



# Student Handbook

SY 2021-2022



MESSAGE FROM  
**THE PRESIDENT\_**

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## A new academic year brings new beginnings\_



As you begin your journey at University of Technology Bahrain, you set goals that you hope to achieve in the soonest possible time. Whether you are a new or a returning student at UTB, I encourage you to take full advantage of the opportunities and services provided by the university to boost your academic progress, personal and career growth, networking, leadership development, and engagement in community service among others.

While recent transitions in educational settings require adopting new digital strategies for teaching and learning, UTB, through its dedicated faculty members and administrative staff, is committed to

provide quality education and training for you to meet the requirements of the evolving job market.

Everything you need to know to make your student life productive at UTB is detailed within the pages of this handbook. It provides information on academic programmes, services, policies and procedures, and student rights and responsibilities. I also urge you to visit the UTB website and follow the University's social media channels to be updated constantly on the news, upcoming events, and pertinent announcements that you need to know as students of UTB.

I welcome you to University of Technology Bahrain! At UTB, your success matters to us.

Wishing you a successful year ahead!

DR. HASAN ALMULLA

President\_



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## THE UNIVERSITY

The University of Technology Bahrain is decisive and transformative in its quest for more academic recognitions and unprecedented commitment to excellence. With its viable blueprint and commitment to continue to serve as a key player in economic development and growth, UTB offers market-oriented programmes namely: Bachelor of Science in Business Informatics, Bachelor of Science in International Business, Bachelor of Science in Computer Science, Bachelor of Science in Informatics Engineering, and Bachelor of Science in Mechatronics Engineering, and Master of Business Administration.

UTB's ambition is to become the leading university in business, science and technological innovation. It offers bachelor and graduate programmes which are on a par with the best universities worldwide, taking pride in its programmes which have sustained the rigorous scrutiny of national and international accrediting bodies.

The business programmes, under the College of Administrative and Financial Sciences, include the Bachelor of Science in Business Informatics, Bachelor of Science in International Studies, and Master of Business Administration. All these have received full accreditation status from the European Council for Business Education (ECBE), an international organization which ensures that its accredited members satisfy the requirements of the European Higher Education set out in the Bologna Process and other European standards.


The College of Computer Studies offers Bachelor of Science in Computer Science programme.

The engineering programme offerings under the College of Engineering are Bachelor of Science in Informatics Engineering and Bachelor of Science in Mechatronics Engineering.

Visually, the UTB identity has been created with students in mind, focusing on a youthful application and modernistic representation through the use of dynamic typography and vibrant color, and shall be reflected in all aspects of the university's identity, marketing, and communications.

The university advocates an innovative and a student-centered approach to teaching and learning, coupled with a holistic vision of education that aims to develop students to their full potential and make them ready and employable for the world of work.





UTB provides a holistic education through internationally accredited business, engineering, and computing programmes. Our learning model provides students with a flexible, blended and integrated learning approach. Students are given opportunities to implement concepts and principles in real-life situations. Such an approach ensures the development of work-ready graduates.

Obtaining a degree programme from an HEC-accredited institution like UTB ensures the university's commitment to conform or even surpass the threshold of academic standards. Through the collaborative efforts of all stakeholders, UTB is ready to respond to new opportunities and developments with a commitment to expand its academic programme offerings.



# VISION, MISSION AND CORE VALUES

## VISION

The University of Technology Bahrain will contribute to the advancement and application of knowledge and will have a transformative impact on the lives of learners and the society, whilst continuing to inspire students and the future generation to come.

## MISSION

To contribute to the growth and sustainability of the economy and the expansion of human knowledge in business, science and technology by fostering continuous innovation and excellence in education and research, strategic partnerships, international recognition, and entrepreneurial development.

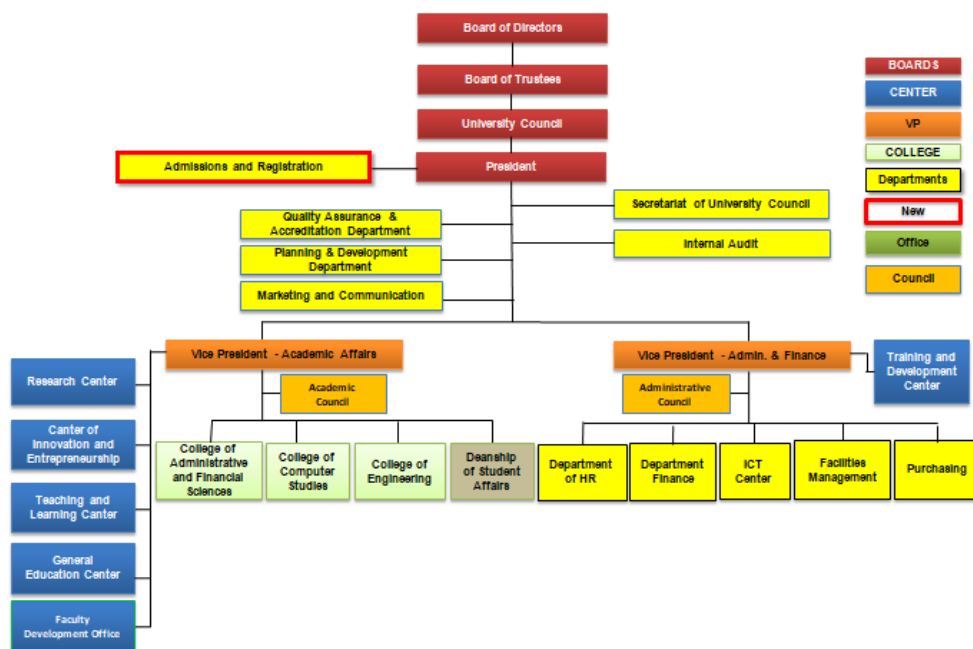
## CORE VALUES

1. Excellence and quality
2. Professionalism
3. Creativity and Innovation
4. Growth and Development
5. Commitment and engagement
6. Collaboration
7. Integrity



# UTB ORGANOGRAM

# UTB ORGANOGRAM



# ADMISSIONS AND REGISTRATION

## ADMISSION TO THE UNIVERSITY

Admission to University of Technology Bahrain (UTB) is open to all qualified applicants.

To be accepted to UTB, applicants must demonstrate: readiness and preparedness to pursue a university degree; aptitude in English, Mathematics and Basic Sciences; skills and talents which can enrich the university community; and high potential to become a leader and be of service to the Kingdom of Bahrain, the GCC region, and the global community.

The University admits students to its programmes without discrimination as to physical disability, age, gender, race, color, religion, nationality, or ethnic origin.

### Criteria for Admission to the University

#### A. Admissions Criteria for Undergraduate Students:

##### *For First Year Undergraduate Student Applicants*

Acceptance to the University depends on the following minimum admissions requirements:

1. Completely filled out admissions application form.
2. Minimum secondary school scores of 60% or its equivalent
3. Oxford Online Placement Test (OOPT) and Password Math Result results
4. Submission of all required documents stated in the Admissions Policy.

To be admitted to any undergraduate programme, the applicant must satisfy the minimum secondary school grades or its equivalent without the need to take remediation classes of English, and Math, as shown in the following tables:

Programme	Areas	Placement Test in English (OOPT) and Password Mathematics	Remarks
All Programmes	English	Score $\geq 55$	No need for remediation in English
		Score $< 55$	Remediation in English
Engineering, Computer Science, Business Informatics	Mathematics		
	For Commercial and Literature Track	Score $\geq 70\%$	No Remediation in Math
	For Scientific and technical Track	Score $\geq 60\%$	
	For Commercial and Literature Track	Score $< 70\%$	Remediation in Math
	For Scientific and technical Track	Score $< 60\%$	
	For Science score $< 60\%$	N/A	Tutorial class in general sciences
International Business	Mathematics	Score $\geq 60\%$	No Remediation in Math
		Score $< 60\%$	Remediation in Math
All Programmes	CGPA $< 60\%$ for Bahraini and KSA CGPA $< 41\%$ for Indian and Pakistan	N/A	Will be subjected to 5% admission rule of UTB (As explained under note)

\*This is applicable to Bahraini and similarly equivalent qualification



a. TOEFL/IELTS

Qualified applicant who attains the score of at least 500 (173 CBT, 61 iBT) for TOEFL, or with a score of 5.5 for IELTS, is exempted to sit the required English placement test.

b. Secondary Grade in Science

A qualified applicant for Engineering, Computer Science or Business Informatics programme who has a secondary grade score in science of lower than 60% has to take tutorial class in general science before taking any university-level science course.

Note: UTB can accept new students equivalent to 5% of the total enrollment where student applicant has a CGPA below 60% but not lower than 50% from Bahraini Schools; below 41% but not lower than 33% from Indian and Pakistan Schools; and for other non-Bahrain based Schools, it will be based on the passing mark of the school. The 5% is subject to strict evaluation by the dean and the applicant's score in the OOPT and the secondary school grades.

## **B. For Undergraduate Transfer Student Applicants**

Application Requirements:

1. Completely filled out admissions application form
2. Official Transcript of Records (TOR) from the university previously attended. Rules and regulations of the HEC-Bahrain regarding the authentication of foreign certificates and private school certificates are to be applied when necessary.
3. Course description of all completed courses for which transfer credit is sought (authenticated by the originating university).
4. Certificate of Transfer from the university previously attended stamped by MOE, if any.
5. Withdrawal Certificate stamped by the MOE.
6. Submission of all required documents stated in the Admissions Policy.
7. The applicant should have a good moral standing from the university from which he/she is transferring.



### Admissions Requirements:

1. For Bahrain and KSA qualifications, the applicant should have at least a secondary school average of 60%. For non-Bahrain secondary qualifications (Indian and Pakistan) the applicant should have at least 41% secondary school average; and for other non-Bahraini qualifications please refer to the table of cut-off.
2. If the applicant has taken and passed courses in English or Mathematics in the previous university, the applicant will be exempted in taking the remedial courses in either English or Mathematics. The applicant may proceed to mainstream university courses and is eligible to apply for credit transfer.
3. If the applicant has not taken any courses in English, he/she shall take the OOPT. If the results on the two parts of OOPT are passed, he will proceed to university English courses, otherwise, he/she will enroll the remedial courses in English where he/she fails.
4. If the applicant has not taken any course in Mathematics, he/she shall take the Password Math. If the result is passed based on the threshold defined in the table for each programme, he will proceed to university Math courses, otherwise, he/she will enroll the remedial courses in Mathematics.
5. The transfer of course credits is accepted at UTB provided that courses applied for crediting are equivalent to the courses where credit will be transferred.
6. The University requires the undergraduate student to complete at least 50% of the required credit units/hours of a programme in residence at UTB. The maximum credit units/hours that are eligible for transfer credits should not exceed two-thirds (66%) of the required credit units/hours based on his/her original degree from another university.
7. Practicum (Internship) course is eligible for credit transfer with the same practicum (internship) course from other university or re-admitted student from UTB.



## C. Admissions Criteria for Postgraduate Students

C1. Acceptance to the graduate programme as a new student depends on the following criteria:

1. The Applicant should have a bachelor's degree with a minimum CGPA of 2.0 out of 4.0 or equivalent.
2. For an applicant who has a baccalaureate degree in business programme that was delivered in English will proceed to core courses:
  - The applicant proceeds to core courses if he/she has CGPA from B to A+ and will be exempted to take pre-MBA courses.
  - The applicant with CGPA from B- to C- will take pre-MBA courses.
3. Applicant who is not a graduate of a baccalaureate degree in business will take pre-MBA courses.
4. Applicant who is a graduate of business degree but not delivered in English has to present an IELTS score of 6.0 or TOEFL score of 550, otherwise the applicant should take OOPT and should have a score of at least 75. If the applicant fails in the OOPT, he/she will not be admitted in the MBA programme.
5. The applicant should submit a certificate of at least one (1) year work experience or two recommendation letters from professors in undergraduate study in lieu of the work certificate.
6. The applicant should pass the personal interview conducted by a committee.
7. The applicant for letter b may also present a minimum score 500 in TOFEL or 6.0 in IELTS as an equivalent of OOPT.

C2. Acceptance to the postgraduate programme as transfer students depends on the following criteria.

UTB requires as a matter of policy that a transfer postgraduate student is required to complete at least 50% of the required credit units/hours of a programme of residence at UTB.

The maximum credit units/hours that are eligible for transfer credits should not exceed fifty percent (50%) of the required credits from the original degree from another university.

Capstone (Thesis) course is not eligible for credit transfer; the transfer student must take this course during his/her residency at UTB.

### **Application requirements**

A new applicant is required to submit the following documents:

#### **A. First Year Undergraduate Applicants**

1. Completely filled out an admission application form
2. Original Secondary School Certificate or its equivalent together with an English translation of the transcript and/or an 'A' Level Certification from the Ministry. Rules and regulations of HEC-Bahrain regarding the authentication of foreign certificates and/or private school certificates are to be applied when necessary
3. Four (4) recent passport-size photographs
4. A photocopy of the applicant's passport and CPR (or equivalent)
5. Official Receipt of the non-refundable application fee
6. Certificate of Good Moral Character from the previous school
7. Student Medical Examination issued by a medical health centre endorsed by MOE.

#### **B. First Year postgraduate Applicants**

1. Completely filled out admissions application form
2. Original Secondary School Certificate or its equivalent together with an English translation of the transcript and/or an 'A' Level Certification
3. Official Transcript of Records for bachelor's degree or its equivalent, together with an English translation of the transcripts required. Rules and regulations of HEC-Bahrain regarding the authentication of foreign certificates and/or private school certificates are to be applied when necessary.
4. Four (4) recent passport-size photographs.
5. A photocopy of the applicant's passport and/or CPR or at least 2 valid ID cards.
6. Official Receipt of the non-refundable application fee.
7. Student Medical Examination issued by a medical health centre endorsed by MOE.



### **C. Undergraduate and Post Graduate Transfer Applicants**

1. Completely filled out an admission application form
2. Official Transcript of Records (TOR) from the University previously
3. Course description for all completed courses for which transfer credit is sought (authenticated by the originating University)
4. Certificate of Transfer from the University previously attended if any
5. Certificate of Good Moral Character from the previous school
6. Four (4) recent passport-size photographs
7. A photocopy of the applicant's passport where name, photo, birth date and birthplace appear
8. A photocopy of the applicant's CPR (or equivalent)
9. Official Receipt of the non-refundable application fee.
10. Student Medical Examination issued by a medical health centre endorsed by MOE.

