificate approved from the Ministry of Education in the Kingdom of Bahrain.
11. Submission of the completed application form to the Admissions Office.

4.2 Admissions Procedure

The following process is to be followed when registering at the University.

1. Select the programme that best fits your previous qualifications.
2. Fill out the application form.
3. Provide the required documents.
4. Submit the application and documents to the Office of Admissions.
5. The application will be processed and the applicant notified of the result.
6. Successful applicants will be provided with an application number to proceed with the payment of admission fees to complete their admission.
7. Non successful applicants may appeal or apply for another programme.

4.3 Transfer

4.3.1 Transfer from Other Universities

The University may consider student transfer applications in the event of there being available vacancies. Transfer students are subject to the following terms and conditions which they must fulfill to meet the conditions of Admissions and Registration at the University.

1. The transfer student's average in secondary school or its equivalent must have been acceptable for admission to the required programme in the year in which the applicant attained his/her secondary school certificate.

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2. A student must be transferring from an accredited university, college, or a higher education institute approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain.
3. The courses completed by the transfer student that are included in his/her prospective study plan at ASU will be considered for the fulfillment of the requirements of the degree he/she undertakes at the Applied Science University, provided that the credit hours of a course in the previous university is not less than the credit hours of the equivalent course in Applied Science University.
4. The transfer student must be a full time student at the previous university, and must submit proof of this matter.
5. A transfer student cannot be dismissed from ASU because of a disciplinary offence committed prior to transfer to ASU

4.3.2 Credit Transfer

In the event of transfer from a higher education institution to Applied Science University, the student may apply for a credit transfer from his previous institution under the following rules:

- The number of credit hours transferred should not exceed 66% (1/3rd) of the bachelor degree requirements, and the minimum study duration for a transferred student must be two academic semesters and a minimum of 30 credit hours.
- For a master's degree, the number of credit hours transferred should not exceed 12 credit hours.
- Courses with a grade less than "C" are not transferred.
- The number of credit hours of the course required to be transferred must not be less than the number of the credit hours of the equivalent course at ASU.
- A single course to be transferred can only be used as equivalent to one course at ASU
- An official and approved academic transcript is required to verify the student's successful completion of the courses to be transferred.
- Each 15 credit hour completed by the transfer student counts as one academic semester, whether the transfer is from inside or outside the University.
- The grades of all the courses taken by the student in the previous university are not included in the calculation of the student's accumulative average in Applied Science University.

4.3.3 Transfer from One Programme to Another

A student may decide to transfer from one programme to another even if he/she has been dismissed from the programme from which he/she wishes to transfer. Transfer is subject to the availability of seats in the programme to which a student intends to transfer. All applications for

internal transfer should be made before the start of the semester. The procedure for internal transfer is as follows:

1. The student fills out the form requesting an internal transfer.
2. The student application is forwarded to the relevant Head of Department.
3. The Head of Department that the student wishes to join must give approval.
4. If the student has a sponsor then an approval should also be provided by sponsor.
5. The Admissions and Registration Deanship sends an official letter to the student's new Department in order to make a credit transfer.
6. The Department will transfer all courses that have a pass grade and enter the appropriate courses in the new study plan along with the transferred credits.
7. A student can choose whether credit will be transferred or whether they would like to reattempt a particular course.
8. After completion of the credit transfer, the Deanship of Admissions and Registration enters these credits into the student profile on the system and considers them as passed courses in the new study plan.

4.3.4 Credit Transfer Process

The Procedure is highlighted below:

1. The student provides the Admissions Department with the withdrawal letter from the transferring university along with an officially certified transcript which includes the grades and the course description for the subject to be transferred.
2. The Admissions Office will ensure that the University or institution the student is transferring from is certified by the Ministry of Education in Bahrain, and the general rules and conditions apply to the transferred subjects.
3. A letter will be sent by the Admissions Office to the relevant college to make a transfer application. A unique number is assigned to the letter in order to facilitate follow up if required. A copy of the transcript from the transferred institution is also attached with the letter along with the course description.
4. Once the transferred papers are returned, they are delivered to the Head of the Transfer Committee in the Admissions and Registration Deanship to make the appropriate arrangements which include:
 - a. Checking the student's contact information which are: name, student number and major.
 - b. Checking the credit hours for the subjects before and after the transfer.
 - c. Checking the grade for the subjects to make sure that it is not below C or 70%.
 - d. Checking the names and the codes of the subjects before and after the transfer, which must match the transcript from the transferred institution, with the course name and the course codes of the subjects at ASU.

4.3.5 Appeal against Credit Transfer:

1. Students may appeal their denial of credit transfer if they have a reason to believe that, by either providing extra evidence or through further clarifications, they can satisfy the course requirements.
2. The applicant fills out the form of appeal against credit transfer and submits it to the Admissions Department.
3. The Admissions Department sends appeal applications to the *Committee of Appeal against Credit Transfer* for consideration and issuance of the final decision on the request for credit transfer.
4. The Admissions Department receives the committee's decision and the decision shall be final where the applicant is notified of the final decision of the Appeals Committee.

4.3.6 Appeal against Denial of Admission:

1. Students may appeal their denial of admission if they have a reason to believe that, by either providing extra evidence or through further clarifications, they can satisfy the admission requirements.
2. In cases where a student decides to appeal, they must fill out the Appeal against Denial of Admission form and submit it to the Deanship.
3. The Deanship sends the appeal form to the *Committee of Appeal against Denial of Admission* for consideration and issuance of the final decision on the student's admission.
4. The Deanship receives the committee's decision and notifies the applicant of the final decision of the Appeals Committee.
5. This decision will be considered final and cannot be appealed any further

4.3.7 Withdrawal from the University

For students who wish to withdraw from the University to transfer to another institution or to cease their enrollment in ASU programmes permanently, the following procedure will be applied:

1. Students should fill out the required form
2. Students must fill out the clearance form
3. Students submit these form to the Deanship of Admissions and Registration.
4. The Deanship of Admissions and Registration will issue an official letter indicating that the student has withdrawn from the university.
5. The Deanship will issue a certificate of courses completed and the credit accumulated by the students. This is also stamped by HEC.

6. The students will collect all their original documents and sign that they have received them.

4.4 Registration

4.4.1 Online Registration

The University has designed an online system for students to register for their desired courses. Students will register for their courses online through the Student Information System (<http://sis.asu.edu.bh>). In case the students face problems in registering online, they can refer to the registration office for help.

4.4.2 Registration Procedure

The following procedure outlines the process for course registration:

1. The beginning of the period is announced for students through the SIS system.
2. Registration times are assigned for each student on their portal on the ASU website.
3. After the registration period has commenced, students can register through the website and choose courses based on their study plan and availability.
4. If a student has a problem registering for courses on the website, they can contact the Deanship of Admissions and Registration for resolution or manual registration.
5. Registering courses for newly admitted students is done by the Deanship of Admissions and Registration after the student academic adviser has determined the appropriate courses.
6. Students can add and drop courses during the period specified in the academic calendar.
7. After the completion of course registration, students can view their schedules, with details of classrooms and faculty members included, on the website, or they can request a stamped hardcopy from the Deanship of Admissions & Registration front desk.

4.4.3 Courses Registration: Add/Drop Courses

The student is permitted to add courses and to drop registered courses within five working days from the beginning of the first and second semesters, and within three working days from the beginning the summer semester. The courses dropped within those periods will not be included in the student's academic transcript. The student is permitted to drop any course within eight weeks from the beginning of either the first and second semester, and within four weeks from the beginning of the summer semester, provided that the student has not exceeded the percentage of the permitted number of unexcused absences.

The dropped course in this case would be included in the student's academic transcript with a note of withdrawn (W) and such a course is not included in the total credit hours he/she studied in terms of pass, fail, or graduation requirement. If the student dropped the course after the

mentioned period, the faculty member should include the student's result in his/her academic transcript. In all the cases, the withdrawal process will not decrease the number of credit hours studied by the student in terms of the minimum study load allowed according to these instructions, except in some compelling circumstances.

4.4.4 Pre-requisites and Co-requisites

Students are not allowed to register in a course before the completion of any pre-requisite course. The violation of this would result in the cancellation of the registration and grade of that course. Upon the consent of the Dean of the College and with a recommendation from the Head of the Department, a student may enroll in a course and in its prerequisite concurrently in one semester only if his/her graduation depends upon it, provided that the student doesn't have more than one prerequisite not taken or failed.

Students are not allowed to register in a course before the completion of any prerequisite course and having undertaken the examinations and provided his/her mark is not less than 36%.

4.4.5 Courses Registration for 'At Risk Students'

Students will enter a period of academic probation or default if they are unable to sustain the desired GPA or the minimum GPA requirements for their programmes.

At risk students are those who, at the end of any semester have obtained an accumulative average of less than 62% for Bachelor's or 75% for Master's:

- The Admissions and Registration Deanship prepares a list of students with GPA less than those specified above.
- The SIS system locks the records of those students with low GPA and does not allow them to register online.
- The students with low GPA are notified by the Admissions and Registration Deanship and advised to seek counsel from their academic advisors.
- Students are directed by their academic advisors to choose courses appropriate to their particular circumstances.
- Registration of courses for students with low GPA is done manually by the Admissions and Registration Deanship.

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4.5 Fees and Refund policy

4.5.1 Fee structure

The student must pay all tuition fees and any required deposit at the time of registration in any semester. Further, the registration of the student will not be finalized until the payment of all the fees and the deposit is complete. The fees are as below:

College of Administrative Sciences		
Program	Credit Hours	Fees Per credit hour
Bachelor's Degree in Accounting	135	92.700 B.D.
Bachelor's Degree in Business Administration	135	92.700 B.D.
Bachelor's Degree in Accounting and Finance Sciences	135	92.700 B.D.
Bachelor's Degree in Management Information Systems	135	92.700 B.D.
Bachelor's Degree in Political Sciences	135	92.700 B.D.
Master's Degree in Business Administration	36	144.200 B.D.
Master's Degree in Human Resources Management	36	144.200 B.D.
Master's Degree in Accounting and Finance Sciences	36	144.200 B.D.
College of Law		
Program	Credit Hours	Fees Per credit hour
Bachelor's Degree in Law	135	92.700 B.D.
Master's Degree in Law	36	144.200 B.D.
Master's Degree in Commercial Law	36	144.200 B.D.
College of Art & Science		
Program	Credit Hours	Fees Per credit hour
Bachelor's Degree in Computer Sciences	135	92.700 B.D.
Bachelor's Degree in Graphic Design	139	92.700 B.D.
Bachelor's Degree in Interior Design	138	92.700 B.D.

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Bachelor Degree "Other Fees"***	Master Degree "Other Fees"***
10/- BHD: Application fee paid once.	10/- BHD: Application fee paid once.
100/- BHD: Registration fee paid once for Bachelor Degree Students. (Non-refundable)	250/- BHD: registration fee for first and second semesters.
100/- BHD: fees per first and second semester for computer science, interior design and graphic design Labs. (50/- BHD: for summer Semester labs)	125/- BHD: registration fee for the summer semester.
5/-BHD: fees for English language placement test.	5/-BHD: fees to issue a new ID card or a replacement.
5/-BHD: fees for an official academic transcript.	10/- BHD: fees for appealing a final grade per course.
5/- BHD: fees for a duplicate official academic transcript.	650/-BHD: one-time payment for new student's seat reservation consists of the following fees (Application, Registration, part from the first semester fee and new ID card)
5/- BHD fees for issuing student certificate.	5/-BHD: fees for English language placement test.
10/- BHD: fees for course equivalence procedure.	5/-BHD: fees for an official academic transcript.
10/- BHD: fees for appealing a final grade per course.	5/- BHD: fees for a duplicate official academic transcript.
5/-BHD: fees to issue a new ID card or a replacement.	30/-BHD Fees for submission of an incomplete exam (a valid excuse should be submitted and as per the established in the university regulations.
5/ - BHD fees for issuing graduation certificate.	5/ - BHD fees for issuing a graduation certificate.
30/-BHD Fees for submission of an incomplete exam (a valid excuse should be submitted and as per the established in the university regulations.	Twice the price of the borrowed book in case the student loses or damages the book.
650/-BHD: one-time payment for new student's seat reservation consists of the following fees (Application, Registration, part from the first semester fee and new ID card)	5/- BHD fees for issuing student certificate.
Twice the price of the borrowed book in case the student loses or damages the book.	10/- BHD: fees for course equivalence procedure.
	Twice the price of the borrowed book in case the student loses or damages the book.

Refund Policy

- All the "Other Fees"*** listed in the previous table, are "Non-Refundable" or "Transferable".
- The tuition fees are only refundable as follows:

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Withdrawal dates from the University	Refund % given
One week before the first day of classes	100% of total Tuition Fee only
Before the end of the first week of classes	100% of total Tuition Fee only
Before the end of the second week of classes	75% of total Tuition Fee only
Before the end of the third week of classes	50% of total Tuition Fee only
Before the end of the fourth week of classes	25% of total Tuition Fee only
After the end of the fourth week of classes	No Refund

Note:

- 1. the above table is not applicable in Summer Semesters.**
- 2. The first day of classes is as determined by the Academic Calendar**

- a. The total number of credits registered will determine the final fee.
- b. The registration fee must be paid before the commencement of classes.
- c. Cancellation of registration may be applied if students do not pay their tuition fees before the commencement of the semester.
- d. The following sanctions may be applicable for students with outstanding fees until all dues are paid:
 1. Denied the right to attend classes.
 2. Denied for mid-term exams.
 3. Denied for final examinations.
 4. Denied future Registration for any course(s).
 5. Denied from issuance of transcripts.
 6. Withhold the degree(s) of a non-paying student(s) until all his/her dues are paid in full.
- e. Methods of payment:
 1. Cash.
 2. Cheque.
 3. Electronic (Online and credit card payments).
- f. Only the Bahraini currency will be accepted when making a payment unless otherwise approved by the Director of Finance.
- g. A payment plan can be worked out by visiting the Finance Directorate.

4.6 Withdrawal

In cases where a student wishes to withdraw from a particular course, they may do so by filling out the appropriate form and submitting the form to the registration office after getting the required approval from the Head of Department and Dean of their college.

4.6.1 Withdrawal from a course (W)

Indicates a student's withdrawal from an academic course within the period specified previously.

4.6.2 Forced Withdrawal (WE)

Indicates a student's forced withdrawal from all the academic courses after the specified withdrawal period for compelling reasons such as a health condition or a traffic accident with injury or death of a relative of the first or second degree.

4.6.3 Compulsory Withdrawal (WF)

Indicates a student's withdrawal from registered courses in a particular semester if the student has exceeded the permitted absenteeism rate without providing a valid excuse which has been officially deemed to be acceptable.

4.6.4 Automatic Withdrawal (WA)

Indicates a student's withdrawal from a registered course in a particular semester if the student enrolled on the course but did not attend any class.

4.6.5 Postponement of Study, Drop-out and Withdrawal from the University

The student may apply for postponement of his/her study prior to the commencement of the academic semester in which the course(s) be postponed would be delivered, provided that he/she presents an excuse accepted by the competent authority, as follows:

- The Dean of the College may give consent to the student for the postponement of one semester, provided that this would not result in the student having postponed four consecutive or nonconsecutive, academic semesters.
- The College Council may give consent to the student for the postponement of four semesters, provided that this would not result in the student exceeding six consecutive or nonconsecutive, academic semesters.
- A newly admitted or transfer student is not allowed to postpone a semester unless he/she completes one semester at the University.

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- In the event a student did not register in one or more academic semesters and did not receive a written approval from the Dean regarding the postponement of any semester, the student loses his/her place at the University.
- The period of the postponement is included in the maximum study duration specified for obtaining a Bachelor's Degree.

4.7 Grades and Accumulative Average (GPA)

4.7.1 Course Grade

The final grade of each course is the sum of the grades acquired at the semester from the final examination, Midterms exam, and coursework. The semester coursework may include: quizzes, oral tests, reports, research projects, group discussions and class presentations.

4.7.2 Grade Classification

The following table shows the classification of grades:

Grades	Assessment	Code in English
90-100%	Excellent	A
80 - 89%	Very Good	B
70 - 79%	Good	C
60 - 69%	Satisfactory	D
50 - 59%	Poor	E
Below 50%	Fail	F

4.7.3 Semester and Accumulative Average Calculation

The calculation of the semester and accumulative average is made via the multiplication of the percentages of each course into the number of the credit hours of each course included in the average, and then the division of the product by the total credit hours. In the event of a failure which is above 35% the percentage the student achieved would remain the same but if it is below 35%, it would be converted to 35%. . All courses completed by the student are documented in his/her academic record.

4.7.4 Accumulative Average Classification

Students will enter a period of Academic Probation or Default if they are unable to sustain the minimum GPA for their programmes.

Bachelor's Programme minimum requirements

- Minimum GPA requirement is 60% to be eligible for graduation

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- If a student’s overall GPA is below 50%, then the student is dismissed from the programme, except in the admission semester.

Master’s Programme minimum requirements

- The minimum GPA requirement is 70%.
- If a student’s GPA is below 60%, then the student is asked to repeat the course.
- Further details regarding Academic Probation and Academic Warning can be found in the ‘Students at Risk Policy’ document.

The following table shows the classification of accumulative averages:

Grades	Assessment
Between 100% and 92%	Excellent – Honours List
Between 91% and 84%	Excellent
Between 83% and 76%	Very Good
Between 75% and 68%	Good
Between 67% and 60%	Satisfactory

4.7.5 Study Levels and Credits Required for Graduation

The courses offered by each programme as well as the courses included in the study plans are classified into four levels, stating the prerequisites, if any, of each course. Each course is assigned a code that indicates its level. Every course is documented in a standard course specification which, in addition to other information, identifies the number of lectures, the number of weekly laboratory hours and the number of credit hours. Bachelor degree courses are classified in four levels.

The following table shows the levels of study and the required credit hours of each level in the different Colleges of the University:

Student’s Study Level	Second Year	Third Year	Fourth Year	Hours required for Graduation
College of Administrative Sciences	35	68	101	135
College of Law	33	66	99	135
College of Arts & Sciences	33	69	102	139-135

4.7.6 Requirements for Attaining a Degree

The university degree is awarded to a student upon the completion of the following requirements:

- Successfully completing all the courses required for graduation in his/her academic study plan.
- Obtaining an accumulative average no less than 60% for a Bachelor's and no less than 75% for a Master's programmes.
- Successfully completing all courses within the permissible duration required for the Degree i.e. not exceeding the maximum study duration.

4.7.7 Academic Warning and Dismissal

Students who score below 60% for Bachelor degrees and below 75% for Master's degrees, at the end of any academic semester except the first academic semester, are put under probation. The Deanship of Admissions and Registration must notify the students using an appropriate communication method. Students under probation must remove the cause(s) of this disciplinary measure in a period that does not exceed two academic semesters following the semester of the measure. In the event that the student fails to remove the probation, he/she will be dismissed from his/her programme of study. Any student who has completed 75% of the required credit hours of the academic programme will not be subject to dismissal. Moreover, the bachelor student who obtains an accumulative average of 59.5%, to 59.9% will be given an extra semester to remove the probation. The student will, however, be dismissed if he/she exceeds the permissible study duration for the programme.

Every student who exceeds the study duration of the programme in the university will be dismissed.

A student with a warning is not permitted to register for more than **12** credit hours in a semester and is not permitted to participate in any activity conducted in the University.

4.7.8 Dismissal

Students who score an accumulative average of less than 50% in any semester except for their first semester at the University, will be dismissed from his/her programme. This measure becomes effective after the completion of more than 12 credit hours. Any student who is dismissed from his/her programme and rejected by all other departments of the university will be dismissed from the University. A student is not permitted to register and study in a programme from which he/she was previously dismissed.

4.7.9 Attendance

All registered students must regularly attend all lectures and actively participate in all classroom discussions. The course instructor keeps a record of the students' absence and attendance in the Students Information System.

4.7.10 Absences/ Excuses

The student is not permitted to miss more than 25% of the course hours. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of Department in order to take the necessary action in this respect. If a student misses more than 25% of the total course hours without presenting a satisfactory or compelling excuse approved by the Dean, he/she will not be allowed to sit for the final exam, and will be given the minimum grade of WF: 35. The course must be retaken by the student if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average while giving a warning or dismissal from the semester. The Head of Department submits to both the Dean of the respective College and the Deanship of Admissions and Registration the names of those students who are prohibited from taking the final examinations due to their absenteeism and those students are recorded as having the minimum grade for that course.