### **D. Foreign First Year Undergraduate Applicants**

1. Completely filled out an admission application form.
2. Secondary Certificate or its equivalent together with an English translation of the transcript and certificate (A level certificate if applicable)
3. Four (4) recent passport-size photographs.
4. Photocopy of the applicant's passport where name, photo, birth date and birthplace appear.
5. Photocopy of the applicant's CPR or equivalent
6. Authenticated copy of transcript and certificate from the originating country's Ministry of Education or Embassy and the Ministry of Foreign Affairs in Bahrain.
7. The University provides student visa assistance wherein requirements are found in the UTB Student Handbook.
8. Student Medical Examination issued by a medical health centre endorsed by MOE.

### **E. Foreign Postgraduate Student Applicants**

1. Completely filled out an admission application form.
2. Bachelor's Certificate or its equivalent together with an English translation of the transcript
3. Four (4) recent passport-size photographs.
4. Photocopy of the applicant's passport where name, photo, birth date and birthplace appear.
5. Photocopy of the applicant's CPR or equivalent
6. Authenticated copy of transcript from the originating country or Embassy and the Ministry of Foreign Affairs in Bahrain.
7. The University provides student visa assistance which requires international student to pay a non-refundable tuition fee equivalent to one year of registration if the visa is approved.
8. Student Medical Examination issued by a medical health centre endorsed by MOE.

### **F. Special Need Applicants**

An applicant seeking admissions under this category needs to fulfill the same requirements for admissions as for the general candidates except for a consideration of 5% marks in the cut off percentage. The Guidance Counselor provides information and assesses the needs of the student applicant and the adjustments that he/she might require for him/her to access his/her chosen programme at the University.

The special needs student applicant has to disclose the nature of disability during the application process and the University reserves the right to accept/deny his/her admissions as it sees fit based on the nature of the disability and University's existing support mechanisms.

### **Admissions Procedure**

Applicants have to:

1. Proceed to the Admissions Office for inquiries and secure a copy of the Application Form or download the form from the University Website.
2. Pay the non-refundable application fee.
3. Completely fill out the application form.



4. Submit all the required documents to the Admissions Office.
5. Take the Placement Tests (OOPT and Password Math) on your scheduled date of exams.
6. Accepted students are officially notified by the Admissions Office. List of accepted students is also posted on the official University website.
7. Upon notification of acceptance, proceed for enlistment.
8. It is a mandatory requirement that every student has to be issued a higher education number from the Higher Education Council (HEC) of Bahrain.
9. An applicant should submit written request to the Admissions Office for the appeal of an admissions decision or a complaint regarding the way in which their application has been handled.

For transfer undergraduate and post-graduate student:

1. Secure a credit transfer form from the Admissions Office and list down courses which may be eligible for credit transfer.
2. Admissions Office submits to Deanship of Student Affairs the request for credit transfer form including all pertinent documents.
3. The Deanship of Student Affairs submits to the College Dean the request for credit forms. The College Dean evaluates the request and determines transferable credits appropriately based on established policies for crediting courses.
4. The College Dean returns the request form to the Deanship of Student Affairs, with appropriate remarks such as number of credits approved for credit transfer, etc.
5. The Deanship of Student Affairs verifies the decision and informs the Admissions Office on the results of the application for credit transfer; and transmits results to the Registration Office for encoding.

Appeals System for Access and Transfer

1. Applicant may appeal the result of his/her admissions to the university by submitting a letter to the Admissions Office.
2. The Admissions Officer discuss the appeal with the Dean of Student Affairs and considers the merits of the appeal based on the following:

- Results of Placement Tests (OOPT and Password Math)
  - Secondary School Report
3. The Dean of Student Affairs submits recommendation to the College Dean who may request for additional interview, if necessary.
  4. The College Dean decides on the appeal with due regard to the recommendation of the Dean of Student Affairs.
  5. The Admissions Officer advises the applicant about the result of the decision of his/her appeal. The Admissions Officer may advise the applicant to consider alternative programme of study other than the original choice.

#### Re-admissions Procedure:

Students who fall under the categories cited below may apply for re-admissions:

1. Students who withdrew their enrolment from the university.
2. Students who were given dismissed notices for academic deficiencies.
3. Students who were suspended for more than one trimester for violation of student conduct.
4. Students who are on absence without leave (AWOL).
5. Students who failed to register for two (2) consecutive trimesters.

A student who intends to return to the University and resume his/her studies must seek re-admissions through the Registration Office. The procedure will be as follows:

For cases (A), (D) and (E)

1. The student must accomplish the clearance for re-admissions form and secure approval from concerned offices.
2. The College Dean will evaluate the merits of the request and approve or disapprove based on established policies and requirements of the University and of the Higher Education Council (HEC).
3. The College Dean makes an assessment whether the student has to be migrated to a new curriculum plan (if applicable) and evaluates if the student can finish the programme of study within the 8 years period as prescribed by HEC.



4. A copy of the approved clearance for admissions must be submitted to the registration office to activate and update the academic records.
5. The Dean of Student Affairs will inform and provide the student with a copy of the decision.

For cases (B) and (C)

1. The student must submit an appeal letter to the Dean of Student Affairs requesting an approval for re-admissions to the University and completely filled out clearance for readmissions.
2. The Dean of Student Affairs evaluates the merits of the requests and recommends approval or disapproval to the College Dean.
3. In case of approval, the College Dean recommends approval of the appeal to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs may present the appeal to the Academic Council (if necessary), who shall deliberate on the approval or disapproval of the requests for re-admissions. A recommendation to re-admit students are submitted to the University President for approval for (C) cases.
5. The Dean of Student Affairs issues the decision letter to all students who requested for re-admissions regardless of the outcome of the request.
6. A copy of the decision is kept in the registration office to re-activate and update the student's records.

### **Registration Procedure for New Students**

1. The student secures plotting form from the Admissions Office and fills it out indicating courses to be enrolled and the schedule.
2. The student submits the accomplished plotting form to the Head of Admissions for verification and enlistment of the courses to be enrolled.
3. For Transfer student, the Head of Admissions refers the student to the Dean of the accepting College for evaluation of transcript and possible crediting of courses completed and advises him/her as to what courses he/she may enroll at the term.
4. The student goes back to the Admissions Office for enlistment of the courses advised by the College Dean.
5. The student proceeds to the Accounting Office for assessment of fees, payment and printing of the Certificate of Registration (COR).



### Registration Procedure for Continuing Students

1. The student secures the plotting form from the Registration Office.
2. The student proceeds to designated enlistment area.
3. The student lists down required courses for the next term (as indicated in his/her Programme Plan) and chooses the schedule for the courses to enroll for the next term.
4. The student proceeds to the assigned academic adviser for evaluation and approval of the plotting form. Once approved, the student cannot change the plotting form without the permission of the adviser or the Dean of the College.
5. The student can enlist courses between 12 credit hours (minimum) and 19 credit hours (maximum) as per HEC regulation except if the student is graduating for the term wherein, he/she has to take the remaining courses (if less than 12) and maximum of 21 units.
6. A student who is under probation can only enroll 12 credit units/hours.
7. The student proceeds to the Accounting Office for assessment and payment of fees, and printing of the Certificate of Registration (COR).
8. A student is not allowed to attend classes without the Certificate of Registration (COR). In case a student loses his registration form, he/she may request a re-print from the Accounting Office.
9. The student should ensure that his/her name is included in the class list of the course assigned to a faculty member by presenting his/her registration/payment proof to the instructor during the first session of the class.

### Registration Procedure for Course Retake

A student can register for course re-take, while still studying at the university, to improve his/her CGPA and to qualify for graduation.

1. The student must present a copy of his/her True Copy of Grades (TCG) to his/her adviser.
2. The adviser evaluates the list of courses which the student can retake based on the grade previously earned as shown in the TCG. In addition, he/she must guide the student on how many courses are needed to achieve the desired CGPA requirement for graduation.
3. The student proceeds to the Registration Office to secure a course retake form and fill-out the form based on the list approved by the adviser.
4. The student attaches the course retake form to the plotting form and submits the forms to the Registration Office for encoding



5. The student submits the form to the Accounting Office for assessment of fees and printing of the Certificate of Registration (COR).
6. The previous grade shall be marked as "R" meaning repeated and only the new grade is included in the calculation of the cumulative GPA.

### **Registration Procedure for Student after Leave of Absence (LOA)**

1. A student who wants to register for a course after returning from leave of absence (LOA) must complete the clearance form for readmission.
2. The College Dean evaluates the application for readmission and verifies whether the student can finish the bachelor programme of study within the 8 years prescribed period for the undergraduate programme and 6 years prescribed period for the graduate programme considering that the study will be shifted to a new programme of study.
3. If the student is on a graduation trimester, he/she will use the old programme of study to finish the degree requirements.
4. If the student has no chance of completing the bachelor's degree within the remaining years, he/she can take courses for the completion of diploma and associate diploma, as long as the total time of his/her completion is within 8 years. Otherwise, the student shall be advised to secure the transfer credentials.
5. If the student is classified as an inactive student, he/she shall be advised to see the Registrar for verification of status. If the student has not registered for two (2) consecutive years for undergraduate and one year for the graduate programme, the student shall be advised to secure the transfer credentials.

### **Registration Procedure for Courses that Need Prerequisite Approvals**

A student is not permitted to take advanced courses until he/she has satisfactorily passed the prerequisite course(s).

The request for waiving of prerequisite, however, may be approved based on the following:

1. A student who has enrolled and fully attended but failed (did not earn credit) in a course that is prerequisite to another. If granted approval to waive the pre-requisite, the student is required to take-up the prerequisite course simultaneously with the course to which the former is a prerequisite or immediately on the following trimester, if the prerequisite course is not offered.

2. A student is graduating on that term.
3. The student fills-out the waiver of prerequisite form and seeks approval from the Dean of the College.
4. The Dean of the College approves/disapproves the request depending on the academic performance of the student.
5. Advanced course taken with prerequisite course during the same term will receive a failed mark if the prerequisite course fails.

### **Registration Procedure for Residency**

All students, with temporary marks such as incomplete (IC) or In-Progress (IP) and with no other course to register in the succeeding trimester, are required to register for residency to be considered as officially registered students at the University and be given access to university resources such as library, research center, and computing facilities among others. To register for residency, the student should:

1. Fill-out the plotting form and enlist residency in the course section; and
2. Submit the plotting form to Accounting Office for assessment of fees and printing of COR.

Students who did not register for residency will not be allowed to take completion examinations, special examinations, and present their capstone (project/research/thesis, etc.).

### **Adding and/or Dropping of Courses**

1. A student is allowed to change his/her schedule until the last day of add/drop period (refer to the Academic Calendar).
2. A student fills out the adding/dropping form and lists down course/s that he/she wishes to add and/or drop.
3. A student must complete the adding/dropping of courses until the last day of add/drop period without penalties, provided the changes are approved by the Dean. Changing of course schedule is classified either by: adding courses, or dropping courses, or dropping courses and replacing with another course;
4. A student confirms all the subjects added and/or dropped at the Accounting Office.
5. After the last day of add/drop period, NO student is allowed to change the class schedule.



### **Registration Procedure for Overload Course**

Any student, who is on his /her graduation term, can seek for additional courses to be added on his/her plotting form but not exceeding a total of twenty-one (21) registered credit units.



# ACADEMIC POLICIES

## Requirement: Absences and Tardiness

### Absences

1. A student is NOT allowed to incur absences more than 20% of the required total number of laboratory and lecture hours. A student in violation of the attendance policy will be given an automatic grade of (DR) Dropped for the courses where the absences were incurred.
2. A student who is dropped due to violation of attendance policy will not be allowed to take the final examinations.
3. An acceptance of valid excuse will not nullify the absence but will cancel any penalties normally imposed for absence at term exams, submission of projects, etc. (refer to special exam policy)
4. Warnings are issued to a student regardless of the reason for the absences.
5. A student will receive warnings from his/her teachers when the absences have reached 10% and before his/ her absences reached 20% of class time given for a course.

### Tardiness

1. A student who arrives late in class (between 10 to 20 minutes late) will be marked as having "Late attendance". A student will be marked with one (1) absence for incurring four (4) "Late Attendance".

### Absence with Excuse

The absence of a student in the following cases is considered absence with an excuse and is not included in calculating the percentage of absences:

1. Representing the government on an official mission.
2. Representing the university or the country by taking part in sports competitions, academic competitions, skills competitions; and
3. Call of duty in the Defense Force or Police.

The student must substantiate by evidence that the activities are contributing to the general welfare of the Kingdom of Bahrain in general and the university.

## Leave of Absence

UTB students may interrupt continuous enrollment by electing to take a leave of absence (LOA) from the University for medical or personal reasons or to engage in other off-campus educational experiences without dismissal from the University.

A student is allowed to file a LOA from the University until the last day of late enrolment. The LOA will be reflected in the official transcript of records. If the student did not register and failed to submit the approved LOA form, the student will be included in the absence without leave (AWOL) list. A student on LOA may not participate in the co-curricular or extra-curricular activities during the duration of the LOA.

### Procedures

#### Filing of Leave of Absence (LOA):

1. The student obtains a LOA form from the Registration Office.
2. The student accomplishes two (2) copies of LOA form and attaches pertinent document/s to support his/her application for LOA.
3. The student reports to the Guidance Counselor for interview/advice
4. The Guidance Counselor records interview proceedings and takes note of all attached documents before signing the LOA form.
5. The student proceeds to the College Dean for preliminary approval of his/her request for a LOA.
6. The student submits the pre-approved LOA form to the Registration Office for final approval.
7. The Registration Office gets one (1) copy of the LOA form and gives the other copy to the student.
8. The Registration Office updates the student's records and files the LOA form in his/her student jacket.
9. The student has to ensure that filing the LOA will not result to being an inactive student. He/she shall be advised to see the Registrar for verification of status. The student becomes inactive when has not registered for consecutive two (2) years (for undergraduate) and one (1) year (for graduate), the student shall be advised to secure the transfer credentials.



10. The maximum duration that a student can finish the bachelor programme of study is 8 years and 6 years for the graduate programme.

### **Shifting to another Programme**

Shifting or transferring to another programme is allowed. All equivalent courses will be credited towards the new programme. The Registration Office shall furnish the student with a copy of the credited courses under the new programme. Other courses which are taken and passed in the previous programme but will not contribute to the completion of the new programme will still appear in the transcript of records but will not be included in the computation of the total credits nor the CGPA.

### **Procedure for shifting to another program**

It is the policy of the University to ensure that students proceed to the appropriate programme and progress accordingly. Hence, the University allows the student to change his/her academic programme within the college or to another college.

### **Procedures**

#### **Shifting of Academic Programme within College**

1. A student who wishes to change his/her academic programme must complete a form for shifting of programme within the College, at the latest before prelim period of the current trimester ends.
2. The Dean of the programme approves/disapproves the request of the student to shift his/her academic programme.
3. In case of approval, the Dean submits the shifting form to the Admissions Office who will change the student's programme of study in the Campus Information System (CIS).
4. The Dean also submits the shifting form to the Registration Office for monitoring and verification and to ensure that appropriate change is reflected in the CIS.
5. The student applies for credit transfer by filling-out the credit transfer form and submits the form to the Admissions Office.
6. The Admissions Office submits the credit transfer form to the College Dean.
7. The College Dean approves the application for credit transfer and returns the form to Admissions Office for encoding.



8. The new programme commences immediately on the trimester after the approval.
9. In case of disapproval, the student may appeal the decision by submitting a formal letter to the Dean.
10. The dean reviews the appeal of the student and decides with finality based on compelling reason/justification if it merits a reversal of the disapproval.

### **Shifting of Academic Programme to another College**

1. A student who wishes to change his/her academic programme must complete a form for shifting of programme to another College, at the latest before the end of the prelim period of the current trimester.
2. The student submits the form to the Admissions Office for processing.
3. The Admissions Office submits the form to the Dean of the originating programme.
4. The Dean of the originating programme of study approves/disapproves the request of the student to shift academic programme.
5. All requests are returned to the Admissions Office by the Dean of the originating programme.
6. In case of approval by the Dean of original programme of study, the Admissions Office forwards the request to the Dean of the new programme of study for approval/disapproval.
7. All applications for shifting are returned to the Admissions Office for updating of student's records (in case of approval).
8. A summary list of approved/disapproved application is posted by the Admissions and Registration in their respective offices for the information of the student.
9. The student applies for credit transfer by filling-out the credit transfer form and submits the form to the Admissions Office.
10. The Admissions Office submits the credit transfer form to the College Dean of the new programme.
11. The College Dean approves the application for credit transfer and returns the form to the Admissions Office for encoding.
12. The new programme commences immediately on the trimester after the approval.
13. In case of disapproval by the dean of the originating programme or the dean of the new programme; the student may appeal the decision by submitting a formal request to the dean who disapproved the request for shifting.
14. The dean reviews the appeal of the student and decides with finality based on compelling reason/justification if it merits a reversal of the disapproval.



## Frequency of Shifting

A student can shift his/her academic programme only once.

## Transfer of Credits from other Universities

As per policy, the University requires that a transfer student should complete at least 50% of the required credit units/hours of a programme of residence at UTB.

For undergraduate program, the maximum credit units/hours that are eligible for transfer credits should not exceed two-thirds (66%) of the required credits of the original degree from another university. Capstone (Thesis/Project/Research) courses are not eligible for credit transfer. The transfer student must take these courses during his/her residency at UTB.

### Criteria for Transfer of Credit from Other Universities (Undergraduate)

1. The course description is at least 90% equivalent. The course content and course learning outcomes are at least 90% similar.
2. The course credit unit/hour must be equal or more than the required course credit unit/hour of the UTB course. For some exceptional case, two or more courses from previous university can be combined to be credited to one UTB course.
3. Only equivalent course with a grade of at least "C" and higher will be considered for credit transfer.
4. In case more than 66% of the courses from previous university satisfy the grade requirements, the Dean has the right to choose from the courses which will be awarded with credit transfer. The grading system of the former university shall be attached.
5. Courses credited from the previous university will be reflected on the transcript of records of the students.
6. Transfer credits are counted towards the completion of the degree requirements but are not included in the computation of the CGPA at UTB.

### Criteria for Transfer of Credit from Other Universities (Postgraduate)

1. The course description is at least 90% equivalent. The course content and course learning outcomes are at least 90% similar.

2. The course credit unit/hour must be equal or more than the required course credit unit/hour of the UTB course. For some exceptional case, two or more courses from previous university can be combined to be credited to one UTB course.
3. Only equivalent course with a grade of at least "C" and higher will be considered for credit transfer.
4. The maximum credit units/hours that are eligible for transfer credits should not exceed fifty percent (50%) of the required credits from the original degree from another university.
5. In case more than 50% of the courses satisfy the grade requirements, the Dean has the right to choose from the courses which will be awarded with credit transfer. The grading system of the former university shall be attached.
6. Courses credited from the previous university will be reflected on the transcript of records of the students.
7. Transfer credits are counted towards the completion of the degree requirements but are not included in the computation of the CGPA at UTB.
8. Capstone (Thesis) course is not eligible for credit transfer; the transfer student must take this course during his/her residency at UTB.

The following procedures should be followed:

1. Secure a credit transfer form from the Admissions Office and list down courses which may be eligible for credit transfer.
2. Admissions Office submits to Dean of Student Affairs the request for credit transfer form including all pertinent documents.
3. The Dean of Student Affairs submits to the College Dean the request for credit forms. The College Dean evaluates the request and determines transferable credits appropriately based on established policies for crediting courses.
4. The College Dean returns the request form to the Dean of Student Affairs, with appropriate remarks such as number of credits approved for credit transfer, etc.
5. The Dean of Student Affairs verifies the decision and informs the Admissions Office on the results of the application for credit transfer.
6. The approved credit transfer is forwarded by the Admissions Office to the Registration Office for encoding.



## Request for Transfer Credentials

If a student intends to transfer to another university, he/she must submit a letter to the College Dean indicating the intention to transfer and reason(s) for the transfer. The student has to:

1. Request for transfer credentials (withdrawal certificate) which must be submitted to the Registration Office.
2. Secure a clearance from the Registration Office, and have it signed by the respective Department Heads indicated in the form, prior to the issuance of the transfer credentials.
3. Process student clearance.
4. Submit his/her clearance to the Registration Office and get the transfer credentials.

UTB strictly enforces the policy that transfer credentials will only be released upon the submission of the complete and approved student clearance.

## Grading System

### Grade Computation

Grade for a term is achieved using the following computation:

Course with only Lecture component	
Assessment Type	% Grade Distribution
Test 1	10-15
Test 2	15-20
Assignments, Homework, Caselet	5-10
Final Exams	35-40
In-Course Project/ Open-ended Problems	15-20
Total	100%

<i>Course with Lecture and Laboratory component</i>	
<i>Assessment Type</i>	<i>% Grade Distribution</i>
Test 1	5-10
Test 2	10-15
Assignments, Homework, practical	10
Final Exams (Lec)	25
Final Exams (Lab)	20
Laboratory Reports	10
In-Course Project/ Open-ended Problems	15
Total	100%

All courses are graded based on planned assessments which include examinations, class participation, term projects, assignments, cases, or laboratory reports. Equivalency between numeric grades (quality points) and letter grades are as follows:

<b>Grade Range</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>Description</b>
95-100	<b>4.00</b>	<b>A+</b>	Excellent
91-94	<b>3.89</b>	<b>A</b>	Very Good
87-90	<b>3.67</b>	<b>A-</b>	Very Good
83-86	<b>3.33</b>	<b>B+</b>	Good
79-82	<b>3.00</b>	<b>B</b>	Good
76-78	<b>2.67</b>	<b>B-</b>	Good
73-75	<b>2.33</b>	<b>C+</b>	Fair
70-72	<b>2.00</b>	<b>C</b>	Fair
64-69	<b>1.67</b>	<b>C-</b>	Fair
57-63	<b>1.33</b>	<b>D+</b>	Satisfactory
50-56	<b>1.00</b>	<b>D</b>	Satisfactory
Below 50	<b>0.00</b>	<b>F</b>	Failed
	<b>IC</b>	<b>IC</b>	Incomplete
	<b>IP</b>	<b>IP</b>	In Progress
	<b>W</b>	<b>W</b>	Withdrawn
	<b>DR</b>	<b>DR</b>	Dropped
	<b>NG</b>	<b>NG</b>	No Grade

- IC Incomplete.** This grade shall be given at the end of the term when all, but a minor portion of the course work has been satisfactorily completed. (e.g., missed term or final exams, none submission of a major project or research requirement, etc.)
- IP In-Progress.** Conditional grade given to undergraduate student who failed to submit course requirement(s) such as hardbound thesis, design projects, WBL completion certificates, or other terminal report(s) required by the course.
- W Withdrawn.** Mark given to all courses currently enrolled by the student who officially withdrawn from the university before the 8<sup>th</sup> week of the trimester regardless of the academic standing of the student.
- DR Dropped.** Mark given to a course(s) currently enrolled but was/were officially dropped by the student before the 8<sup>th</sup> week of the trimester (Midterm Period) regardless of the academic standing of the student in the particular course.
- NG No Grade.** Conditional grade for MBA Thesis, wherein the student failed to complete the thesis within one year.

## Grade Point Average (GPA)

It is the policy of the University to assess and evaluate the academic performance of the students by means of objective measure that reflects their academic achievement on a trimester basis (GPA) and continuous basis (CGPA).

## Computation of GPA and CGPA

Only grades in academic courses required for the completion of the programme are included in the computation of either the trimester GPA or the cumulative GPA (CGPA). Any grades earned by students from previous university (for transferee) is not included in the GPA and CGPA computations.

### 1. Computation of GPA

- Multiply the credit of each course by the corresponding grade points merited in each course to get the honor points.
- Add all the honor points to get the total.
- Divide the total points by the total number of credit units during the trimester; and
- Indices are computed to four decimal places rounded off to two.

## 2. Computation of CGPA

- a. CGPA is computed in the same manner as the GPA except that it includes all courses taken from the first term the student enrolled his/her first courses to the university up to the current trimester.
- b. If the course is repeated, only the new grade is included in the computation of the CGPA and not the previous grade.
- c. The previous grade of a repeated course is changed to "R".
- d. For student who shifted /changed their programme within UTB, only courses that are credited to the new programme are included in the computation of CGPA

### Course Retake

The student is allowed to retake a compulsory course that he/she failed (zero credit) in the previous trimester, while still studying at the university, to become eligible for graduation. For general education courses, the student is allowed to retake the course for a maximum of five times while three times for professional courses. Moreover, the student may retake any course where he/she previously earned credits to improve his/her CGPA.

In both cases, the new grade is included in the calculation of the cumulative GPA and not the previous grade.

### Grade Appeals

Grade complaints will be entertained only within the period of one week after the posted schedule for grade distribution. Grade complaints will not be entertained after the said period. A grade complaint must be received by the Office of Student Services (OSS) not later than the last day for filing grade complaints. Students must ensure that there is valid basis for the grade complaint.

### Procedure

#### Filing of Appeal

1. Student may appeal the result of a summative assessment/special examination by filling out a grade appeal form.
2. Student must file the grade appeal form on a summative assessment/special examination after the booklets are moderated.



3. Students must file the grade appeal against the result one week after the release of grade to the Office of Student Services (OSS) using the grade appeal form.
4. OSS compiles the grade appeal forms and submits to the dean of student affairs (DSA) for approval to be sent to the concerned college.

### **Processing of appeal/conducting of investigation**

The DSA reviews and evaluates all the forms received from OSS and decide:

1. If the appeal has no reasonable ground the appeal is rejected.
2. If the appeal has reasonable ground, the appeal is forwarded to the concerned college for further verification of records.
3. To verify whether there is a reasonable ground or not to appeal, the DSA checks the grades of the student in the course he/she appeals. Also, the DSA checks the record of the students through the full period of the trimester. The DSA checks the CGPA of the student.
4. The dean of the college receives the appeal and verify whether the appeal is valid or not by reviewing the grades of the courses through the full period of the trimester, and by discussing the appeal with the teacher of the course.
5. After verification, the dean of the college requests from the concerned faculty to do appropriate action for solving the issue.
6. If the dean has not been convinced by the teacher explanation, the dean may form an ad-hock committee to handle the appeal and conduct verification of records and investigation.
7. For grade appeal that requires double marking the full cohort must be included.
8. For the grade that may result to a change of grade, the faculty will change the grade according to the policy on grade erratum.
9. The dean of the college submits the result of the grade appeal to the DSA.
10. DSA communicates the results to the students.

### **Reporting**

1. The DSA compiles a report of all grade appeal received by the office.
2. The report is submitted to the office of institutional research for analysis and to the VPAA.



3. The result of analysis is discussed by the DSA in the academic council for possible improvement in processes and practice.

## Minimum Programme Completion

### For Undergraduate Programmes

1. An undergraduate student must spend at least ten (10) trimesters as a regular student at UTB to be eligible for the bachelor's degree.
2. It is expected that an undergraduate student will spend about four (4) years enrolled as a regular student in order to earn a bachelor's degree.
3. The time spent at another institution combined with the time spent at UTB must be equal to at least ten (10) trimesters as a regular student.

### For Postgraduate Programmes

A postgraduate student must spend at least five (5) trimesters at UTB to be eligible for the master's degree.

## Maximum Registration Rule (MRR)

Unless a programme specifies otherwise, the maximum time to complete a degree for the undergraduate student is:

- Eight (8) years including all approved leave of absences

For the postgraduate student, the maximum time-to-complete a degree is:

- Six (6) years including all approved leave of absences

A student who has not completed the degree requirements within the maximum time limit is not allowed to continue in the programme started at UTB.



## Incomplete, In Progress and Special Examinations

All projects/ course requirements must be completed by the end of the final examination day.

A grade of **"IC"** (Incomplete), **"IP"** (In Progress) or **"NG"** (No Grade) will be given to incomplete work.

### Completing or Removing Temporary Course Marks

Incomplete (IC) grades must be completed within a period of one term with a BHD 50 completion fee per course. While In Progress (IP) grades must be completed within a period of one academic year with corresponding residency if there are no other courses to enroll during the completion of IP.

If the Incomplete (IC) mark is not completed within one term, it will be automatically converted to a failing mark (F) and the student is required to re-register/ re-enroll the course.

If the In Progress (IP) grade is not completed within one year, it will be automatically converted to failing mark (F) and the student is required to re-register/ re-enroll the course.

The concerned faculty member must accomplish the IC or IP to change temporary mark to permanent mark. If the concerned faculty member is no longer connected with the University, the Programme/Department Head is authorized to process the change of grade.

The completely filled out and approved IC or IP form will be submitted to the Registration Office for updating of the student grade.

***Note: Registration Office will NOT accept change of grade beyond the one term period for IC and one year period commencing on the date the temporary grade IP mark was incurred.***

A student who obtained a temporary grade IC or IP mark during the last term of enrollment in the University and has no remaining course to register is required to register for residency before he/she can take the completion examinations.

Faculty members are required to check the Certificate of Residency Registration before allowing the students to take the completion examination.

This is to properly record the last date of enrollment and the correct date of graduation of students.

## **Examination Period**

### **Policies and Procedure during Examination Period**

As a general policy, NO student is allowed to take a major examination without the TEST PERMIT.