4.7.11 Absenteeism

If a student misses more than 25% of the total course hours due to sickness or any compelling excuse approved by the Dean of the College, he/she is considered as withdrawn from the course with a grade of W, and the rules of withdrawal apply. The Dean of the College informs the Deanship of Admissions and Registration about the decision, and a note of "Withdrawn" appears next to that course in the student's academic transcript. Students who represent the Kingdom or the University in social activities shall be permitted to be absent for no more than 30% of the total course hours. It is stipulated that sick leave requires a certificate issued by an accredited medical authority, and such a certificate must be submitted to the Dean of College within a period no later than two weeks from the date of the absence. The Deans of the Colleges, Heads of Departments, faculty members and lecturers as well as the Dean of Admissions and Registration shall be responsible for enforcing attendance regulations.

4.7.12 Grade Appeal

The student has the right to ask for the revision of his/her final examination grade for any course within a maximum of ten (10) days after the date of the grade announcement. In this case, the Dean of the College should examine the grading to make sure that no mistakes were made in

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marking or calculating the total percentage which the student achieved for the examination. This is done by a committee formed by the Dean of the College. The committee comprises faculty members excluding course instructor and any member of staff who has been involved in the original marking or moderation of the work. The student has to pay a fee of BD 10/- for the petition to review any of his/her final grades. The student has the right to request an appeal of his/her final grade of any course by following these steps:

- The student should file an appeal to review his/her final grade within 10 days of the announcement of the grade. The student pays a fee of BD 10/per course, which is refundable in cases where the student's grade changes to his/her benefit.
- The Head of the Department forms a special committee consisting of two faculty members to review the student's coursework grades and his/her final grade provided that the concerned course instructor is not one of the committee members.
- In cases where the two committee members fail to agree on the result, a third party may be consulted.
- The committee members review the grades and their distribution. The committee submits its decision to the Head of the Department within one week of its formation.
- In case the grade changes as a result of the revision, it must be approved by the concerned Head of Department and the concerned Dean of college. The result is then submitted to the Deanship of Admissions and Registration to register the corrected grade prior to end of the Add/Drop period of the coming semester.
- The Deanship of Admissions and Registration is responsible for informing the student concerned of the corrected grade.
- The student is not allowed to request an appeal on a course that has already been reviewed. The first appeal decision will be considered final.

4.7.13 Incomplete Grades and Deadlines

A note of "Incomplete" shall be registered against the course where a student has not completed its requirements or missed the final exam with a compelling acceptable excuse. Taking into consideration ASU regulations, the student must complete all the exams and coursework, if any, to remove the note of "Incomplete" in his/her academic transcript by the end of the semester following the semester in which the student was assigned the status of "Incomplete" against any course (without taking into account the summer semester). The accumulative average is revised upon the completion of the course with the note "Incomplete". The student is put under probation or dismissal until he/she completes the course.

4.7.14 Academic Warning

Students who score below 60, at the end of any academic semester, including the summer semester and excepting the first academic semester, are put under probation. The Deanship of Admissions and Registration must notify the student. Students under probation must remove the cause(s) of this disciplinary measure within a period that does not exceed two academic semesters following the semester during which the student was put under probation. In cases

where the student fails to remove the probation, the student will be dismissed from his/her programme of study. Any student who has completed 75% of the required credit hours of the academic programme will not be subject to dismissal. Also, any student who obtains an accumulative average of 59.5%, to 59.9) will not be dismissed. The student will be dismissed, however, if he/she exceeds the permissible study duration for the programme.

Every student who exceeds the permissible study duration for the programme in the university will be dismissed.

4.7.15 Under Dismissal & Dismissal

Students who score an accumulative average of less than 50% in any semester will be dismissed from their programme except for the student's first semester at the university. This measure becomes applicable after the completion of more than 12 credit hours. Any student who was dismissed from his/her programme and has been rejected by all other Departments at the University will be dismissed from the University. A student is not permitted to register for and study in a programme he/she was previously dismissed from. A student with a warning is not permitted to register for more than 12 credit hours in a semester. A student under I is not permitted to participate in any activity conducted in the University.

4.7.16 Graduation

The graduation certificates are awarded upon the satisfactory completion of all requirements at the end of each semester.

In cases where the student's graduation is dependent on one compulsory course which is not listed in the semester schedule or its timing clashes with another compulsory course, or the student has failed in the same course twice, the Dean of College after consultation with the Head of Department, may allow the student to enroll in an alternative course which is equivalent to the original one, taking into account the level of the course and the programme pathway. The Deanship of Admissions and Registration should be notified accordingly.

Similarly, if the student's graduation is dependent on one elective course and the student is unable to enroll in that course for a compelling reason, the Dean of College, after the consultation of the Head of Department, may allow the student to enroll in an alternative course equivalent to the original course, taking into account the level of the course. The Deanship of Admissions and Registration should be notified accordingly.

Upon the recommendation from the Head of Department and the approval of the Dean, if the student cannot register for a compulsory or elective course due to it not being offered or clashing with another course, the student may record a completely equivalent course in terms of description and content.

In case the student needs to register for less than 9 credit hours for graduation purposes, he can do so, regardless of the permitted minimum study load.

The Head of the academic Department and the Academic Advisor are responsible for following up the academic status of the students in co-ordination with the Deanship of Admissions and Registration and to examine students' fulfillment of the graduation terms and conditions.

All students who are expected to graduate at the end of a semester must complete a graduation form in their department, during the semester immediately prior to the graduating semester, in

order to leave enough time for screening and verification of their record by the Deanship of Admissions and Registration to avoid any errors.

The student must obtain a No Liability Certificate from the University before the completion of the graduation procedures.

5 Financial Support

5.1 Financial Discount for Outstanding Students coming from High School (New Students)

ASU offers exceptionally talented students from high schools the following financial discounts:

1. 30% discount for those who graduated from high school with an average of 95% and above.
2. 15% discount for those who graduated from high school with an average of 90% to 94.99%.

5.2 Financial Benefits for Students with Exceptional Performance (Existing Students)

Students who are named in the honour's list of the university will be granted the following compensation (discount):

- The best performing student on the honour's list is given a discount of 20% for the fees for the semester in which his or her name was announced.
- The second best performing student on the honour's list is given a discount of 15% for the fees for the semester in which his or her name was announced.
- The third best performing student on the honour's list is given a discount of 10% for the fees for the semester in which his or her name was announced.
- The fourth best performing student on the honour's list, and those up to the hundredth student in order of grade, are all given a discount of 5% for the fees for the semester in which their name were announced.

Example: If the amount of the quarterly fees for students is 1,500 dinars:

The first student (20%) will receive:	300 dinars maximum
The second student (15%) will receive:	225 dinars maximum
The third student (10%) will receive:	150 dinars maximum
The fourth student to the hundredth student (5%) will receive:	75 dinars maximum
The total discounts for students in the honour's list for exceptionally well performing students is:	7,950 dinars

5.3 Financial Aid

ASU provides financial aid to assist individual students who are struggling financially with the cost of their education. The financial aid helps students to achieve their academic goals. Students can apply for financial aid by completing an application form available from the Deanship of Student Affairs and Evening Studies within the set deadline.

The Financial Aid Committee meets every semester and grants aid to students who apply for financial aid in accordance with their needs and in accordance with the Financial Aid Policy.

The Deanship receives the committee's decision and notifies the applicant of the final decision of the Financial Aid Committee.

This decision is considered final and cannot be appealed.

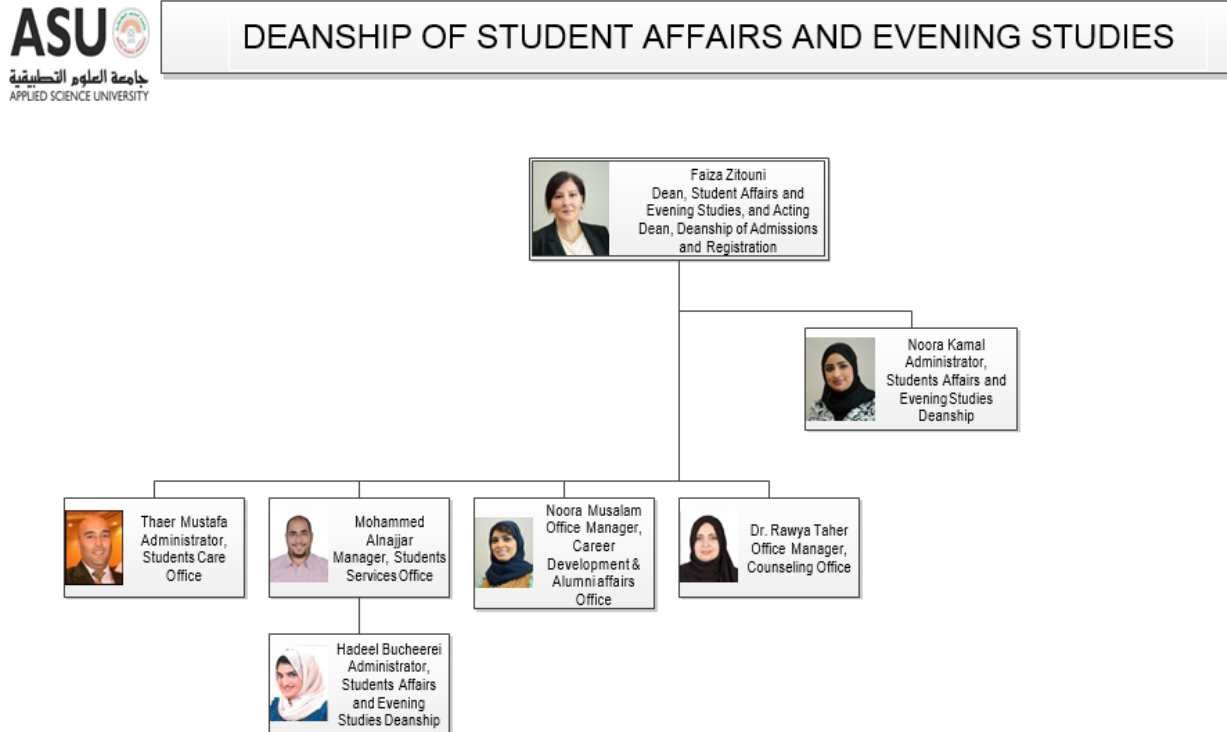
6 Student Affairs and Evening Studies (SAES)

The Deanship of Student Affairs and Evening Studies follows a student centered philosophy and is fully committed to enhancing the University life experience for all ASU students.

The Deanship of Student Affairs and Evening Studies provides various services to deal with students' needs and solve their problems in collaboration with the Colleges, Departments and other relevant parties. The Deanship provides activities and opportunities for students to foster their intellectual and personal development, and to enhance the overall students' life experience.