1. The student has to secure the test permit from the Accounting/Cashier Office at least a day before the scheduled examination to avoid long time spent in queues.
2. He/she should be at the prescribed examination room and scheduled examination date at least 10 minutes before the start of the exam. A student who is late for 30 minutes will be accepted provided that no student who took and finished the examination has left the room. He/she will not be given extra time to finish the examination.
3. The student has to wear the university ID and present the test permit to the assigned proctor before entering the examination room. He/she has to make sure that the proctor signs the TEST PERMIT.
4. The student has to proceed the assigned seat and sign the attendance sheet before taking the examination.
5. He/she should complete the examination within the prescribed period. All communication devices must be turned off and are not allowed to be used during the course of the examination. Violation of this rule can be a ground for disciplinary action in accordance with the Student Disciplinary Policies of this handbook.
6. The student submits the completed examination to the proctor and leaves the examination room quietly.

### **Conflict of Schedule during Term Examination**

If the student has a conflict of schedule of term examinations and therefore was late for more than one hour or totally failed to take another scheduled examination, the student will be allowed to take a special examination provided the following are submitted to the College Dean:

1. An excuse slip for being late for more than 30 minutes during the scheduled examination; and



2. A certification from the Programme/Department Head for the conflict examination.

A special schedule is prepared for conflict/clash examinations and failure to take the exam during the special examination period within the prescribed schedule will mean a grade of zero (0) in that term examination and the term grade will be computed accordingly.

### **Failure to take the Periodical Examination**

A student who failed to take periodical examination during the scheduled time with NO valid reason will get a score of zero (0) for that period and the student's grade/mark will then be computed.

A student with excused absence during the scheduled periodic examination is entitled to take a special/completion exam provided the following are submitted to the College:

1. An excuse slip for being absent during the exam period (sickness, accident, death of immediate family members, etc.);
2. Test permit
3. If the student failed to take the Periodic/Completion Examination within the prescribed schedule, the student will receive a zero (0) score for that particular exam which will be part of the computation of his/her grade unless an appeal is approved by the University President.
4. If the student failed to take the Periodic/Completion Examinations within a period of one trimester, he/she will be given a grade of "F" unless an appeal is approved by the University President.

## **Work Based Learning (WBL)/ Practicum Program**

### **Practicum Requirements**

1. Original approved Endorsement Letter
2. Application Letter of the practicum student
3. Curriculum Vitae (CV) with photo attached
4. Acceptance Letter (2 copies- for PLAO and PAR)
5. Training Agreement Form (TAF) (2 copies- for PLAO and PAR)
6. Training Plan Outline (2 copies- for PLAO and PAR)
7. Certificate of Attendance for the Pre-deployment Orientation Seminar

8. Business Card of the company
9. Chapter I- Company Background
10. Chapter II- Narration of Experiences
11. Chapter III- Student's Evaluation of Practicum Experiences
12. Chapter IV- Detailed Weekly Reports
13. Appendices
14. Insights gained from all phases of Internship
15. Problems encountered
16. Solutions offered
17. Recommendation
18. Conclusion
19. Preliminary Examination Permit
20. Midterm Examination Permit
21. Final Examination Permit
22. Documents submitted during Prelim Period (endorsement letter, CV, application letter)
23. Certificate of Completion (240 hours specified and signed by the Training Institution representative). One copy must be submitted to the Adviser.
24. Evaluation of Competencies signed by the Training Institution representative.
25. Performance Evaluation signed by the Training Institution representative.
26. PAR Evaluation Form
27. Summary of Attendance and Work Accomplishment Report signed by the Practicum Adviser
28. Photos of Internship activities (student while on the job)
29. Vicinity Map
30. Hard bound copy and CD of the WBL Accomplishment Report (with attached PAR Evaluation Form duly accomplished and signed by the Training Supervisor)

## Procedures

### Deployment

The Head of Alumni and Career Development Center (ACDC), the Dean of Student Affairs (DSA), and the Community Engagement (CE) are tasked to forge partnerships/linkages with various local and international industry partners as WBL potential venues for the students.

- The ACDC and DSA/CE organize Practicum Orientation Seminar to provide significant information regarding the training activities.
- The ACDC maintains a database of potential employers and posts these in conspicuous areas in the campus. A copy is also provided to the college for the WBL advisors information.



- Any student requiring assistance may submit his/her request to WBL advisor with the following documents:
  - Student's certificate of registration (COR)
  - Curriculum Vitae
  - Tracer Form for endorsement (Given by the course advisor to the student to fill it before submitting all documents to ACDC)
- The WBL advisor prepares a letter of endorsement to the prospective WBL employer submits this together with the students' credentials/documents. The letter must be approved by college dean.
- The WBL advisor follows-up with the company and advises students on the status of their applications. If accepted, the students are deployed to the training institution; otherwise, they will be referred to other companies.

## Assessment

Practicum activities should be subject to effective assessment and evaluation procedures. These should include as a minimum:

- Evaluation of Competencies signed by the Employer/Training Institution representative.
- Performance Evaluation signed by the Employer/Training Institution representative.
  - PAR Evaluation Form.
  - Employer Survey Form.
  - Numerical Assessment of the Adviser; and
  - Ensuring feedback from company/institution/organization through the focused employers' group.

Grading of Internship/ Practicum of students should be based on the following:

- Performance Evaluation (by the company supervisor/head) - 50%
- Competencies Evaluation (by the company supervisor/head) - 20%
- Practicum Accomplishment Report Evaluation - 30%

## Undergraduate Students' Capstone Course (Design Project or Thesis)

### A. Conduct of Capstone Course

#### Pre-Oral Defense Stage

1. Students have to register in the Capstone Project course through the registration system.
2. Capstone advisor prepares the list of expert advisers according to their expertise. Furthermore, students are assigned an expert adviser from the pool of faculty members and submit the list to the Dean for the approval.
3. Once approved, it is disseminated to the students and expert advisers.
4. The students have to get an acceptance form signed by the experts and submit a copy to the Capstone Advisers.
5. An expert adviser will guide and supervise the students from the start until the end of the project.

#### Oral Defense Stage

1. The Capstone/thesis adviser must ensure that the Thesis/Design Project is complete before including it in the schedule of defense. Complete means that:
  - Edited and printed final draft of manuscript
  - Software is available and running.
  - Prototype is available and working/functioning.
  - Plagiarism threshold (20%).
2. After fulfilling the requirement of the pre-oral defense stage, students are allowed to take the oral defense before a Capstone Course committee. The final result of the student's evaluation which was done by the committee was then submitted to the College Dean.
3. The final evaluation report is endorsed by the committee and feedbacks are given to the student and the advisor.
4. The result of the evaluation whether satisfied or unsatisfied will be communicated to student and advisor.



5. Advisors are to guide students about their final submissions and guide them to prepare and bind the capstone course document accordingly.

### **Post Oral Defense Stage**

1. The students have to make four copies which should bear all the signatures including chair of the committee, internal member, external member, and the Dean of the College.
2. One copy is submitted to the library for clearance, one copy is submitted to the College, one copy is provided to an expert adviser and one copy for him/herself for record purposes.
3. The final result of capstone course evaluation will be encoded by the capstone advisor to the system.

### **B. Assessment of Capstone Course**

The capstone/thesis is assessing internally in UTB by two members of faculty with the same specialization as the topic being presented, and an external panel. Each examiner evaluates the capstone independently; they both assign a grade to the project and prepare a short report that highlights the strengths and weaknesses of the study. Assessments are done based on Capstone course progress submissions.

Rubrics for the capstone project:

- |    |  |     |
|----|--|-----|
| a. | For Undergraduate Capstone project BSME/BSIE |     |
| 1. | Project assessment                           | 55% |
| 2. | Technical Report                             | 25% |
| 3. | Oral Presentation                            | 20% |
| b. | For Undergraduate Capstone project BSCS      |     |
| 1. | Final Paper                                  | 30% |
| 2. | Prototype/ Software                          | 35% |
| 3. | Oral Presentation                            | 35% |



c.	For Undergraduate Capstone project BSIB	
	1. Application of concepts Theory	10%
	2. Literature Review and References	20%
	3. Result and Discussion	20%
	4. Oral Presentation	50%
d.	For Undergraduate Capstone project BSBI	
	1. Final Paper	40%
	2. Prototype/ Software	40%
	3. Oral Presentation	10%
	4. Collaborative Work	10%

### C. General Format of Final Capstone Course

The format of the Capstone Project is used in each college accordingly but the general format is shown below:

#### Format of the Capstone Project

##### Preliminaries

- Title page
- Approval Sheet
- Abstract
- Acknowledgement
- Table of Contents
- List of Figures
- List of Tables

##### Chapter I

##### The Problem and Its Background

Introduction

Background of the Study

Objectives of the Study

Statement of the Problem

Scope and Delimitation

Significance of the Study

Definition of Terms



## **Chapter II**

### **Review of Related Literature and Studies**

- Related Literature
- Related Studies
- Synthesis
- Theoretical Framework

## **Chapter III**

### **Research/Design Methodology**

- Research/Design
- Subjects/ Respondents
- Data Gathering Instrument
- Data Gathering Procedure
- Data Processing and Statistical Treatment of Data
- Development Methodology (System Analysis and Design)
- Feasibility (Economic, Financial and Market)
- Constraints
- Design Trade-offs

## **Chapter IV**

### **Presentation of Data, Analysis and Findings**

- Analysis of Data and produce Results
- Discussions
- Comparative Analysis

## **Chapter V**

### **Summary, Conclusions and Recommendations**

### **Bibliography**

A student will receive an IP mark for failure to submit the revised Chapters I, II and III until the last day of the trimester.

The course mark will be given upon submission of the revised chapters. Guidelines for removal of IP will be implemented.

A student who gets an 'F' grade must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year, after which the student is required to present a new topic/project.

For the Final Grade Mark computation, refer to the programme specific score sheet on Capstone courses for each programme.

A student will be given 'IP' mark if the student failed to submit the hardbound copy of the thesis within.

The appropriate mark will be given upon submission of all course requirements. Guidelines for removal of IP will be implemented.

A student who gets a grade of NG must re-enroll the course and will be allowed to use the same topic/project for a period not exceeding one year. After one year, the student must present a new topic/project.

### **Postgraduate Thesis**

- The postgraduate Thesis has a total of six (6) credits under the course "Thesis Writing" for postgraduate students.
- Each postgraduate student is required to complete a thesis/research project course. Team or group research is not allowed.
- The thesis should be completed within a period of two terms. However, if the student did not complete the thesis within the term, he/she will get "NG" mark.
- The student is given one year to complete the thesis. If the student will not be able to complete and successfully defend the thesis within one year, the NG mark will be converted to Failed (F).
- A student who incurs a grade of Failed (F) in the thesis course is required to re-enroll the course. The student will be allowed to continue working on the initial topic until the thesis is completed and is successfully defended.
- For Final Grade Mark computation, refer to the programme specific score sheet on MBA Thesis.



## **Postgraduate Student's Thesis Writing (Capstone) Course**

### **A. Conduct of Thesis Writing Course**

#### **A1. Topic Proposal Defense**

1. The student shall submit at least three (3) topic proposals including a Gantt chart.
2. The Thesis Writing professor will form a panel of two (2) faculty members whose specializations are aligned to the topics.
3. The student will defend each topic proposed before the Panel.
4. The panel approves, using an appropriate rubric, one topic out of three for the student to work on.
5. The thesis writing professor assigns a supervisor to guide the student on the whole duration of the thesis preparation.
6. The approved topic of each student will be submitted to the HEC for final approval.

#### **A2. Pre-Oral Defense**

1. The student, after finishing the first three chapters and upon the recommendation by the supervisor, and meeting the required plagiarism threshold (20%), shall apply for Pre-oral Defense.
2. The thesis writing professor will convene the same panel to sit on the Pre-oral defense; and,
3. The panel approves the first three chapters including the methods and requisite research instruments.

#### **A3. Final Defense**

1. Upon the recommendation by the supervisor, the student, after completing all chapters and meeting the required plagiarism threshold (20%), shall apply for Final Defense; and,
2. The thesis writing professor reconvenes the panel of two (2) faculty members and added one (1) external evaluator to include some externalities to the process.

3. The Programme Head submits an HEC Info Sheet Final defense to the Higher Education Council for approval at least 30 days before the date of the defense.
4. The defense shall be conducted in a big hall, open to the public, and at least for two (2) hours.

## **B. Assessment of Thesis**

### **B1. Rubrics for Topic Proposal Defense**

- Appropriateness of the thesis title (10%)
- Alignment to the research goals and research thrust of the University (10%)
- Alignment of thesis topic to the field of specialization (15%)
- Clarity and attainability of objectives (15%)
- Appropriateness of the research methodologies (20%)
- Workability of the time frame (10%)
- Contribution to the body of knowledge, originality and add value (20%)

### **B2. Rubrics for Pre-Oral Defense**

- Application of Concepts and Theories (10%)
- Literature Review and References (10%)
- Design (60%)
- Originality (10%)
- Overall substance (10%)

### **B3. Rubrics for Final Defense**

- Application of Concepts and Theories (10%)
- Literature Review and References (20%)
- Results and Discussion, and Over-all substance (20%)
- Oral Presentation (50%)

## **C. Submission of Thesis**

Hardbound copies (with CD attached) shall be submitted to UTB Library and the National Library.



## Academic Standing

### Undergraduate Students

In order to be considered in good academic standing, an undergraduate student must maintain a GPA of at least "C" every term and a CGPA of at least "C".

### Postgraduate Students

In order to be considered in good academic standing, a postgraduate student must maintain a GPA of at least "B" every term and a CGPA of at least "B".

A student must be in good academic standing to be eligible for graduation.

## Scholastic Delinquency for Undergraduate Students

### Student Notice

An undergraduate student who fails in 50% of the total units enrolled in the term will be classified as under Student Notice. The student will receive a written reminder from the College Dean for the student to improve his/her academic performance in the following term.

A student is issued a STUDENT NOTICE by the College Dean if the CGPA for the term is at least 2.01 and passed in 50% of the total units enrolled for the term.

### Academic Probation

A student with a CGPA of at least 2.01 and failed in 75% of the total units enrolled in the term will be classified as under **Academic Probation** and will be placed on the PROBATIONARY status list.

- A student who has received STUDENT NOTICE for two consecutive terms will also be placed on the PROBATIONARY status list.
- A student is issued an ACADEMIC PROBATIONARY Notice by the College Dean.
- A student placed under PROBATIONARY status will be allowed to 12 credit units/hours in the succeeding term to improve the academic performance.

- A student will be removed from the PROBATIONARY status list upon passing at least 75% of the total units enrolled in the succeeding term and obtaining a CGPA of 2.0 or C or better.

### Dismissed Status

A student with a GPA of 0.00 or failed in 100% of the total units enrolled in the term will be **dismissed from the University**.

A student who received PROBATION NOTICE for two consecutive terms will also be dismissed from the University.