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6.1 The Deanship of Student Affairs and Evening Studies Organizational Chart



6.2 Student Services Office

The Student Services office supports students in the following way:

- Assists students and provides guidance to help them to deal with various issues in cooperation with their academic advisors, academic departments, colleges, or support services.
- Supervises the election of the Student Council and its constitution.
- Spreads awareness amongst students of the University's rules and regulations.
- Creates an environment that helps students to participate in all fields.
- Assists in establishing students' activities, organize clubs, sporting, cultural, and social activities that fulfill the needs of the students and improve their skills.
- Discovers students' particular talents and provides opportunities where possible to all students to maximize the use of these talents.

- Monitors the social media and disseminates information regarding relevant events which are relevant to ASU students.

6.3 Student Counselling

Students with any problems, whether personal or educational, or who find difficulty coping with stress can contact the Student Counselling office or the Dean of Student Affairs. All cases are discussed in complete confidence.

The Student Counselling office helps to solve educational, social, psychological, and health related issues that students may encounter during their academic study at ASU and ensures that where this requires the services of external professional advice or assistance that the student is directed to the appropriate people or agencies who can provide help. It also coordinates with relevant parties to ensure that, whilst preserving confidentiality, other academic or support staff are aware of any exceptional circumstances which may impinge on the student's academic work. The Student Counselling office further strives to develop positive values and attitudes within students and motivates them to strive for excellence in their academic achievement.

6.4 Career Development and Alumni Office

The Career Development office offers advice and information about job opportunities to ASU graduating students which are relevant to their qualifications and prepares them for the work place. It facilitates this by organizing job fairs, workshops, and events to improve their chances of getting jobs that suit their needs. The Career Development office strengthens the relationship between employers and alumni members and updates them on the fields of study.

The University serves to educate and develop talent that can serve the community and help businesses and industry to prosper. The University strives to link the current economic environment and market position to its curriculum to provide students with practical and realistic career expectations. To bridge the gap between industry and education and to improve real time connectivity between the two, the University has developed a Career Services Office within the SAES Deanship.

The Career Services Office primarily serves to provide guidance and counselling to students regarding career issues. It assists employers to recruit effectively from the University and coordinates opportunities for internships for students in businesses, building relations and long term associations with industries and businesses in the surrounding area.

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The Career Services Office works towards the following objectives:

- Establishing relations with industry and businesses in the region
- Increasing awareness of the programmes and courses offered at the University by relevant and interested industries and businesses
- Building a portfolio of current students and their credentials and sharing it with interested businesses
- Gathering recruitment requirements from interested businesses
- Inviting industry or business representatives to visit the University and share information about their organizations
- Gathering input from industry experts about course content to identify possible additions or remove obsolete course content to ensure courses stay aligned with the needs of employers,
- Increasing student awareness of interested organizations by organizing trips, site visits, and facilitating student internships in interested organizations
- Scheduling on campus or off campus interviews for students
- Representing the University in job fairs and making students aware of forthcoming events
- Organizing a career week at the end of each academic year
- Establishing a network of past recruiters and gathering feedback about the recruitment process.

6.5 Student Council

The Deanship of SAES supports the Student Council constitution. The council is formed yearly and consists of elected representatives from the students at ASU in accordance with the ASU procedure for nomination, acclamation, and election.

The Student Council abides by the rules and the regulations of the constitution (in accordance with Student Council policy).

All ASU students are represented by the Student Council members that serve the students and act as the students' voice for the University Council. All students at ASU have the opportunity to present ideas and comments to the Student Council.

All students at ASU have the opportunity to stand for the position of member of the Student Council committee as a Council Executive member or as College representatives. For more information regarding the Student Council constitution, nomination, election procedure, Election Day, budget, duties and responsibilities please refer to the Student Council Policy.

6.6 ASU Clubs

The Deanship of SAES encourages students to pursue various activities in order to enrich their student life experience via clubs that usually constitute a group of ten students (minimum) sharing similar interests.

Students are allowed to form their own clubs or join an existing one and each club consists of students who are responsible, share the duties and abide by ASU rules and regulations.

Clubs are encouraged to participate in the Orientation Programme, to produce brochures, or flyers, and to advertise their clubs' activities on the designated Student Affairs notice boards.

Founding members of any proposed club need to submit a written proposal with the required document to the Dean of SAES in accordance with the Student Club policy. The Director of Student Affairs and the Dean of SAES supervise and authorize the activities of the clubs and provide available facilities, including a space for club meetings, to the authorized clubs for approved activities. The President of each club must provide a list of the executive members (i.e. the Club President, the Club Vice- President, the Club Treasurer and all members of the club), including their names and contact details which will be kept confidential by the Dean of Student Affairs.

Maintaining clubs and membership is the responsibility of the club executive committee, and any changes need to be reported to the Deanship of SAES.

The following clubs that are currently registered at the Deanship are as follow;

- Sports Club
- Media Club
- Volunteering Club
- Women's Club
- Cultural club

6.7 Alumni Club

The Alumni Club establishes links between graduates and ASU through reunion events that are held on a regular basis. It also creates links between ASU and other universities inside or outside the Kingdom of Bahrain.

The Alumni club supports new graduates by preparing them for their potential work environment and helps new graduates with job interviews through workshops.

The constitution of the Alumni Club is renewed on a yearly basis in accordance with the Alumni Club policy.

6.7.1 The Alumni Club Regulations

The Club shall not participate in political work or engage in financial speculation. The Club shall follow public laws and morals. The Club activities shall not compromise the integrity of the Kingdom of Bahrain, its security or the government system. In addition, it shall take into account the by-laws and regulations of the University and the Kingdom of Bahrain.

6.7.2.1 The Alumni Club Objectives

The Alumni Club's objectives are as follows:

1. Connecting the University's alumni to their University, through reunion activities held on a regular basis.
2. Educating the University's alumni about the importance of their role in serving their University and country in order to achieve progress in society.
3. Strengthening relationships and cooperation among alumni so that they can exchange knowledge and experiences.
4. Contributing to and cooperating with the University to achieve its educational, cultural, and societal objectives.
5. Promoting a sense of responsibility among the University's alumni towards their University and society and fostering a spirit of citizenship in them.
6. Providing moral and material support for the Club in order for it to carry out its activities.
7. Promoting interaction between the University's alumni and the University through their involvement in the University's promotional plans for exhibitions, advertising campaigns, etc.
8. Supporting and updating the alumni database, as prepared and maintained by the Office.
9. Establishing communication between the University and other universities inside and outside the Kingdom of Bahrain to exchange expertise and serve university education locally, nationally and internationally.
10. Publishing the success stories of the University's alumni, making them role models for current and graduate students.
11. Providing feedback from the Alumni members on the University's reputation and position in their society, in the GCC and other Arab countries.
12. Assisting graduates with job opportunities when/ where possible, and provide them with workshops related to recruitment related activities.

13. Supporting new graduates through training to prepare them for the labour market by holding workshops and seminars.

6.7.2 Membership Conditions:

1. A Club member must hold an academic degree in a discipline offered by the University.
2. The Club member must demonstrate good behaviour, and must never have been convicted of a felony or misdemeanor, compromising honesty, honour or morals, unless there is an official vindication of their character or name clearing.
3. The Chairman of the Board must be a resident of the Kingdom of Bahrain.
4. A membership application shall only be accepted by the Office if it is referred by the Board and the membership form is filled in accurately.

6.7.3 Membership Categories:

1. **Active Member:** someone who fulfils the membership conditions and provides the office with an address or other means of communication.
2. **Loyal Member:** an alumnus who contributes to and performs activities reflecting his/her continued support of the club, facilitating the achievement of its mission according to the University's vision and mission. Increasing the number of loyal members is the most important goal of the Club.
3. **Honorary Member:** this membership shall be granted to VIP alumni as a result of their achievements in community service and their contributions to promoting the Club and the University. The honorary membership shall be granted after obtaining the necessary approvals from the Deanship and the office. The member being granted honorary membership is not required to complete a membership form.

6.8 Services for Students with Special Needs/ Disabilities

The University provides full assistance to students with disabilities, and assists them by taking appropriate actions to ensure their welfare

Students with particular medical conditions or with learning support needs that affect their ability to undertake their academic studies or general wellbeing are requested to inform the Student Services Director or the Dean of Student Affairs and submit their medical records. The Deanship of SAES will, in full confidence, take appropriate actions and contact relevant academic staff to provide additional support throughout their study at the University.

The University aims to make all reasonable accommodations for students with disabilities. It has dedicated and qualified staff to handle issues pertaining to students with disabilities.

6.8.1 Support for Students with Disabilities

6.8.1.1. *Physical support for ease of access*

- a. Car Park: the University will provide, where possible, special car parking spaces for disabled students and students with special needs in close proximity to the entrance according to the policy for Students with Special Needs / Disabilities
- b. Bathrooms: the University will provide suitable bathrooms for disabled students and students with special needs.
- c. Entrances: the University will provide suitable ramps on entrances as well as railings and elevator services (where appropriate) for disabled students and students with special needs.
- d. Classrooms: where possible, the University will provide seating arrangement or facilities in classrooms and labs.
- e. Health Clinic – The University will ensure that the Health Clinic is properly staffed and accessible at all times

6.8.1.2. *Counselling*

The University will provide counselling services to students with disabilities on a regular basis and will strive to meet all learning requirements of the students and ensure that the students feel properly accommodated within university premises.

6.8.1.3 Academic Support

- a. Examination support – Different examination halls, breaks between exams, increased examination time, increased font size used in examination papers, note taking and other supports will be provided depending on the student case and needs.
- b. In class support – Seating arrangement facilities will be provided to accommodate students with disabilities adequately. Tutor support during and after class will also be provided.
- c. Learning aids such as visual aids, and other assistance devices will be provided when possible.

6.8.1.4 Financial Support

The University, at the sole discretion of the University administration, may provide students with financial assistance such as grants, loans, scholarships or waiving of certain fees for students with disabilities as a form of assistance.

6.8.1.5 Procedure for Applying for Assistance

1. Students with a disability or special need should disclose the nature of their disability on the University admissions/application form.
2. The University will admit all students who fulfill the admissions' criteria and can be reasonably accommodated without posing any hardship to the university or the student.
3. Any student who fails to notify the University
 - a. waives any right that would otherwise have been obtained.
 - b. if assessment of the student case indicates that accommodating the nature of the disability or special needs can cause a hardship or risk to the student, other students and the University, then the student in question may be subject to having his/her registration cancelled and admission annulled. This decision is at the sole discretion of the University.
 - c. Should registration be cancelled, pursuant to "b" above, the student forfeits all fees and tuition having been paid to the University.