- A dismissed student may submit an appeal for re-admission. After evaluation and if the Dean finds merit in the appeal, the letter will be recommended for approval of the VP of Academic Affairs.
- A re-admitted student will be allowed to enroll 12 units in the succeeding term.
- A student with denied re-admission appeal will be advised to transfer to other institutions and will be given honorable dismissal and transcript of record after all school clearances are accomplished.

## Scholastic Delinquency for Postgraduate Students

### Academic Probation

- A postgraduate student who incurs a failing mark (F) in at least one course enrolled in a term will be under academic probation.
- A postgraduate student who incurs a GPA below 3.0 or B in any trimester will be under academic probation. Thus, the minimum grade that a postgraduate student should get in any enrolled course is C, but the student is required to maintain a GPA of at least 3.0 or B to be of good academic standing.

### Double Academic Probation or Dismissed Status

A postgraduate student who is under academic probation and incurs a failing mark (F) in at least one course enrolled in any succeeding term will be under double probation and will be dismissed from the programme.

## Required CGPA to remain in the Undergraduate Programme

The required CGPA for an undergraduate student to remain in the program and to be eligible for graduation is 2.0 or C.



If the CGPA of an undergraduate student fall below 2.0 or C, he/she will not be eligible for graduation. He/she shall retake courses during his /her period of study to improve the CGPA to 2.0. Otherwise, the University will provide the student with a Certificate of Attendance and completion of academic requirements but shall not be rewarded with the degree.

## **Required CGPA to remain in the Postgraduate Programme**

The required CGPA for a postgraduate student to remain in the programme and to be eligible to enroll the Thesis course is 2.0 or C.

If the CGPA of a postgraduate student fall below 3.0 or B, he/she will not be eligible to enroll the Thesis course. He/she must take a maximum of 2 penalty courses related to his/her area of specialization to improve the academic standing (CGPA).

However, if after the enrolment of the penalty courses and the CGPA is still below 3.0 or B, the student will NOT be allowed to enroll the Thesis course and will NOT be eligible for graduation.

The University will provide the student with a Certificate of Attendance and completion of academic requirements but shall not be rewarded with the degree.

## **Withdrawal & Dropping of a Course**

A student is allowed to officially withdraw or drop from enrolled courses until the end of the 8th week of classes (a day before the midterm examination) without academic penalty.

A grade of **“W”** will be recorded on the transcript for the course withdrawn. A grade of **“W”** is not included in the computation in the GPA.

A student who withdraws from enrolled courses beyond the 8th week of classes will be given a grade of **“O”** or **F”**.

A grade of **“O”** or **“F”** is given to a student who violates the policy on attendance beyond the 8<sup>th</sup> week of classes for excessive absences or no show. However, a student with documented medical condition (e.g., operation, hospital stay, serious illness, etc.) dropped from a course after the established dropped deadline must submit a petition to the Office of the Registrar with the appropriate original medical documents. The Office of the



Registrar will verify the claims and approve the change of status from a **“O”** or **“F”** to a **“DR”**.

### **Withdrawal from the University (Student-Initiated)**

A student can formally withdraw from the University (all courses enrolled) and a grade of **“W”** will be recorded depending on the time of withdrawal.

A student who formally withdraws from the University within the first 8 weeks of classes will be given a grade of **“W”** on all enrolled courses and will be formally withdrawn from the university.

A student who formally withdraws from the University beyond the 8<sup>th</sup> week of classes will be given grades of **“O”** or **“F”** on all enrolled courses.

To withdraw from the University, a student must complete a withdrawal form available at the Registration Office.

If the student withdraws within the 8<sup>th</sup> week of the trimester, the student will receive a grade of **“W”** in all courses currently enrolled.

### **Withdrawal or Dismissal from the University (University- Initiated)**

The University may decide to withdraw the enrollment of a student and will be given marks of **“W”** in all courses currently enrolled if:

1. The student violates the attendance policy and did not withdraw from the course/courses enrolled until after the 8<sup>th</sup> week of the trimester; or
2. The student is under the disqualified list for scholastic delinquency; or
3. The student is found guilty of gross violation of any of the academic or behavioral policies; or
4. The student has extraordinary personal or medical circumstances.

### **Readmission to the University**

Who can apply for re-admission to the University?

1. Students who withdraw their enrolment from the university
2. Students who were given dismissed notices for academic deficiencies
3. Students who were suspended for more than one trimester for violation of student conduct
4. Students who are on absence without leave (AWOL)
5. Students who failed to register for two consecutive trimesters



A student who intends to return to the university and resumes his/her studies must seek re-admission through the Dean's Office. The procedure will be as follows:

For cases (A), (D) and (E)

1. The student must accomplish the clearance for re-admission form and submit the form to OSS, Library, Accounting, Registrar, Dean, and other concerned officers.
2. The Dean will evaluate the merits of the request and approves or disapproves the request.
3. A copy of the approved clearance for admission must be submitted to the Registration Office to activate and update the academic records.
4. The Dean will inform and provide the student with a copy of the decision.

For cases (B) and (C)

1. The student must submit an appeal letter to the Dean's Office requesting approval for re-admission to the University and completely filled out clearance for readmission.
2. The Dean's Office will evaluate the merits of the requests and recommend approval or disapproval to the Vice President for Academic Affairs.
3. The VP of Academic Affairs will present all requests to the Academic Council who shall deliberate on the approval or disapproval of the requests for re-admission. Recommendations to re-admit students will be submitted to the University President for approval for (B) cases.
4. The Dean will issue the decision letter to all students who requested for re-admission regardless of the outcome of the request.
5. A copy of the approved re-admission letter will be forwarded to the Registration Office to re-activate and update the student's records.

A student who registered in another university during his/her absence from UTB must submit academic credentials to the Admissions Office.

A student who is readmitted to the University will take on the same academic standing/status prior to leaving the University.

## Academic Honors

### A. Trimester Honors

Excellent scholastic achievement is recognized through the publication of the President's and Dean's List at the **end of each trimester**.

To qualify, a student must have:

For the **Undergraduate Level**

- Enrolled 18 units for the term.
- For President's List (with a 20% discount on tuition fee only), qualified students are the top 5 students from the College of Administrative and Financial Sciences (CAFS), top 3 students from the College of Engineering (COE), and top 2 students from the College of Computer Studies (CCS) whose grade is 95 and above or 4.0 with no grade lower than 3.89(A).
- For Dean's List (with a 10% discount on tuition fee only), qualified students are the top 10 students from CAFS, top 5 students from COE, and top 5 students from CCS whose grade is 91-94 or 3.67 with no grade lower than 3.67(A-).
- Not found guilty of any offense by the Student Disciplinary Tribunal (SDT) or the Office of the Student Affairs/Student Relations.

A student who qualifies for Trimester Honors shall receive a Certificate of Recognition (President's List or Dean's List) which will be awarded during the Recognition Day of the University. The certificates shall be made available at the Registration Office for those who will not be able to attend the recognition ceremonies.

The President's/Dean's List will be posted at designated places visible to the public.

### Undergraduate Honors

In recognition of the superior academic achievements, students are awarded academic honors. The University grants Latin Honors for undergraduate students during the annual graduation ceremonies, namely: *summa cum laude*, *magna cum laude*, and *cum laude*.



Honors	CGPA	No Grade Lower Than
Summa Cum Laude	4.00 - 3.89	3.00
Magna Cum Laude	3.88 - 3.67	
Cum Laude	3.66 - 3.33	

The University Registrar submits the list of academic honors and academic excellence awardees to the academic council for the deliberation, selection and recommendation of the awardees.

To qualify for Academic Honors, the student must have:

1. Completed at least fifty percent (50%) of the total number of academic units at the UTB.
2. Enrolled at least 15 units or more per trimester or as indicated in the curriculum; except during the first trimester and last trimester of his/her enrollment in the university.
3. No grade lower than B, 3.00 in any course;
4. No grade of DR or W in any course.
5. No academic violation.
6. No grade lower than B from previous university attended (if applicable).
7. No involvement in any form of conduct violation.

### Postgraduate Honor

Graduation with Honors for Postgraduate Students should follow the grading standards below

Honors	CGPA	No Grade Lower than
With Highest Honors	4.00 – 3.90	3.67
With High Honors	3.89 – 3.80	
With Honors	3.79 – 3.67	

To qualify for Honors, the student must have:

1. Enrolled 9 units or more per trimester or according to their curriculum plan.
2. No grade lower than A- or 3.67 in any course.
3. No grade of DR or W in any course.
4. No academic violation.
5. No involvement in any form of conduct violation.

## Academic Excellence

To qualify for academic excellence, the student must have:

1. CGPA of at least 3.33.
2. Enrolled at least 12 units per trimester.
3. No grades lower than 1.33.
4. No academic violation.
5. No involvement in any form of conduct violation; and
6. No grade lower than B from previous university attended (if applicable);
7. No grade of DR or W in any course.

## Non-Academic Awards

### A. Best in Thesis /Design Project / Capstone Project Award

The award is given to an undergraduate student whose terminal project/thesis grade ranks highest in the graduating class of each programme. There will be one award per programme.

### B. Best Graduate Thesis Study

The award is given to a graduate student whose Graduate Thesis grade ranks highest in the graduating class for each programme.

### C. University Leadership Award

This award is given to the student who demonstrated leadership qualities in all activities, academic and non-academic programs, and events at UTB.

## Eligibility for Degree and Graduation

Students will be conferred with their respective degrees and titles if they satisfactorily completed all academic requirements of their registered programme. Bases for evaluation are academic records available at the Registration Office.



List of students who are candidates for graduation will be posted at the Registration Office of the University at the start of the academic year in September.

Procedure for Confirmation of Graduation Eligibility:

1. The Registration Office prepares the initial list of candidates for graduation based on required units completed and CGPA achieved by the students.
2. The Registration Office posts the list of candidates for graduation categorized according to, students without deficiency and students with deficiency. If the student is found to have any deficiency, he/she will be advised to take the course in the immediate term for re-evaluation for eligibility for graduation in the next term.
3. The Deliberation Committee of the Academic Council conducts the deliberation for graduation. It sees to it that the courses were successfully passed with a minimum of CGPA for undergraduate and for postgraduate to confirm graduation.
4. The Registration Office prepares the final list of the graduating students as soon as the Deliberation Committee of the Academic Council completes its task.
5. Students who are confirmed to be eligible for graduation accomplish a clearance form and completes the clearance procedure for the release of his/her certificate, diploma, and transcript of records.

# FINANCIAL INFORMATION

## FINANCIAL INFORMATION

UTB ensures affordability and accessibility of academic programmes to all students. The University establishes the total fees for each programme to guide the students in choosing the applicable mode of payment. All fees charged by the university are subject to change upon the approval of the Board of Trustees.

Matriculation fee shall include tuition, laboratory, miscellaneous, and other fees to be paid by the students with their enrolment in the University.

### University Fees

Rules about payment of tuition fees are discussed with the applicant during interview with the Admissions Officer.

The schedule of fees is as follows:	
Application Fee	<b>BD 25</b> (non-refundable, payable one time)
Registration Fee	<b>BD 50</b> (non-refundable, payable every term)
Undergraduate Fee	<b>BD 51.500</b> per unit/credit hour (for new students beginning AY 2014-15)
Graduate Fee	<b>BD 90.125</b> per unit/ credit hour (for new students beginning AY 2014-15)
Graduate Thesis or Dissertation fee:	<b>BD 750</b> ( non-refundable and paid upon registration of the Thesis Course)
Graduation Fee	<b>BD 150</b> (non-refundable, payable one time)

Fees are subject to change upon approval by the Ministry of Education.

Students pay a registration fee at the beginning of every trimester.

UTB accepts the following methods of payments for the tuition fees:

1. Cash in Bahrain Dinars (BD)
2. Checks drawn on local banks in BD (If a student will have a record of two or more checks return due to insufficient funds, particular student's check payments will no longer be accepted)



3. Direct transfers to UTB bank account. (Name and student must be noted on transfer)

All student financial transactions with the University are processed through the Accounting Office. Questions concerning student accounts should be directed to the said office.

### Methods of Payment

A student can pay his/her tuition and other fees in cash during the scheduled enrolment period, which is until the last day of late registration. Partial payment is also available. The student should arrange the type of payment with the Accounting Office.

OTHER FEES	
Transcript of records and Certificate (2 <sup>nd</sup> copy)	BD 3.000
Term Fee for Residence	BD 50.000
IC Fee	BD 50.000
Lost Permit	BD 2.000
Lost ID	BD 5.000
Reprint COR	500 Fills

### Tuition Fee Refund\*

Withdrawal of enrollment is allowed until the day before Test 2. However, charges will be based on the date of filing the withdrawal form at the Accounting Office whether or not the student has attended classes.

Refunds are governed by the University regulations as stipulated in this Student Handbook. All refund requests will be processed within 30 days.

In the event that the student withdraws from the University or from an enrolled course/s during the trimester, refunds of tuition and fees will be calculated accordingly:



## Withdrawal from the University and Withdrawal from Enrolled Courses

Date of Filing	Refund
Before the start of classes	100% refund of TOTAL FEES (Tuition and Miscellaneous fees excluding registration fees)
Within the first week of classes	90% of the TOTAL FEES (Tuition and Miscellaneous fees excluding registration fees)
Within the second week of classes	80% of the TOTAL FEES (Tuition and Miscellaneous fees excluding registration fees)
After the second week of classes	No Refund

*\* Note: Refund applies only to paid tuition and fees. Registration and application fees are non-refundable.*

# ACADEMIC PROGRAMMES

## ACADEMIC PROGRAMMES

UTB offers baccalaureate and postgraduate degrees that respond to regional needs of the Kingdom of Bahrain and the Gulf region, drawn upon the regional strengths, and prepare graduates to participate successfully in communities in the region and around the globe. UTB has three colleges that cater to the education training needs in business, computing, and engineering.

UTB graduates will be able to:

- Demonstrate specialized knowledge, skills, and competencies in their chosen fields of study and apply this ethically in real-life contexts.
- Plan and undertake projects or research and develop reasoned and creative solutions.
- Develop a variety of intellectual skills, including analytic inquiry, information literacy, diverse perspectives, and quantitative fluency in drawing reasonable conclusions.
- Communicate effectively, using academic and professional conventions, both orally and in writing, to diverse audiences.
- Collaborate positively with others to achieve a common purpose.