4. Having disclosed the nature of the student disability or special need, after having been provisionally admitted to the University, the student in question might be interviewed by a committee for clarification of the scope and nature of the disability.

6.8.1.6 Confidentiality

- All matters pertaining to students that have been identified as students with special needs are treated with full confidentiality and discretion. Student’s records are kept in secure files.
- Students with special needs are required to update their health files/records on a regular basis.

6.8.1.7 Health Clinic

ASU ensures that the Health Clinic is properly staffed and accessible during working hours. The nurse can be contacted via phone at this number: 16036107. The nurse provides basic medical first aid services and keeps students’ health records/files. The health clinic also participates in creating awareness of lifelong well-being programmes.

ASU has a list of first aiders available across the University campus with names, locations, and phone numbers as follows:

Name of First aider	Job title	Location	Phone number
Dr. Faiza Zitouni	Dean of SAES	3 rd floor	16036040
Dr. Rawya Taher	Counselling Manger SAES	3 rd Floor	16036039
Mr. Mohamed Najjar	Student Services Manager at SAES	3 rd Floor	16036037
Mr. Thaer Ramini	Administrator at Deanship of SAES	Main Lobby	16036244
Mr. Ahed Shanti	Admissions and Registration Administrator	Ground floor	16036003
Mrs. Malika Alhayani	Admissions and Registration Administrator	Ground Floor	16036005
Ms. Zahra Isa	Library administrator	Ground Floor	16036021
Mr. Ebrahim Abbas	Security Officer	Security	16036100

6.9 Orientation Programme

All new students should attend an Orientation Programme that is designed to assist them with their transition to study at ASU.

The orientation programme provides very important information and a great opportunity for students to meet other students and their college staff, hence attendance is compulsory! (Students who do not attend will be required to make contact with the Dean of Student Affairs to make arrangements for an alternative orientation session).

This event welcomes students to ASU campus life and introduces them to important aspects of the University such as;

- Academic Support services, academic advisers, faculty expectations and college policies.
- Student support services, IT services, Moodle, how to access registration information and the student e-mail account.
- Library and learning services.
- Admissions and Registration matters, student enrolment.
- Student services, activities, and important dates to remember.
- A question and answer session and advice about what it takes to be a successful student and
- How to enjoy the student experience.

6.9.1 Student Orientation Policy

- **Purpose of this document**
- The purpose of this document is to provide details of the commencement program for new students before the start of their Academic Studies.
- **Key responsibility**
- The Deanship of Student Affairs will provide an orientation programme designed to welcome students to college life at the University and to introduce them to:
 - important aspects of the Institution's operations
 - new students and existing students
 - a range of academic and administrative staff
- The Deanship of Student Affairs will inform the students about the orientation programme and timetable through email.
- The Deanship of Student Affairs will send letters to guests and invitees/ participants and confirm their attendance.
- The Deanship of Student Affairs will deliver a welcome speech on behalf of the University.

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The Deanship of Student Affairs will ensure that all students are introduced to and made aware of the organizational structure of the University and how they are expected to operate within that structure including appropriate channels of communication. Students are informed about all the important departments and support services within the University such as the Library, IT Centre, Facilities, Student Counsellors, Student Council, Admissions and Registration etc.

- The Deanship of Student Affairs will ensure that there is also an opportunity to introduce some staff that the students may need to contact during this transition period.

6.9.2 New Student Orientation Guidelines and Procedure

- a. Prior to the commencement of their course of study, students will attend an Orientation Programme designed to assist them with their transition to study in the various colleges.
- b. The orientation programme will welcome students to campus life and introduce them to the important aspects of the University's operations, activities, regulations and expectations from students.
- c. The orientation programme is conducted through a series of short seminars presented by key staff and faculty of the colleges and departments.
- d. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.
- e. Students will be provided with a comprehensive Student Orientation Pack that includes all the required administrative and organizational information and documentation relating to student enrolment.
- f. The orientation programme also provides an opportunity for students to meet other students and the staff of the University.
- g. International Students will be provided with an additional information session conducted by the Dean of Student Affairs to assist them to adjust to study and life in Bahrain.
- h. During Orientation the student will have an opportunity to:
 - a. interact with staff, faculty, and other students
 - b. identify academic and student support services
 - c. understand faculty expectations and college policies
 - d. access registration information and validate their e-mail account

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e. ask pertinent questions about programmes of study, important dates to remember, academic support services, and know what it takes to be successful in academia.

- Orientation is compulsory and students who do not attend will be required to contact the Dean of Student Affairs to make arrangements for an alternate orientation session.

6.9.3 Key Considerations for the Orientation Programme

- The Deanship of Student Affairs will ensure that the orientation activities are planned in a fun and engaging way.
- The Deanship of Student Affairs will also strive to develop University traditions that encourage pride in the university
 - ❖ These traditions could involve activities such as a sporting events, contests, concerts, trips, etc.
 - ❖ An event will be classified as a university tradition when it becomes a regular part of the orientation programme and is undertaken subsequent year.
- The Deanship of Student Affairs will also ensure that the Student Council and existing students are involved in the orientation process to make the events more participative.
- The Deanship of Student Affairs will develop an orientation pack that includes:
 - ❖ An orientation checklist to identify whether the students have participated in all the activities, information sessions and seminars organised for them
 - ❖ A code of conduct for students at ASU explaining policies regarding honesty, work ethics, academic expectations, and regulations regarding Academic Misconduct
 - ❖ Brochures from academic departments and other departments such as IT, Library and Student Affairs
 - ❖ An Academic Calendar specifying the important dates and the schedule for the current academic year

6.10 Student Internship Guidelines

6.10.1 Before commencement of the internship

A meeting will be held with the students to:

- a. Introduce the objective and purpose of the internship and explain to students the importance of service learning and the practical application of academic principles.
- b. Explain the importance of following procedures, rules and regulations of the University and the internship company.
- c. Explain the types of forms that the students will be required to fill out during their

- internship.
- d. Brief them about the field report and the type of information required along with the different sections of the report.
 - e. Students who are already employed could be trained in their current workplace upon approval from the Training and Internship Head of Unit and their academic supervisor. Students must ensure that the course requirements are completed as part of their training.

6.10.2 Start of Internship

1. Students should report for internship on the assigned start date according to the letter sent from the internship unit.
2. If the student does not report for internship for the first three consecutive working days the following actions may be taken:
 - If the student does not have a legitimate reason for the absence then they will have to withdraw from the programme and will be given a failing mark which will be registered on their academic record
 - The student's internship fees will not be refunded
If there is a legitimate reason for the absence and the student wishes to withdraw from the internship, then their fees will be carried forward
 - If there is a legitimate reason for the absence and the student wishes to continue, then the days of absence will counted as present for grading purposes
 - Another student may be nominated to replace a students who withdraw from the programme.

6.10.3 Attendance

1. Students should not be absent for more than 5 continuous days provided that any of these days are not in the first 3 days of the Internship Programme.
2. The student should not be absent for more than a total of 9 days or 20 % (whichever is lower) of the internship period.
3. If the student is absent for more than 9 days or 20 %, the internship will be cancelled and the course must be repeated.
4. If the student has a legitimate reason for exceeding the maximum number of absent days, then the student's name will be withdrawn from the programme and they will have to repeat the course during the next internship cycle.
5. Students who have legitimate reason for their absence will be given priority during the next cycle, and it will not be reflected in their academic record.

6.10.4 Student Conduct

1. All equipment under their supervision must be handed back after completion of the internship. A clearance form must be completed and returned to the internship department.
2. The clearance form should be signed by the direct supervisor.
3. The student must operate under the supervisor's guidance and cooperate with the employees of the internship organization.

6.10.5 Internship Evaluation and Feedback

The student must complete an evaluation form about the internship organization and submit the form to the Training and Internship unit.

6.10.6 Field Report Policy for Student Internship

1. must be given to the internship unit within the stipulated time.
2. The student should contact the Internship Unit regarding any problems or concerns.

6.11 Academic Advising

6.11.1 Academic Advising Policy Statement

- All registered students are assigned an academic advisor before commencement of their academic studies. The students will be given the opportunity to meet their advisors during the orientation process.
- The academic advisor will assist the student to successfully complete their degree programme through periodic coaching, mentoring, and guiding the student through the University policies, regulations, and assessment criteria.
- Academic advisors help to develop well rounded individuals who are able to make informed and sound career choices and also help the students through their personal issues and problems that may get in the way of their academic progress.
- Academic advisors are available to support and guide students, however students themselves are responsible for selecting and managing the content of their academic programmes and making satisfactory progress toward their chosen academic degrees.

6.12 Community engagement

The University believes that it is fulfilling an important role in the community by producing future leaders and entrepreneurs. The University is also instilling a sense of community service and

social responsibility amongst its students. In doing so, it believes that its efforts will not only help the University gain recognition in the community as a positive contributor but also help the nation and region by providing access to high quality education.

6.12.1 Encouraging Student Engagement

- The Community Engagement Office and the Student Affairs Deanship coordinate with the Student Council to encourage students and staff to participate in cultural events not only to increase the morale and spirit of everyone involved but also to make students more aware of their society.
- The Community Engagement Office works with the Student Affairs Deanship and the Student Council and in collaboration with faculty and staff plan an annual calendar of events broken down by semester. The activities focus on student's overall development.