### College of Administrative and Financial Sciences

- Bachelor of Science in Business Informatics (BSBI)
- Bachelor of Science in International Business (BSIB)
- Master of Business Administration (MBA)

### College of Computer Studies

- Bachelor of Science in Computer Science (BSCS)

### College of Engineering

- Bachelor of Science in Informatics Engineering (BSIE)
- Bachelor of Science in Mechatronics Engineering (BSME)

## College of Administrative and Financial Sciences (CAFS)

The College of Administrative and Financial Sciences offers two undergraduate degree programmes: Bachelor of Science in Business Informatics (BSBI), and Bachelor of Science in International Business (BSIB); and one postgraduate degree programme which is the Master of Business Administration (MBA).

### ***Bachelor of Science in Business Informatics (BSBI)***

The Bachelor of Science in Business Informatics (BSBI) programme provides in-depth knowledge and skills required to understand, analyze, evaluate, implement, use, and manage information systems in organizations. It produces graduates with solid business background who understand the role of information technology in improving efficiency and effectiveness of operations in organizations and who develop and execute the capability of providing IT solutions to meet specific business needs.

#### **Programme Educational Objectives:**

Graduates of the BSBI programme, three (3) to five (5) years after graduation shall be able to:

1. Possess expertise in systems thinking in order to use, choose, develop, and manage information and communications technology (ICT) solutions which enable enterprise development and business process improvement and innovation.
2. Engage in productive careers in business informatics areas of expertise while being a responsive member of a business organization and society with awareness of professional ethics, responsibilities, values and standard.
3. Equip with business and technology knowledge and skills to pursue further professional development and higher studies.



## Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YEAR	TOTAL
Practicum / On-The-Job Training	0	0	0	1	1
English & Humanities Courses	3	1	0	0	4
Social Sciences & Philosophy Courses	3	0	0	0	3
Math & Science Courses	1	2	0	0	3
Tool Courses	0	0	0	0	0
Business Courses	8	7	7	1	23
Business Informatics Courses	2	8	8	1	19
Elective Courses	0	0	2	1	3
Capstone Project	0	0	1	1	2
Institutional Requirement	2	0	0	0	2
Total	19	18	18	5	60

## Bachelor of Science in International Business (BSIB)

The Bachelor of Science in International Business (BSIB) Programme provides knowledge and skills required to manage international and global business affairs. The programme intends to develop students with skills and competencies necessary to understand the dynamics of international and global dimension of management and strategy, trade and markets, finance, and emerging economies. The Programme also endeavors to prepare the students to obtain potentials leading to management positions and provides a launch pad for global careers.

### Programme Educational Objectives:

Graduates of the BSIS programme three (3) to five (5) years after graduation shall be able to:

1. Possess the relevant knowledge, skills, and entrepreneurial mindset to respond proactively and creatively to contemporary business issues and challenges of global business environment.
2. Engage and succeed in international business careers through a range of intellectual, professional attributes and transferable skills such

as commercial acumen, research, teamwork, ethical behavior, proactive involvement, and effective communication.

3. Equip with the knowledge, understanding and academic skills to pursue post- graduate study and/or professional development.

### Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YEAR	TOTAL
Practicum / On-The-Job Training	0	0	0	1	1
Arabic & Humanities /Social Sciences Courses	3	1	0	0	4
English Courses	3	2	0	0	5
Math Courses	2	0	0	0	2
IT Courses	1	1	0	0	2
Core Business Courses	6	5	2	0	13
Core IB Courses		3	5	5	13
Economics Courses	1	2	0	0	3
Accounting /Banking and Finance Courses	2	3	1	0	6
Islamic Banking and Finance Courses	0	0	1	0	1
Elective Courses	0	0	3	0	3
Foreign Language Courses	0	0	2	0	2
Research Courses	0	0	2	1	3
Institutional Requirement	2	0	0	0	2
Total	20	17	16	7	60

### Master of Business Administration (MBA)

The programme is a Master of Business Administration (MBA), which provides an advanced business education and a learning experience that incorporates the key business functional areas for the students to become effective managers and leaders of business organizations in a globally competitive and complex business environment.



### Program Educational Objectives:

Graduates of the MBA programme, one (1) to three (3) years after graduation will be able to:

1. Practice effectively as management professionals by demonstrating competency in the key business functional areas and applying critical thinking, analysis and problem-solving skills to develop, implement, and evaluate solutions in complex business and economic problems requiring interdisciplinary and global perspectives; and
2. Promote high ethical standards and professionalism by evaluating the moral, social, and environmental implications of managerial decisions and understanding the relationship between business organizations and other societal institutions.

### Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	TOTAL
CORE COURSES	10		10
ELECTIVES	2		2
THESIS		2	2
TOTAL	12	2	14

## College of Computer Studies (CCS)

The College of Computer Studies offers globally competitive, affordable but quality and industry-based academic programmes, and holistic education for information and computer technology professionals who are responsive to the needs of the global community. It steadfastly upholds excellence in the delivery of quality IT education by providing the most recent, comprehensive, and student-centered environment for teaching-learning, developing expertise on information technology with up-to-date professional development programs, scholarly research and realizing the potentials of its students as future leaders, computer professionals, and entrepreneurs in information technology.

The CCS offers the Bachelor of Science in Computer Science (BSCS).



## Bachelor of Science in Computer Science (BSCS)

This BSCS programme focuses on the efficient and practical methods of designing, constructing, and maintaining management information systems. This is designed to provide students with deeper understanding of the design and analysis of computing algorithms and develop their skills in writing structured and object-oriented programs.

### Programme Educational Objectives:

Graduates of the BSCS programme, three (3) to five (5) years after graduation, shall:

1. Apply knowledge to effectively analyze and assess real life problems to develop economically viable and socially acceptable computing solutions.
2. Demonstrate excellence in professionalism, moral and ethical conduct, interpersonal skills and adaptable communication to prevalent trends in technology and changing technology
3. Work productively as successful computer professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams or be active in higher studies.

### Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YEAR	TOTAL
PRACTICUM / INDUSTRIAL ATTACHMENT				1	1
SOCIAL SCIENCES	6	2			8
ENGLISH	3	1			4
MATH	3	4	4	1	12
SCIENCES	2	4			6
CORE COURSES	6	7	13	7	33
MAJOR COURSES					
ELECTIVES			1	2	3
TOTAL	20	18	18	11	67



## College of Engineering (COE)

The College of Engineering (COE) offers bachelor programmes in Informatics Engineering and Mechatronics Engineering that provide intensive academic and practical trainings, which are attuned to the demand of today's industries. These programmes are products of hybrid plan in mechanical, computer, electronics and communications, and electrical engineering. The two different engineering curricula have been designed to prepare the graduates for the challenges of their chosen career. Thus, the programmes adequately equip the students with the appropriate theoretical background relatively necessary in the industry practice.

The COE continues to seek out industrial immersion and linkages, research endeavors that provide opportunities for future engineers responsive to the changing needs of the ever-evolving global milieu.

### Bachelor of Science in Informatics Engineering (BSIE)

The BSIE programme combines information technology (IT) with engineering concepts. It is an interdisciplinary scientific area focusing on the application of advanced computing, information, and communication technologies to engineering. It covers the design and development of intelligent engineered products and processes enabled by the integration of computer, control systems and software engineering technologies.

#### Programme Educational Objectives:

Graduates of the BSIE programme, three (3) to five (5) years after graduation shall:

1. Pursue careers in Informatics Engineering or related fields towards the improvement of engineering practice.
2. Engage in lifelong learning toward completion of advanced/continuing education or other learning opportunities.
3. Demonstrate professional success through strengthened networks and/or positions of increasing social responsibility.

### Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YE AR	TOTAL
Practicum				1	1
Islamic Studies & Humanities	4				4
English	3	1			4
Math	4	5	3		12
Sciences	4	3			7
IT Courses	1	2	3	1	7
Tool Courses	0	5	6	2	13
Major Courses		2	6	11	19
Electives				2	2
<b>TOTAL</b>	16	17	19	15	69

### Bachelor of Science in Mechatronics Engineering (BSME)

The BSME programme is the combination of mechanical, electronics, electrical, and computer engineering. This interdisciplinary engineering field is the study of intelligent programmable systems from an engineering perspective and looks into the design, development and controlling of advanced hybrid-systems.

#### Programme Educational Objectives:

Graduates of the BSME programme, three (3) to five (5) years after graduation shall:

1. Pursue careers in Mechatronics Engineering or related fields towards the improvement of engineering practice.
2. Engage in lifelong learning toward completion of advanced/continuing education or other learning opportunities.
3. Demonstrate professional success through strengthened



## Programme Summary

COURSE	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> YEAR	TOTAL
Practicum				1	1
Islamic Studies & Humanities	4				4
English	3	1			4
Math	4	5	2		11
Sciences	3	4			7
IT Courses	3	0	1	1	5
Tool Courses	0	8	7	2	17
Major Courses			7	10	17
Electives				2	2
TOTAL	17	18	17	16	68



# STUDENT ACADEMIC HONESTY

## STUDENT ACADEMIC HONESTY

Students at UTB enjoy a great deal of academic and personal freedom. However, the students are expected to abide by the policies, rules, and regulations of the university in particular and observe the laws of the Kingdom of Bahrain in general.

It is the student's responsibility to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic programme.

Any student who violates the University Policy on Academic Honesty or who knowingly assists another student to violate the policy shall be subjected to disciplinary actions.

Violations of university policies, rules and regulations will result in appropriate disciplinary actions and are resolved at the Office of the Student Affairs.

The following acts are considered violations of student academic honesty and are therefore meted with corresponding appropriate sanctions:

1. Cheating - the fraudulent or dishonest presentation of work or presentation of others' work as one's own. It includes using or attempting to use unauthorized materials, information, or study aids in any academic exercise such as:
  - During examination, copying from another student's examination paper, facilitating other students' copying and allowing other students to copy from one's own paper.
  - Using mobile phones and other electronic devices during examinations.
  - Submitting or presenting assignments, take home exams or any work written, prepared or completed in full or in part by someone else.
  - Unauthorized access to examinations.
  - Fabrication, falsification or invention of any information or citation in an academic exercise, listing sources that were not used in the academic exercise, reporting of statistical analyses, tests, or other studies never performed
  - Manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;

- Using previously completed assignments to satisfy the requirements of another course without the permission of the instructors involved; and
  - Handing in the same assignment simultaneously in two or more courses without the full knowledge and approval of all professors involved.
2. Plagiarism - the act of taking the words, ideas, data, illustrations or statements of another person or source and presenting them as one's own, including but not limited to:
- Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.
  - Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor and the student must acknowledge the contribution of the others who are part in producing the work; and
  - Photocopying copyrighted materials for purposes other than classroom or scholarly use or exceeded the number of copies allowed.
3. Collusion - assistance or an attempt to assist another student in an act of academic dishonesty. This can include, but is not limited to:
- Doing work for another student.
  - Designing or producing a project for another student.
  - Willfully providing answers during an exam.
  - Calling a student on a mobile phone while taking an exam and providing information.
  - Providing a student copy of a test in advance; and
  - Leaving inappropriate materials behind at the site of an exam or test.
4. Inappropriate Proxy - the misrepresentation of one's own or another's identity for academic purposes. Students must attend their own classes and be present for all examinations. Taking an exam for another student or having another student take exam for oneself.

Those impersonated and impersonators will be suspended or dismissed from the university.



## Sanctions for violation of Academic Honesty Policy

1. Penalties for an academic offense may include one or more of the following:
  - a. Re-submission of the work in question.
  - b. Submission of additional work for the course in which the offense occurred.
  - c. A lowered grade or loss of credit for the work found to be in violation of the integrity code.
  - d. A failing grade of 5.0 (F) or denial of credit for the course in which the offense occurred.
  - e. Suspension for one or more academic terms, including the term in which the offense occurred; or
  - f. Dismissal from (for a specified term or permanently) from the university.
2. Penalties (a)–(c) can be levied by the faculty handling the class and penalties (d–f) by the office of student affairs. Concerned faculty must notify the student, the Associate Dean or Department Head, the College Dean and the Dean of Student Affairs and the Head of Student Services of the sanction.
3. Penalties (d)–(f) are levied by Academic Council and the Head of the Student services after hearing the case with the concurrence of the duly constituted Student Disciplinary Tribunal.
4. Disciplinary actions (d)–(f) will become a permanent part of the student's academic record, with appropriate notation indicating that there has been a violation of the academic honesty policy. The Registrar is responsible for recording, updating, and safekeeping all student records.
5. The student may not withdraw from a course in which an infraction has been found while the penalty is being imposed. No refund and/or cancellation of tuition fees will be permitted in any case.
6. Student shall have the right to appeal seven (7) days from receipt of the decision and the penalty. Otherwise, the same shall be deemed final and non-appealable.
7. For penalties (a) – (c) levied by the faculty, the student appeal must be addressed to the College Dean and must include documentary evidence to support the appeal. The College Dean refers the matter to the committee on student concerns and grade appeal. The acceptable grounds for appeal are restricted to evidence that (a) the faculty was



grossly wrong in determining the violation, or (b) the faculty exhibited gross and inappropriate bias against the student compared to other students in the same class. The College Dean may confirm or reverse the penalty assigned by the faculty member depending on the evidence presented. However, only the faculty member assigned to teach the course can change the grade/mark of any student.



# FACILITIES AND SERVICES

## **FACILITIES**

### **UTB Building**

The UTB Ground Floor building houses all administrative offices including the office of the president, office of the vice presidents and the offices of student affairs.

## **Academic Departments**

### **Deanship of Student Affairs (DSA)**

The Deanship of Student Affairs (DSA) forms one of the most important pillars of UTB. DSA has a crucial role in any university and any educational institution as it has a major impact on educational process, accreditation, and international ranking. The DSA shall provide counseling, academic advising, referrals, academic tutoring, student activities planning, and sports and recreational programs to admission office, registration office and student services office. It provides support and resources for orientation, transition, retention, graduation and pre- employment activities to better prepare of UTB students both personally and professionally. The DSA includes the following offices:

#### **1. Office of Student Services (OSS)**

The OSS promotes a campus environment that provides quality services and increases student retention and success.

The OSS shall provide personal counseling, academic advising, referrals, academic tutoring, student activities planning, and sports and recreational programs. It provides support and resources for orientation, transition, retention, graduation and pre- employment activities to better prepare of UTB students both personally and professionally.

The OSS located at the ground floor of the north wing of the building, aims to assist new students to easily adjust to the life at UTB.



## **2. Alumni and Career Development Center**

Alumni and Career Development leads in the development of strategy and delivery of career services to current students and alumni of UTB. He/she directs, supervises, plans, and monitors the activities of the ACDC and ensures that alumni will have the chance, in various manner, to contribute to the UTB community. Specifically,

## **3. Library and Learning Center**

The University Library provides print collections of books, journals, theses, and research abstracts. The library print collection is supplemented by e-books and online journals subscriptions which are made available 24/7 to support the research activities of the students and the faculty.