6.13 The Student Experience

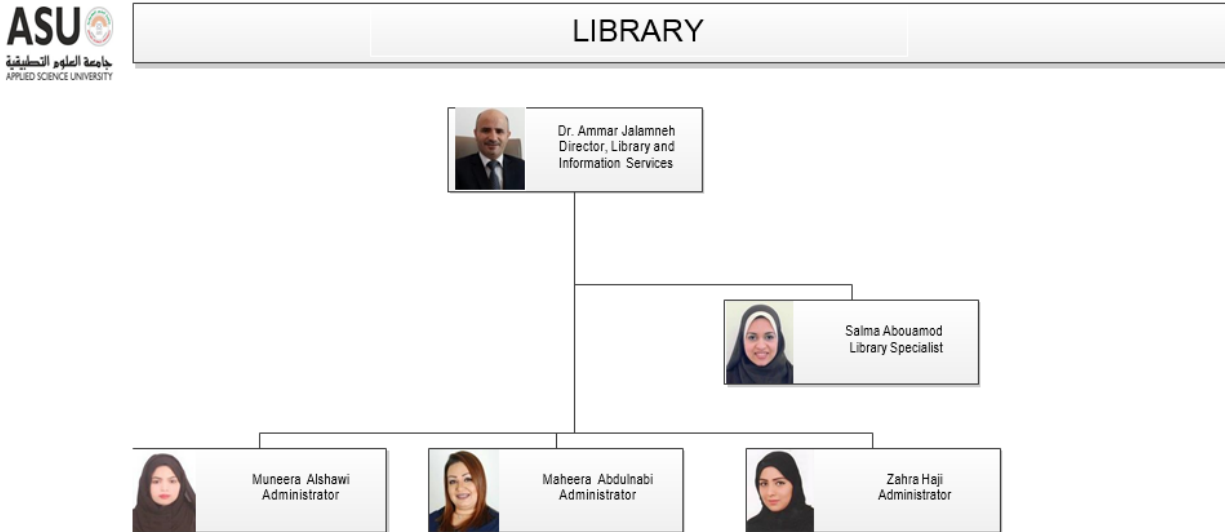
ASU strives to offer the best possible student experience and hence has formed a Student Experience Committee that will monitor and suggest improvements to the overall student experience - both in terms of their satisfaction with teaching and their overall satisfaction with the learning environment.

ASU encourages the students to complete the Student Satisfaction Survey appropriately. The survey is monitored to ensure improvements are in place, if needed.

The Student Experience Committee (including students' representatives) is responsible for:

- Examining new and innovative ideas for engaging students to take full advantage of the teaching and learning opportunities which are provided.
- Considering issues regarding campus facilities and how well they meet the needs of students.
- Developing priorities and policies concerning equitable treatment of students engaged in any course of study within the University and recommending priorities and policies to Student Affairs to ensure all students feel they are valued and that their needs are listened to.
- Investigating barriers to engagement within the University, and identifying areas where gaps may exist. The committee is also charged with reviewing metrics by which student satisfaction can be measured.
- Evaluating the overall student experience and responding quickly to issues identified by students which negatively impact on their learning experience
- Ensuring feedback is given to students and that their comments are being heard and acted upon.

7 Library



The Applied Science University (ASU) Library is both a physical and virtual centre where students and faculty engage in learning, teaching, and research. The library serves the learning community with services to help both students and faculty with the information services and resources to maintain their acquire and maintain relevant and up to date knowledge and skills and find, assess and use information effectively and ethically.

7.1 About the Library

The library is conveniently located on campus. It covers an area of 300 square meters, consisting of a reading area, a book display area, a service counter, and 16 computer terminals. The campus library has a total area of 1000 square meters with 31 computer terminals. It has the capacity to hold up to 20,000 volumes of printed books in Business Management, Accounting & Finance, Banking, Commerce, Economics, Auditing, Architecture, Engineering, Arts, International law, Information Systems, Mass Communication, Journalism, Public Relations, Computer Science, etc. Currently, the library adds more than 1500 books to its collection annually. The required materials have been purchased on the recommendations of ASU academic staff. To supplement this and ensure currency of the University library stock, the librarian attends 2-3 book fairs per annum to facilitate the selection of additional academic and research material to be acquired for the library. The University also operates a separate book shop for selling text books to students

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The University library has a Permanent Reference Collection (PRC) which consists of ready reference sources such as dictionaries, encyclopedias, government gazettes, and important text books...

The library has subscribed to a number of journals and periodicals (in Arabic and English) in Accounting and Business studies, and Databases (Arabic and English) and information systems. International Law, Architecture, Auditing, Business Management, Marketing, Operations Research, Public Finance, Architecture, Strategic Studies, Education, Social Sciences, Mathematics, Statistics, Languages, Literature etc. In addition, the library has subscribed to an online information database, which consists of an extensive database of around 90,000 e-journals and e-publications (in Arabic and English) which can be accessed through the 31 computer terminals installed in the library.

The library is committed to creating an information and technology rich learning environment where academic and intellectual needs of our students and faculty members are anticipated, supported and fulfilled.

The library endeavors to provide up to date, high quality and comprehensive educational and research material to students and faculty. It coordinates with the respective Deans and faculty to enable students to acquire and develop information skills which support them in achieving academic excellence.

7.2 Main Services the Library Can Provide to Students

- Guide students and help them find the relevant material
- Organise borrowing operations by assigning a unique username and code to each borrower on the library system
- Assist user(s) to ensure proper use of the library system
- Assist in printing, copying, and book binding study material
- Manage the procurement of library resource(s)
- Check reading lists periodically to determine which items are likely to be in high demand
- Organise informative workshops for students and staff which ensure students and staff are aware of how to identify and gain access to information resources to support their study and research,
- Operate the University Book Shop

Every student is issued a library card along with a unique log-in ID and password to access the e-library. The students are provided with information regarding the library system upon library registration. Students must produce their library card in order to borrow material from the library.

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Students	Borrowing Limit (At a time)	Duration
Bachelor students	4 books	Per 2 weeks
Postgraduate students	5 books	Per 6 weeks

7.3 Photocopying Service

A photocopying service is available for students at an advertised concessional rate.

7.4 General Library Rules

- If the rules of the library are violated by students, the librarian has the right to ask the students to leave.
- At the time of leaving the library, the visitors in possession of books and other library materials should leave them at the library entrance.
- If the behavior of the visitor offends someone or violates the rules of the library, then the DOL can prevent him / her from entering the library and prohibit him / her from borrowing any library materials for a period of one semester.
- Mobile phones should be turned off or kept on silent mode.
- Users are expected to keep the library clean by not littering.
- Library property must be respected and maintained at all times.
- Silence is a necessity inside the library
- Students must show their ID cards when asked by the librarian.
- Books that have been read or removed from their shelves can be left on the table.
- Library computers must be used for academic purposes only.
- It is not allowed to make any notes, scribbles, or markings on the books or damage the books.
- Eating and drinking inside the library is not permitted.
- Books can only be borrowed using a valid library card.
- It is not permitted to bring children inside the library as this might distract researchers from doing their work.

7.5 Library Opening hours

- Saturdays to Thursdays from 8am to 8pm.
- Fridays from 3pm to 8pm.

8 ASU Regulations

8.1 Academic Misconduct and Plagiarism Policies.

8.1.1. Academic Misconduct

Academic misconduct is defined by the University as any activity, or attempted activity, which gives an unfair advantage to one or more students over their peers.

8.1.2 Plagiarism

The direct incorporation of another's work in an assessment without proper acknowledgement.

8.1.3 Examples of plagiarism

Examples of plagiarism which can occur in varying degrees are as follows:

- The inclusion in a student's work of more than a single phrase from another's work without the use of quotation marks and acknowledgement of the sources.
- The summarising of another's work by simply changing a few words or altering the order of presentation without acknowledgement.
- Copying the work of another student, with or without the student's knowledge or agreement.
- Submitting work which is in whole or part identical to work already submitted by that student for another assignment.
- Commissioning of a piece of work prepared by one or more others but submitted by the student as if it was their own.
- Purchase of another's work from any source.

If the student is in any doubt as to how to reference material, they must consult their Academic Advisor.

The University makes use of Turnitin® Plagiarism Detection software and reserves the use this to ascertain or confirm cases where an academic member of staff suspects that a piece of work may be plagiarised. All Graduation Projects are checked for authenticity using the software

8.1.4 Table of Definitions, Examples and Types of Academic Misconduct

The University recognises three broad types of academic misconduct, as outlined in the table below, which includes examples and the recommended penalty.

Type	Examples	Stage	Recommended Penalty
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<p>Academic Negligence (regarded as the least serious)</p>	<ul style="list-style-type: none"> • First academic misconduct offence. • Plagiarism: <ul style="list-style-type: none"> ➤ Small in scale and may be present in only part of the work ➤ Related only to the work of the individual student and not the work of others. ➤ Ignorance: Could be considered to have resulted from ignorance of requirements or a misunderstanding, or it could be that an attempt to follow good practice has failed, for example inappropriate use of secondary sources. ➤ Careless: May be considered to be due to lack of care and forgetfulness. 	<p>Informal</p> <p>No need to go through the Disciplinary and Appeal Committees</p>	<p>Penalty 1</p> <ul style="list-style-type: none"> • Give appropriate advice and guidance on how to avoid academic misconduct. • Enter the occurrence onto the Student Profile. • Award a mark for the assessment (or components) ignoring the academic misconduct issues.
<p>Academic Malpractice</p>	<ul style="list-style-type: none"> • Plagiarism: <ul style="list-style-type: none"> ➤ Systematic and extensive failure to observe all normal academic requirements, e.g., extensive paraphrasing with no attempt to acknowledge sources. ➤ Systematic failure to reference, as opposed simply to poor referencing. ➤ Failure to follow tutor instructions as regards extent and limit of any part of a submitted piece of work which can be written as group work. 	<p>First offence of Academic Malpractice</p> <p>No need to go through the Disciplinary and Appeal Committees</p>	<p>Penalty 2</p> <ul style="list-style-type: none"> • Give appropriate advice and guidance on how to avoid academic misconduct. • Enter offence onto Student profile. • The student to re-submit the entire piece of assessment in question, having rectified the academic misconduct issues. • If the re-submitted work receives a fail mark or the student chooses not to re-submit the standard assessment regulations will apply.
<p>Academic Malpractice</p>	<ul style="list-style-type: none"> • Second and subsequent alleged offences that would normally have been classified as academic negligence. • Self Plagiarism: Submitting work which is in whole or part identical to work already submitted by that student for another assignment 	<p>Second and subsequent Offences</p>	<p>Penalty 3 - 2nd and subsequent Offences</p> <ul style="list-style-type: none"> • Enter offence onto Student Profile.

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			<ul style="list-style-type: none"> Ask the student to resubmit the work and send to the Disciplinary and Appeal Committees for further actions.
<p>Academic Cheating (regarded as the most serious)</p>	<ul style="list-style-type: none"> Plagiarism in a Dissertation module or equivalent (final year UG or Masters level - Dissertation/Project course, any UG Year 4 course requiring independent study and any taught Masters level course). Collusion: Collusion exists where a student: <ul style="list-style-type: none"> Submits as entirely their own, with intention to gain unfair advantage, work done in conjunction with another, when this is not a requirement of the assessment. Permits another student to copy all or part of their work and the latter student then submits it as their own unaided work. Theft. Falsification of results/data: The presentation of data in laboratory reports, projects etc., based on experimental work falsely purported to have been carried out by the student, or obtained by unfair means. This also includes the manipulation, tampering with and adding of data in experimental or similar situations. Personation: The legal term for what is usually referred to as ‘impersonation’. Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where: <ul style="list-style-type: none"> One person assumes the identity of a student, with the intention of gaining unfair advantage for that student. The student is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for themselves Modification: The submission of a piece of work known to have been originated by another but which the student has 	All stage	<p>Penalty 3 - 1st offence</p> <ul style="list-style-type: none"> Enter offence onto Student Profile. <p>Send to the Disciplinary and Appeal Committees to issue the final decision.</p>

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	<p>deliberately modified to make it appear as if it was their own piece of work.</p> <ul style="list-style-type: none"> • Unauthorized possession of confidential staff materials relating to an assessment, such as would give the student an unfair advantage. • Any attempt to interfere with or revise recorded marks. • Examination Irregularities, which may include the following: <ul style="list-style-type: none"> ➤ Communicating with or copying from any other students during an examination. ➤ Communicating during an examination with any person other than an authorised member of staff. ➤ Taking any written, printed materials or electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations. ➤ Gaining access to any unauthorised material relating to an examination during or before the examination. ➤ Obtaining a copy of an 'unseen' examination question paper in advance of the date and time for its authorised release. ➤ Breach of the regulations with reference to the 'Instructions to Students undertaking Examinations'. • Purchase/commissioning of a piece of work from another party which is passed off as their own work. • Submitting a fraudulent case of mitigating circumstances. • Assisting other students to commit an academic offence. • Bribery: The offering of money or other incentives to persuade a person to influence a behavior which gives them an unfair advantage over their peers. • Any other practice which the ASU Bylaws consider to be cheating. 		
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NOTE: Plagiarism can occur in varying degrees of seriousness throughout all types.

8.2 Student Disciplinary and Appeal Procedure.

The academic misconduct code is applicable to all students enrolled at ASU.

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There is a procedure relating to academic misconduct (refer to the policy and procedure). Decisions are subject to the appeal procedure.

Students who allegedly violate both academic and non-academic regulations will be subject to appropriate penalties as defined in both the Academic Misconduct Code and the Student Code of Conduct.

8.2.1 Student Code of Conduct

All ASU students are entitled to all rights and freedoms recognised by the law of the Kingdom of Bahrain and must be treated with respect and dignity by other students, staff, and visitors.

Students are expected to abide by the student code of conduct at all times, either within the University or outside the University whenever they are representing the University.

8.2.1.1 Students need to follow the regulations and:

- Abide by the by-laws and the laws of the Kingdom of Bahrain.
- Abide by the University's by-laws, rules and regulations, policies and procedures.
- Abide by any instruction either given verbally or in writing, by any official member of the University.
- Abide by the University library rules and regulations.
- Carry their ID cards at all time when within the University.
- Pay the fees and any financial penalties or any sum of money due to the University on time.
- Refrain from smoking on campus (except in authorized designated areas).
- Respect the freedom and the rights of others.
- Refrain from the use of alcohol, drugs, or restricted substances.
- Refrain from trespassing or entering restricted areas.
- Refrain from theft, vandalism, destruction or damage of University property
- Refrain from any act that interferes with the rights, freedom, safety, wellbeing, or entitlement of others.
- Refrain from using unauthorized websites using on campus IT facilities.

8.2.2. Dress Code

The terms of the Dress Code Regulations are applicable to all male and female students of the Applied Sciences University while on campus.

The students' appearance and clothing should comply with the customs and traditions of Bahraini society and its generally accepted religious, social, and ethical values, while respecting the students' personal freedoms and the diversity of their social and cultural backgrounds.

8.2.2.1 Female Students

ASU Female students shall comply with this regulation and wear clothes that are NOT:

1. Transparent (see-through) or that reveal their body shape.

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2. Tight and define the shape of their body.
3. Short, including:
 - tops or shirts that barely cover the belly;
 - short dresses or skirts that show the knees in any position (standing, sitting or walking);
 - very short sleeves that reveal more than half of the upper arm; or
 - shorts or short pants/trousers.
4. Exposing clothing that shows the visible contours of the body, including:
 - tops with a revealing, deep neckline;
 - short dresses or skirts that show the knees in any position (standing, sitting or walking);
 - or
 - open wrap skirts.
5. Improper dress code, includes;
 - an abaya made with see-through fabric, or that is open and reveals improper clothes that violate the university dress code;
 - wearing excessive eye make-up – including when wearing a veil;
 - wearing a short, tight vest worn over a shirt or a t-shirt, which exposes the midriff or the chest.
 - shirts, pants/trousers or blouses that bear any vulgar, offensive or obscene prints or language.

Female students of ASU shall also NOT wear:

- Excessive accessories, including leg or foot bracelets.
- Tattoo painting on the face or upper arms.
- Hair dyed in bizarre or unusual colours.

8.2.2.2 Male students

ASU male students shall comply with this regulation and shall avoid:

1. Showing long hair.
2. Bizarre haircuts, such as the cupcake haircut etc.
3. Wearing accessories that are not usual in Bahraini culture, such as ear-rings, chains, etc.
4. Wearing shorts or short pants/trousers.
5. Wearing sleeveless T-shirts.
6. Wearing sleeveless undershirts.
7. Wearing flip-flops or slippers.
8. Wearing shirts, pants/trousers or T-shirts that bear any vulgar, offensive, or obscene prints or language.

8.2.2 University Disciplinary and Appeals Committee

- The purpose of the University Disciplinary and Appeals Committee is to examine cases of student misconduct that are referred to it by the Deanship of Student Affairs. These cases concern issues that take place both within and out the College.
- The College Disciplinary Committee reviews allegations of academic dishonesty, plagiarism, or other forms of academic misconduct outlined in the catalogue, student handbook, and other resources of the University.
- It also examines violations of a non-academic nature that take place within the College.
- The disciplinary committees will work to allow the University to determine whether or not academic/nonacademic misconduct has taken place.
- The College Disciplinary Committee makes recommendations for suspension, dismissal, or other appropriate action for persons found responsible for sufficiently serious violations.
- Students can appeal to the University Disciplinary and Appeals Committee if they feel aggrieved by a decision of the College Disciplinary Committee to the Dean of Students affairs.
- Both the University Disciplinary and Appeals Committees and the College Disciplinary Committees make their recommendations to the Dean of Student Affairs.

8.2.3 Student Appeals Procedure

- ASU students have the right to appeal against the Academic Misconduct Committee decision no later than 15 days from notification of the decision.
- The student may appeal in writing by submitting a letter to the University Council.
- The University Council has the right to reopen the investigation. It also has the right to reinforce or modify or cancel the decision/ penalty made by the Academic misconduct committee.
- The decision/ penalty becomes effective immediately after the final notification to the student.

9. Equality and Diversity Policy

9.1. Policy Statement

- This policy outlines the commitment of Applied Science University to create an environment where differences are valued and equality of opportunity is evident among all staff, students, and any stakeholder.
- This policy defines certain actions that are not permissible and that are considered unlawful. These are called 'Types of Discrimination'.

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- It also identifies so-called 'protected characteristics' which are best described as certain attributes that regular people possess which the university considers should be safe-guarded. When 'safe-guarded' it means against the 'Types of Discrimination'.
- The Applied Science University is fully committed to promoting equality of opportunity and fairness and to eliminate discrimination against all national and international staff, students, and anyone associated with the University (e.g. visitors, contractors and service providers) regardless of:
 - Age
 - Disability
 - Marital Status
 - Pregnancy and Maternity
 - Race (colour, ethnicity, or nationality)
 - Religion or Belief
 - Gender
 - Unfair Dismissal

No kinds of discrimination, harassment, or bullying are tolerated at the Applied Science University.

10 Student Complaints Procedure

ASU has an effective mechanism that allows students to make legitimate complaints and suggestions. Students may file complaints and suggestions about aspects related to academic and teaching facilities, university resources, administrative services, financial issues, conflicts with academic or administrative staff, and conflicts with students.

10.1 Procedure

Any student who wants to make a complaint will need to do the following;

9. The Student must file the complaint at the Deanship of Student Affairs and Evening Studies either directly in person or by email, suggestion box, or through any other means available throughout the University.
10. The student needs to fill out the complaint form clearly and must sign it. Anonymous complaints will not be considered.
11. The complaint is reviewed initially by the Director of Student Affairs, then by the Dean of SAES, and both provide their comments/recommendations on the complaint form, sign it, then forward it to the responsible party for action or recommendation.

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12. Some complaints or suggestions may require further referral to the relevant committee for immediate action.
13. All complaints are filed and assigned a complaint number then forwarded to the VP Academics/ College Deans or to the relevant department for action.
14. In most cases, depending on the gravity of the complaint, when a complaint is resolved, the feedback is forwarded to the Deanship of SAES to close the case.
15. Collective complaints which impact on a group of students either in relation to their academic studies or resources and services provided to them, should be channelled through the Student Council who will liaise with the relevant person(s) or Committees within ASU to resolve the issue.

11 Instructions to Students undertaking Examinations

By entering the Examination Room, a student agrees to be bound by the regulations of Applied Science University, under the authority of the Senior Invigilator.

1. A student must present himself or herself at the time and place appointed by the University for the Examination of students in his or her group. Failure to do so, or failure to submit work having so presented himself or herself, will normally be deemed to constitute failure in that assessment, unless there is some cause found valid on production of acceptable evidence to the relevant Dean of College and the Director of Student Affairs and Evening Studies..
2. Students must not enter the Examination Room until permission is given by the Senior Invigilator, normally not more than 10 minutes before the scheduled start of the examination.
3. Students **must** place their University ID Card face upwards on the desk at which they are sitting their examination. This card may be inspected during the examination. Students unable to produce their University ID Card (or equivalent) will be required to provide an alternative form of photographic identification.
4. Students must not communicate with each other whilst they are in the Examination Room and must behave in a quiet and orderly manner. Use of mobile telephones, pagers, PDAs or any other similar device is not permitted.

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5. Students are not permitted to use dictionaries unless authorised to do so, as part of the assessment, notification subsequently needs to be made to the Senior Invigilator.