## **4. Research Center (RC)**

The RC provides students research guidelines through their supervisors in their respective colleges. It also provides the plagiarism report and guidelines to the supervisors to check the plagiarism rate for the research projects of the students. The RC publishes students' research, both undergraduate and postgraduate, in coordination with their supervisors. The RC provides research software, such as SPSS, to support the research activities of the students and the faculty.

The RPD, located at the first floor of the north wing of the building inside the library, aims to assist research.

## **5. Center for Teaching and Learning (CTL)**

CTL is responsible for providing teaching and learning leadership through facilitating the development of teaching expertise and learner-centered approaches in teaching, supporting rigorous and thoughtful ongoing assessment and feedback to improve learning outcomes. The responsibility includes collaborating with academic departments and academic support units to promote a university-wide culture that values effective teaching and meaningful learning and support excellence, inquiry and innovation.

## **6. Center for Innovation and Entrepreneurship (CIE)**

CIE is responsible for providing leadership and strategic planning efforts for all aspects of the UTB-CIE program and activities that offers opportunities for students, alumni, and the business community to channel their innovative spirit of entrepreneurship into action by providing services, professional networking and physical co-working space and facilities.

### **Administrative Departments**

#### **1. Registration Department**

The Registration Department maintains UTB student records that accurately reflect student achievements and implements an effective registration procedure. It manages the Campus Information System (CIS) to ensure integrity, confidentiality, and security of student records.

#### **2. Admissions Department**

The Admissions Department provides academic information and educational opportunities to prospective and new students of UTB.

#### **3. Department of Finance**

The Department of Finance provides financial information and financial reports to the Vice President for Administration and Finance. This office is responsible in maintaining financial records of students and providing timely and accurate financial information to them.

#### **4. Information Technology Department**

The Information Technology Department caters to the computer-related needs of the students, faculty, and staff. It is equipped with internet-connected laboratories where students can use state-of-the-art computer facilities and access software and electronic resources to support their learning and research needs. Wireless network is provided to all students.



## Facilities

### 1. Clinic

Clinic services shall be available from 8:00 AM to 9: 00 PM Sunday to Thursday. Services shall include treatment of minor health emergencies and conditions, dispensing medication for minor health problems, and providing students with medical referrals.

### 2. Sports Facilities

The Sports Facilities shall be equipped with amenities to support athletic activities and sports programs of the university. It is part of the major expansion plan of the university.

## Laboratories

### 1. Specialized Laboratories for Computing

Courses requiring the use of computers are held in any of the fifteen computer laboratories that occupy the west and north wings of the university building. A dedicated laboratory for the Cisco Networking Academy Programme is equipped with the latest Cisco routers and switches, and Oracle Laboratory.

### 2. Specialized Laboratories for Engineering

Two Mechatronics laboratories and a digital laboratory located at the first floor in the west wing of the building for the enrichment of the engineering programmes.

### 3. Specialized Laboratory for Speech

The Speech Laboratory, which utilizes the Calabo Ex software, provides students technical tools that aid students' in enhancing their English language skills, specifically, their listening and speaking skills. The Speech Laboratory is located at the first floor in the west wing of the building.

## 4. Specialized Laboratories for Chemistry, Physics, and Biology

The Chemistry Laboratory and Biology Laboratory, located at the second floor in the north wing and the Physics Laboratory, the first floor in the west wing of the building, enriches the engineering and computing programmes.

## 5. Books/School Supplies Store

The Book and School Supplies store is located at the ground floor. It caters to the textbook and school supplies requirements of the students.

## 6. Cafeteria

The University has restaurants and snack counters conveniently located at the ground floor to provide dining services to students, faculty, and staff.

## 7. Parking

The parking lot of the University can accommodate more than 500 vehicles at any given time. The parking area is for the use of faculty, staff, and students as well as special visitors and guests.

Students, members of the faculty, non-teaching staff and officers are required to secure a car pass to be able park in the campus parking area.

Students can secure their car pass after registration by submitting copies of the following to the office of student service in order to process and release the car pass:

- Certification of Registration (COR);
- Certificate of Permanent Residency(CPR);
- Car Registration Card.
- Student License; and
- Student's Contact Number.

The student should abide to the parking rules set by the OSS and respect the designated parking areas reserved for the handicapped. Roving guards and parking assistants are assigned to check the parking area from 7:30 am to 9:00pm.

Parking violation notices, with corresponding penalties, will be served to students who will be found violating the parking rules.



# STUDENT SERVICES

## 1. Academic Advising

### A. Pre-enlistment Advising

Students will be assigned with an academic adviser upon admission and enrollment in the University. The academic adviser will help the students in their study plan and will monitor their academic performance and progress throughout their stay in the university. The name and contact details of the academic adviser is indicated in the acceptance letter.

### B. Tutorial Classes

The students who are at risk are given tutorial classes to help them and to enhance their learning capability.

### C. Capstone (thesis, research, design project) expert advising

Students will be assigned with an academic advisor for thesis, research, and design project. The academic advisor will help the students in their research plan and will follow progress in completing their thesis, research project, and design project.

## 2. Admission Services

- Application
- Examination
- Programme advising
- Visa assistance

Foreign students, that include transfer students, will be provided assistance in the processing of their student visa should there are problems encountered upon their application to the university. The SAD is responsible in providing them with the necessary information kit as well as the necessary forms that they need to accomplish needed in the visa processing.



### 3. Guidance and Counseling Services

- A. *Orientation Program* - This program is provided to the new and transfer students of the university. This provides them appropriate guidance on how they could gradually adapt to the campus life. The program also orients new students on the basic university policies and procedures concerning student transactions. Students will also be provided with an orientation on campus policies that are stated in the Student Handbook, Programme Catalogue, and other suites of rules and regulations that will assist them in their campus life at UTB. Included in this program are campus tours and a visit to the different support offices that students will later interact with during their stay in the campus.
- B. *Career Guidance* - Counseling to learners to promote the personal, social, educational and career development of UTB students.

### 4. Alumni and Career Development Services

- Placement (Career Fair, Work-based Learning)
- Linkage (collaboration with industry partners)
- Alumni (Career Counseling)

The Alumni and Career Development Center offer the following services:

- Liaise with local and multinational companies and create business network to offer employment and internship opportunities to UTB students and alumni.
- Provide list of affiliated companies to students where they can undergo training for their practicum/internship program and ensures that the nature of the business of the companies shall be related to the area of specialization of the students.
- Serve as a bridge between the academe and the world of work, maintaining close contact with government offices, community agencies, educational institutions, and industrial firms in paving the way for students of UTB to finding employment.

After registration of the Practicum course, students are required to coordinate with the Placement, Linkage and Alumni Office regarding Practicum requirements and activities.



## 5. Student Organization and Clubs

### Student Council

1. The Student Council members are elected by the students among their peers within the University every first trimester of the academic year.
2. Election date, time, and location must be coordinated to the Office of Student Services (OSS).
3. The candidates and the date of election are published in the University website and the information board within the campus.
4. During election, voting is conducted through secret balloting. Election time is from 8:00 AM to 8:00 PM. Votes are counted by the OSS from 8:01 PM until winners are declared.
5. Counting of votes must be done in the presence of head for Student Services and the members of the student council.
6. The Student Council is composed of nine (9) students comprising of elected college's student council in the university.
7. They will elect among themselves the executive committee members composed of:
  - President
  - Vice President
  - Secretary
  - Members

The advisers of the University Student Council are:

- Dean of Student Affairs
- Head of Student Services

### After Elections

All contact information (name, email, mobile number) of the student council's new officers should be sent to the office of the OSS.

The new president and vice president are required to meet with the head of the OSS and DSA within two weeks of being elected. Any subsequent meetings are also open to the OSS.

### Forming clubs

To form a new club, students must complete a club application form and submit it to the OSS including the following:

- Mission, objectives and policies and regulations of the club consistent with the mission and goals of UTB; and

- Club president and members

The head of the OSS informs the officers of the club about the result of their application.

### **Guidelines to Student Council and Clubs**

To remain active and recognized by the University, the Student Council and clubs must satisfy the following:

1. Hold regular and documented meetings throughout the trimester and provide a copy of the meeting minutes to the OSS.
2. Organize a minimum of two events per trimester.
3. Organize at least one collaborative event with student club per year.
4. Ensure that the head of student service and the dean of student affairs are informed and approves the activities.
5. Submit a plan of activities to the OSS to be approved by the dean of student affairs.
6. Submit the budget of any activity to the OSS to be approved by the DSA, VP Academic Affairs and VP for Administration and Finance.

After the event, clubs/organizations must:

1. Remove all posters and flyers and any form of marketing collaterals used; and
2. Submit Activity Report Form to the OSS within a week.

Student Council and Clubs that will not adhere to the above guidelines will receive two (2) warnings from the OSS. After the two warning the action will be taken.

## **6. University Library Services**

The University Library provides print collections of books, journals, theses, and research abstracts. The library print collection is supplemented by e-books and online journals subscriptions which are made available 24/7 to support the research activities of the students and the faculty.

The library catalog and databases can be accessed on campus and off campus using a username and password assigned to every UTB student and faculty. The collection includes journals for business, information technology, natural and social sciences, and engineering.

Special services for students shall include orientation to the library services and collections, individual reference conference to persons undertaking



major research papers, individual stations for audio and video materials, computer stations with internet access, and a Wi-Fi spot.

The University library shall be open between the following time periods and days:

8:00 AM – 8:00PM (Sundays to Thursdays)

8:00 AM-4:00 PM on Fridays and Saturday.

As an extension of the library, the research laboratory provides online journal resources and research software to support the research activities of students and faculty.

### **Library Card**

Students need to have an active library card in order to use library facilities and borrow books and other instructional materials from the library.

Procedure in getting/renewing a library card:

1. Fill up the library card/student information card.
2. Present copy of the certificate of registration and 1x1 photo;
3. Sign the librarian logbook upon issuance of the library card, username, and password.
4. Present library card in all library transactions; and
5. Use username and password in accessing online resources of the library.

Library card validation is done every trimester. All students, faculty members and staff are required to renew their library card every term. The library card should be duly validated and by the library staff/librarian.

### **Library Loan Policy**

All main collection books are available for circulation and may be signed out based on the following guidelines:

1. Students can borrow maximum of three (3) books per transaction for three (3) days excluding Friday, Saturday and holidays, renewable for another three days.
2. A postgraduate student can borrow maximum of five (5) books per transaction for five (5) days excluding holidays, renewable for

another five days depending on the number of copy available or if there's no demand for such book/s.

3. Full time faculty members are allowed to borrow maximum of six (6) books per transaction for five (5) days excluding Friday, Saturday and holidays, renewable for another five days depending on the number of copy available or if there's no demand for such book/s.
4. Book/s borrowed by students and faculty and staff should be returned one week before the end of every trimester and it will be part of the signing of clearance.
5. Part time faculty members are allowed to borrow maximum of three (3) books per transaction for three (3) days excluding Friday, Saturday and holidays, renewable for another three days depending on the number of copy available or if there's no demand for such book/s.
6. Books under Reserve Section and audio-visual materials can be borrowed by the full/part time faculty for one overnight use only.
7. Books under General Reference Section such as dictionaries, encyclopedias, handbooks, atlases, almanacs, bibliographies, directories, & indexes are for room use only.
8. Theses, print journals/magazines and newspapers are room use only.

In the event of lost/missing books and other library materials, inform immediately the Librarian/ Library staff for any lost or missing book/s to avoid overdue fines. Lost book must be replaced with the same title or the latest edition of the same title. In case the book is not available, the borrower must be pay to the cashier the currently existing amount of the book to the cashier.

### **Lost and Damaged Library Materials**

Any lost or damaged material must be reported immediately to the librarian and replaced with the latest edition of the same title of the book not later than two (2) weeks.

Books returned with missing or damaged pages will be the responsibility of the last borrower and must be replaced. The borrower should check the completeness of the books that he/she is borrowing before checking them out.

### **Suspension of Library Privileges**

The following shall be grounds for suspension of library privileges:

1. Lending of library card to another person.



2. Taking out any library material without the permission of the librarian.
3. Tearing, writing on the pages of the book, defacing or any form of vandalism.
4. Forging the signature of the library staff.
5. Discourtesy, misconduct or any misdemeanor towards the library staff in which the length of suspension will be on a case-to-case basis depending on the degree of the act.

First Offense – One week suspension

Second Offense – one month suspension

Third Offense – one trimester suspension

Length of suspension will be on a case-to-case basis and depending upon the degree of the act.

### **Library Clearance**

All returning students are required to secure a library clearance before enrollment period. The library clearance must be presented to faculty adviser.

### **Student conduct inside the library**

1. Mobile phones are required to be switched to silent mode before entering the library.
2. Group discussions are not allowed within the library. Conversation should be carried out in an acceptable volume.
3. Eating, drinking and smoking are strictly prohibited within the library.
4. Books should not be shelved after use and should be left on the tables to be shelved back by the staff accordingly.
5. Books borrowed should be properly taken care of.
6. Personal reading materials and notebooks should be secured before leaving the library.
7. Library books should not be taken out the library without proper issuance.

### **Photocopying Copyrighted Materials**

The University strives to protect the rights of the authors and publishers under the copyright law of the Kingdom of Bahrain.

It prohibits the act of photocopying an entire book, issue, volume or complete work of an author for purposes of selling, creating a compilation or anthology, substituting for the purchase of books or periodicals and for other commercial purposes.

Photocopying of materials by students, faculty and academic staff is permitted only if it is for classroom or teaching use, or for scholarly research. It shall, however, be limited to a chapter of a book, short story, poem, essay or illustration and should not exceed 10% of the entire book or publication.

Multiple copies of copyrighted materials require the permission of the author or copyright holder and should be secured prior to photocopying. Infringement of the copyright law shall be considered as a violation of the policy on academic honesty and shall be meted with appropriate sanction.



# **STUDENTS' RIGHTS & RESPONSIBILITIES**



## STUDENT RIGHTS AND RESPONSIBILITIES

All members of the UTB community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility.

As members of the academic community, students have both rights and responsibilities. UTB allows students to make their own decisions and assume full responsibility for the consequences of their actions. The rights and responsibilities outlined below are designed to protect the rights, safety, and property of all members of the University.

- All students have the right to quality Instructions under conditions conducive to learning and research
- All students have the right to equal opportunity and equal access to academic programmes and academic resources and open intellectual inquiry.
- Students have the right to be represented in the different Institutional and College committees/councils and participate in the institutional decision –making. Students have the right to voice out their opinion about the university and participate in the annual student satisfaction survey and trimester course and faculty evaluation.
- All students have the right to academic freedom that allows them to freely express their views while respecting the rights and freedom of others.
- Recognized Student organizations/clubs have the right to conduct group meetings inside the university building. They can hold activities inside the university and invite guest speakers from outside the university to speak during the activity subject to approval of the faculty/staff advisor and the head of OSS and DSA.
- Each student has the right to check and review and discuss with their teachers' academic records: such as course grades, graded assignments, projects, research, reports, term examinations, record of attendance and other work submitted by the student, evaluated by the faculty handling the course and included in determining the final grade in the course.