6. Students must leave all bags, coats, and other personal belongings (including mobile telephones, pagers, PDAs or any other similar devices, which must be switched off) and all unauthorized material in the part of the Examination Room specified by the Senior Invigilator. The University does not accept liability for any losses resulting from this instruction. **Students must not bring valuable items into an Examination Room.** All items brought into an Examination Room by a student are at the sole risk of that student.
 - a. Before the examination commences, students must take essential equipment from pencil cases, calculator cases, and spectacle cases, and must place these cases (and all similar unauthorized small items) on the floor under their desks. If unauthorized material is subsequently discovered not to have been placed in the appropriate area, such material may be confiscated at the discretion of the Senior Invigilator. Receipts will be provided by the Senior Invigilator for personal possessions which are confiscated.
 - b. A student having any queries about what material is regarded as being unauthorised must consult the Senior Invigilator before the examination.
 - c. A student found with unauthorized material in his or her possession during the examination **will** be reported by the Invigilator. This may be deemed academic misconduct and be subject to action under the Regulations relating to Academic Misconduct.
 - d. In examinations with durations that necessitate a break, bags, books, notes, etc. **must** be left in the examination room. The University will make reasonable efforts to ensure that such possessions remain secure but this excludes liability for valuable items which as noted above should not be taken into the examination room. Furthermore, the University's liability for loss or damage to a student's possessions will be limited solely to a proven loss of items necessary for the examination.

7. Smoking, eating and drinking beverages is forbidden in the Examination Room, unless prior arrangements have been made on the basis of medical needs of a student.

8. Each student must sign the attendance sheet before he/she commences the examination.

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9. Students will be informed by the Senior Invigilator when they may commence the examination.
10. Any student arriving more than 30 minutes late will not be admitted to the examination room. Any student arriving late but less than 30 minutes late **must** give the reason for lateness to the Senior Invigilator and may at his/her discretion be allowed to undertake the examination.
11. Unless explicitly provided for by the appropriate Assessment Board, late students will not be allowed extra time
12. Queries about the contents of examination questions will not be answered. A student having any such query must note it in his or her answer script and, in the case of an apparently ambiguous question, must state the interpretation assumed in his or her answer.
13. Students must not leave their seats without permission from an Invigilator. Any student wishing to attract the attention of an Invigilator must raise his or her hand.
14. Extra paper for rough work will not be provided. All work must be done in the supplied answer scripts and any rough work crossed out.
15. Students wishing to leave the Examination Room because of illness or wanting to visit the toilet must be accompanied by an Invigilator.
16. Students completing their work before the end of the examination will usually be allowed to leave the examination except during the first 30 minutes:
17. Students wishing to leave the examination must obtain permission from an Invigilator and will **not** be re-admitted.
18. The Senior Invigilator will formally announce the end of the examination at which time students must stop writing their answers. Students must remain seated and silent until dismissed by the Senior Invigilator. Students will not be dismissed until all answer books, scripts etc., have been collected.
19. The Regulations relating to Academic Misconduct define academic misconduct in examination situations as engaging in any action with the intent of gaining an unfair advantage over other students taking the same examination. This will include:

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- a. Communicating with or copying from any other students during an examination except where regulations specifically allow such communication.
 - b. Communicating during an examination with any person other than an authorized member of staff invigilating.
 - c. Taking any written, printed materials or electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations that have been notified to the Senior Invigilator.
 - d. Gaining access to unauthorized material relating to the examination during or before the examination.
 - e. Obtaining a copy of an 'unseen' examination question paper in advance of the date and time authorized for its release.
 - f. Personation: The legal term for impersonating another person with the intention to deceive or gain unfair advantage.
20. Any student suspected of contravening these regulations will be reported to the appropriate Assistant Dean of the relevant College and dealt with in accordance with the regulations relating to Academic Misconduct. The student(s) involved will be informed by the Senior Invigilator at the time of the nature of the alleged contravention.
21. During an examination, the interpretation of these regulations is at the discretion of the Senior Invigilator. A student dissatisfied with any such interpretation must send a letter to the appropriate Assistant Dean of the relevant College within 2 working days after the examination.
22. If following or prior to an examination the student feels his/her performance may have or may be affected by any mitigating circumstances during the examination, he/she must complete a Mitigating Circumstances Form, which is available from the College Office.

12. Campus Facilities

12.1 ID cards

All ASU students must carry their IDs with them at all times and show them upon request.

ID cards are provided from the Admissions and Registration office and must be validated on a yearly basis.

12.2 Lost and Found

Lost and Found property is located at the security office, in the main academic reception area. Lost and found items are held for a specific period of time. After the holding time expires, the procedure for disposing unclaimed items comes into effect.

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12.3 Safety

ASU safety is monitored by the Safety Division that promotes a safe and healthy environment around the University. It provides information on health hazards and occupational safety. The Safety Division can be contacted at 1636205 or 1636101 or 1636103.

12.4 Dining

The University has a campus restaurant and coffee shop, in addition to vending machines containing beverages and snacks.

12.5 Bookstore

The bookstore sells all required textbooks and is located on the ground floor, in the Administration Building, near the Finance Division.

12.6 Lockers

Lockers are available at ASU. Students need to apply to the office of Student Affairs' Director to be allocated a locker. ASU takes no responsibility for lost or stolen items. It is not recommended to leave valuable items in the lockers.

12.7 Prayer Room

Available for male and female students from 8 am to 8 pm.

12.8 Games room

Available for male and female students.

12.9 Abdulla Nass Auditorium and the University Dome

Available for events and activities.

12.10 Female Lounge

Available for female students only, from 8am to 8pm.

12.11 Student Activities

The Deanship of Student Affairs has the responsibility for ensuring that students are exposed to and involved in various activities, and provides various opportunities for the students to develop their personal and educational potential. ASU encourages the students to be involved in the Student Council, clubs, events, workshops, national and international celebrations, sporting activities, competitions, national and international fora, debates, and extracurricular activities. Students are informed of forthcoming activities through ASU communication channels, including social media.

12.12 Academic Facilities and Resources.

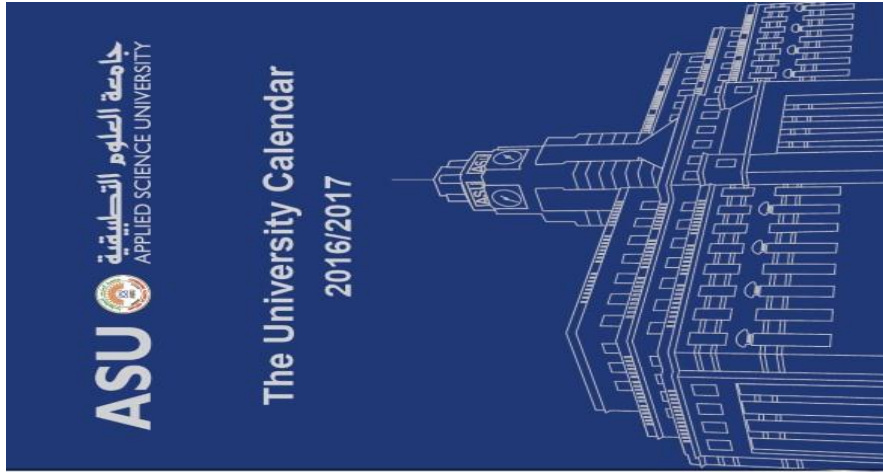
ASU offers a variety of learning resources and academic support services.

For more specific information please refer to the University website or ASU Catalogue.

<http://www.asu.edu.bh>

Appendix


Academic Calendar



From	To	Day	Activities
27/03/2017	02/04/2017	Monday - Sunday	Early Registration of Summer Semester
30/04/2017	15/05/2017	Sunday - Monday	Final Exams
01/05/2017	-	Monday	Leabours Day Holiday
10/05/2017	-	Tuesday	Student's Leave
Summer Academic Semester 2016/2017			
From	To	Day	Activities
20/05/2017	27/05/2017	Saturday - Sunday	Guidance, Registration, Withdrawal and Addition of Subjects
28/05/2017	-	Sunday	The Commencement of Study
28/05/2017	30/05/2017	Sunday - Tuesday	Late Registration, Withdrawal & Addition of Subjects
18/06/2017	24/06/2017	Sunday - Saturday	Mid Exams
25/06/2017	27/06/2017	Sunday - Tuesday	*Eid Al-Fitr Al-Mubarak
02/07/2017	-	Sunday	The last day of Withdrawal & Addition of Subjects
03/07/2017	08/07/2017	Monday - Sunday	Early Registration of 1st Academic Semester 2017/2018
14/07/2017	23/07/2017	Friday - Sunday	Final Exams
24/07/2017	-	Monday	Student's Leave
30/07/2017	-	Sunday	Faculty Member's Leave
First Academic Semester 2017/2018			
10/09/2017	-	Sunday	First Working Day for Faculty Members
12/09/2017	16/09/2017	Tuesday - Saturday	Guidance, Registration, Withdrawal and Addition of Subjects
17/09/2017	-	Sunday	The Commencement of Study 2017 / 2018

* In pursuant to the Hegira Calendar

From	To	Day	Activities
05/09/2016	-	Monday	First Working Day for Faculty Members
06/09/2016	17/09/2016	Tuesday - Saturday	Guidance, Registration, Withdrawal and Addition of 1st Semester 2016/2017
11/09/2016	13/09/2016	Sunday - Tuesday	*Eid Al-Adha Al-Mubarak Holiday
18/09/2016	-	Sunday	Commencement of Study for the Academic Year 2016/2017
18/09/2016	22/09/2016	Sunday - Thursday	Late Registration, Withdrawal & Addition of Subjects
25/09/2016	-	Sunday	New Student's Induction Day
02/10/2016	-	Sunday	* Hegira New Year Holiday
10/10/2016	11/10/2016	Monday - Tuesday	* Ashura Holiday
31/11/2016	12/11/2016	Thursday - Saturday	Mid Exams
13/11/2016	-	Sunday	Last Day of Withdrawal & Addition of Subjects
20/11/2016	28/11/2016	Sunday - Saturday	Early Registration for the 2nd Semester
11/12/2016	-	Sunday	Prophet's Birth Holiday
18/12/2016	17/12/2016	Friday - Saturday	National Day Holiday
23/12/2016	07/01/2017	Friday - Saturday	Final Exams
01/01/2017	-	Sunday	New Year's Holiday
08/01/2017	-	Sunday	Student's Leave
Second Academic Semester 2016/2017			
24/01/2017	28/01/2017	Tuesday - Saturday	Guidance, Registration, Withdrawal & Addition of Subjects for the 2nd Semester 2016/2017
29/01/2017	-	Sunday	The Commencement of Study
29/01/2017	3/02/2017	Sunday - Friday	Late Registration, Withdrawal & Addition of Subjects
05/02/2017	-	Sunday	New Student Induction Day
08/03/2017	18/03/2017	Thursday - Saturday	Mid Exams
25/03/2017	-	Sunday	Last Day of Withdrawal & Addition of Subjects



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