The most important of the responsibilities are to respect the rights of other members of the academic community and to conform to standards essential to the purposes and processes of the University.



It is the responsibility of the student to be prepared, prompt, attentive, and courteous in the classroom and conform to policies set by the faculty member to maintain academic decorum.

Students, faculty, and staff are expected to help maintain the quality and integrity of the educational process by conducting themselves in a truthful and ethical manner.

Any violation of academic integrity represents an erosion of academic standards and should not be tolerated by the faculty or the student. Knowledge of any violations should be reported and dealt with through established policies and procedures.

### **Student Code of Conduct**

UTB is committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the university. (Complete list of offenses and corresponding sanctions are discussed in the section for Student Discipline of this Student Handbook)

### **Authority for Student Discipline**

The ultimate authority for all university policy is vested in the President of UTB. Non-academic disciplinary authority is delegated to the Deanship of Student Affairs, who implements student conduct policies and takes all necessary and appropriate action to protect the safety and well-being of the students in the campus community.

A Student Disciplinary Tribunal, composed of student, faculty, non-teaching staff and representatives is created by the Head of Student Services to ensure just, speedy, and constructive resolution of problems arising from infractions of the student code of conduct. The committee considers the complaints, conducts hearing and recommends resolutions or appropriate sanctions.

### **Faculty Authority**

The authority and responsibility to implement academic honesty and impose disciplinary measures is vested to the faculty member assigned to teach a course.

Cases resulting from alleged violations of the University's academic honesty policy are within the jurisdiction of either a faculty member or the dean of a college in which the alleged violation has occurred. However, repeated violation of established academic policies is subject to filing of a formal complaint to the Student Disciplinary Tribunal for the conduct of hearing, deliberation, and assignment of appropriate sanction.



# STUDENT DISCIPLINE

## STUDENT DISCIPLINE

UTB students are expected to conduct and present themselves in a decent manner, abiding by the generally accepted norms of good behavior at all times and observe courtesy and decorum in dealing with fellow students, faculty members, staff, and administrators.

UTB students shall be responsible in knowing, understanding, and complying with the contents of the memoranda, circulars, announcements, letters, notices, directives and the like affecting them, as may be regularly posted and/or disseminated by the university authorities. Students are required to observe the laws of the Kingdom of Bahrain.

It is the student's responsibility to observe the rules and regulations of the University as provided herein and conform to the standards of a good society.

### OFFENSES

The following acts or omissions are deemed improper student conduct for which a student may be subject accordingly to disciplinary action, to wit:

1. Failing to properly wear valid Identification (ID) card while inside the university; failing to report the loss of ID card to the college dean/department head within 24 hours and have a replacement of the same within 48 hours; failing to surrender lost and found ID card within 48 hours while still in possession of a replacement ID card; and failing to present ID card when requested by university authorities, faculty, personnel or guard on duty.

1 <sup>st</sup> Violation -	Warning
2 <sup>nd</sup> Violation -	Reprimand/Censure
3 <sup>rd</sup> Violation -	Suspension

2. Using for official university purposes or transaction own ID card, which is neither authorized nor valid.

1 <sup>st</sup> Violation -	Warning to Reprimand with Confiscation of ID
2 <sup>nd</sup> Violation -	Suspension with Confiscation of ID
3 <sup>rd</sup> Violation -	Suspension to non-Readmission with Confiscation of ID



3. Unauthorized stay in or entry to the university campus/premises after 9:30 in the evening.

1<sup>st</sup> Violation - Warning to Reprimand / Censure  
2<sup>nd</sup> Violation - Reprimand/Censure to Suspension  
3<sup>rd</sup> Violation - Suspension to Dismissal/non- Readmission

4. Littering disposal materials such as but not limited to bottles, cans, pieces of paper, plastic and the like in the classroom, library and other places in the university.

1<sup>st</sup> Violation - Warning  
2<sup>nd</sup> Violation - Reprimand/Censure  
3<sup>rd</sup> Violation - Reprimand/Censure to Suspension

5. Posting, distributing, or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, pop sheets, surveys or similar materials without the approval of the college dean/department head.

1<sup>st</sup> Violation - Warning/Censure  
2<sup>nd</sup> Violation - Suspension

6. Defaming any student, teacher, personnel, or university authority or its agents; giving oral, or sending, disseminating or posting any written or electronically transmitted message or graphics, or demonstrating offensive gesture, which causes a person or his/her reputation or good name to be threatened, harassed, maligned, besmirched, disgraced, degraded, insulted, ridiculed or defamed.

1<sup>st</sup> Violation - Warning/Reprimand to Suspension  
2<sup>nd</sup> Violation - Suspension to Dismissal/non-readmission  
3<sup>rd</sup> Violation - Dismissal/non-Readmission

7. Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms which are offensive to morals, contrary to law, public order, good custom, and university policies.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

8. Engaging in lewd, indecent, obscene, immoral or provocative conduct such as passionate kissing, necking, petting and similar acts while within the university premises or during a university activity/function.

1<sup>st</sup> Violation - Warning/Censure/reprimand to Suspension  
 2<sup>nd</sup> Violation - Censure/Reprimand to Suspension/Dismissal or non-Readmission  
 3<sup>rd</sup> Violation - Suspension to Dismissal/Expulsion\*

9. Stealing the property of the university or of property in the possession of, or owned by a member of the university community, extorting, or making unauthorized collections or solicitations of money or property from any student, personnel, faculty member or administrator.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

10. Giving money, gift, or token of any kind or giving a treat to a faculty member concerned or university employee, personnel or official, and/or any person acting for and in his/her behalf, in order to obtain any kind of favor or benefit such as but not limited to exemption from attending class, lecture, examination, recitation, test, or similar activity, of leniency or non-submission of plate, project, experiment, report, term paper, or other requirement such as internship, clerkship, practicum, community service or similar requirements, or late submission of overdue, requirement or university equipment.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

11. Unlawfully possessing or using explosives of any kind, chemical or biological substance which can cause harm or injury, or any deadly weapons such as but not limited to guns, knives, darts, knuckles, pipes, wrench and the like.

1<sup>st</sup> Violation - Dismissal/Expulsion\*



12. Intentionally or negligently damaging, destroying or committing act(s) of vandalism on property owned or in the possession of another person or of the university; defacing or tearing off any library book, magazine, newspaper; damaging or carving tables, chairs, walls; writing, sticking on or pasting any material on the walls, tables, chairs or other pieces of furniture; breaking glass windows, showcases, doors, laboratory equipment, materials, or electrical, mechanical or electronic devices; tearing or using improperly the curtains; removing or erasing or tampering with official notices, announcements and posters on bulletin boards; destroying or tampering with any university property; disobeying rules on the proper use of facilities including fraudulent use of university computers, network systems or computer files; abusing computer equipment (e.g. computer stalking and harassment, stealing, deleting information, internet theft or knowingly introducing a computer virus) or gaining unauthorized access to computer resources on campus, or committing similar acts.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

13. Knowingly and without consent or authorization possessing, removing, using, misappropriating, or selling the property or services of another person or of the university; defrauding or procuring services or materials of the university or persons under false pretenses; obtaining the property of another person or of the university by misrepresentation or deceptive means.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

14. Bringing in or imbibing or dispensing liquor or any intoxicating beverage; entering the university in a state of intoxication.

1<sup>st</sup> Violation - Warning/Censure/Reprimand to Suspension

2<sup>nd</sup> Violation - Suspension to Dismissal/non-Readmission

3<sup>rd</sup> Violation - Dismissal/non-Readmission/Expulsion\*

15. Illegally using, possessing, or distributing narcotics or dangerous drugs or their derivatives or is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

1<sup>st</sup> Violation - Dismissal/Expulsion\*



16. Possessing, distributing, or selling printed copies of offensive, obscene or harassing magazines. Offensive material includes, but is not limited to the following:

- a. Pornographic, nude, semi-nude or other similarly lewd images.
- b. Material displaying excessively violent or graphic content.
- c. Material of racist or sexist or similarly demeaning content; or any material that in general is understood to be socially and/or culturally offensive.

- 1<sup>st</sup> Violation - Warning/Censure/Reprimand to Suspension
- 2<sup>nd</sup> Violation - Suspension to Dismissal with Confiscation
- 3<sup>rd</sup> Violation - Dismissal with Confiscation

17. Physically assaulting or encouraging to assault any person within the premises of the university; participating in any melee, such as but not limited to brawls, fighting, stabbing, quarreling, hazing which is any act that injures, degrades or tends to injure, degrade or disgrace any fellow student or person attending the university; threatening (by any means), intimidating, coercing or using physical or sexual force in a manner that endangers the health or safety of another person; creating a hostile environment, or which reasonably causes another person to be fearful of physical or emotional harm or abuse; or intentionally harassing or stalking another person. Harassment includes but is not limited to the verbal, emotional or sexual.

- 1<sup>st</sup> Violation - Dismissal/Expulsion\*

18. Participating in gambling or other illegal or unauthorized games or contests of chance inside the university premises.

- 1<sup>st</sup> Violation - Warning/Censure to Suspension
- 2<sup>nd</sup> Violation - Suspension to Dismissal
- 3<sup>rd</sup> Violation - Dismissal to Expulsion



19. Forging, altering, tampering, falsifying and/or misusing university documents, records, credentials, receipts, slips, markings, forms or certifications; copying, reproducing or procuring any unauthorized, fake or tampered university document, record, credential, receipt, slip, marking, form, certification, identification card, and the like, or fabricating fake or spurious copy or semblance of the same and using same for any university-related purpose or for any other purpose that puts the good name of the university in bad light; knowingly furnishing or using false or forged information in connection with official university transactions, proceedings, investigations – with fake or spurious documents, excuse letters, certifications, credentials, markings, or identification cards or similar supporting materials; publishing false information about the university, its officials, faculty members, personnel and students.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

20. Obstructing or disrupting teaching, administrative work, disciplinary proceedings or other university activities; impeding, obstructing, preventing or defeating either the right or obligation of the teacher or professor to teach his /her courses or the right of the student to attend his/her classes; behaving violently or excessively disturbs other groups or individuals.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

21. Threatening, coercing, intimidating, compelling any student to be absent from classes; threatening, coercing, intimidating, preventing any administrator, faculty member, personnel, or administrator from discharging his duties.

1<sup>st</sup> Violation - Dismissal/Expulsion\*

22. Using a university facility for activities like symposia, meeting, debates, practices and other such similar activities without having first obtained the necessary permit from the university president.

1<sup>st</sup> Violation - Warning/Reprimand to Suspension

2<sup>nd</sup> Violation - Suspension to Dismissal/non-Readmission

23. Using without prior authority the name of UTB in any ticket, invitation, program, announcement or similar printed matters.

1<sup>st</sup> Violation - Warning/Censure to Suspension  
 2<sup>nd</sup> Violation - Suspension to Dismissal/non-Readmission  
 3<sup>rd</sup> Violation - Dismissal/non-Readmission

24. Cheating during examinations or committing act of plagiarism in connection with any academic work or abetting the commission of the same.

1<sup>st</sup> Violation - Censure to Suspension with Invalidation of Grade and Failing Mark (F) in the Course  
 2<sup>nd</sup> Violation - Suspension to Dismissal/non-Readmission with Invalidation of Grade in the Course and a Failing Mark (F) in the Course.

25. Abusive behaviors or discourtesy towards university officials, faculty members, personnel, guards and other university officers.

1<sup>st</sup> Violation - Warning to Suspension  
 2<sup>nd</sup> Violation - Suspension to Dismissal/ non-Readmission/ Expulsion\*

26. Coming to university or attending a university activity, occasion or function in an attire or grooming not appropriate for the said activity, occasion or function and/or not in accordance with basic decency and good custom or with duly established academic policy.

1<sup>st</sup> Violation - Warning to Suspension  
 2<sup>nd</sup> Violation - Reprimand/Censure to Suspension  
 3<sup>rd</sup> Violation - Suspension to Dismissal

27. Failure to exhibit good sportsmanship while participating in or watching any athletic event. The following are considered evidence of poor sportsmanship, which can be used as basis for game officials, supervisors and administration personnel to warn, penalize or remove participants/players or teams from the athletic event:

- a. Unnecessary delay of game
- b. Participation under a false name
- c. Use of profanity



- d. Striking or shoving an opponent or official
- e. Arguing with officials concerning judgment calls
- f. Derogatory and abusive remarks
- g. Any action intended to physically harm an official
- h. Any action that shows disregard for the rules or policies of the games

1<sup>st</sup> Violation - Warning/Censure to Suspension  
 2<sup>nd</sup> Violation - Suspension to Dismissal/non-Readmission  
 3<sup>rd</sup> Violation - Dismissal/non-Readmission to Expulsion\*

28. Failure to dress appropriately and failure to respect the cultural and religious foundations of the Kingdom of Bahrain. The following are examples of unacceptable attire:

- a. Sleeveless
- b. Shorts; jeans with holes
- c. Micro miniskirts (for women)
- d. Low cut blouses; open back tops; midriff and halter tops
- e. T-shirts with provocative prints.

1<sup>st</sup> Violation - Warning/Censure to Suspension  
 2<sup>nd</sup> Violation - Censure to Dismissal/non-Readmission  
 3<sup>rd</sup> Violation - Suspension to Dismissal/non-Readmission

29. Participating in stay in protest activity inside the university building or participating in protest marches causing any tumult within the university premises without approval of requests from the Head of Student Affairs and the University President.

1<sup>st</sup> Violation - Suspension to Dismissal  
 2<sup>nd</sup> Violation - Dismissal/non-Readmission  
 3<sup>rd</sup> Violation - Expulsion

30. Violating the parking rules and inappropriately parking vehicles (e.g., parking along the side of the roads leading to main gate, in the middle of the roads or middle of roundabout) which can cause obstruction on the smooth flow of traffic inside the campus.

1 <sup>st</sup> Offense -	Tire Lock and Penalty of BD 5
2 <sup>nd</sup> Offense -	Tire Lock and Penalty of BD 10
3 <sup>rd</sup> Offense -	Tire Lock, Penalty of BD 10 Confiscation of Campus Car Sticker and Loss of Parking Privilege for the Remaining Dates of the Term. Student is Required to Secure a Clearance from the Student Affairs Department before Issuance of a New Parking Sticker.

*Note: \* depending on the gravity of the offense*

## Conduct Outside the University

Each student is always identified with the university to which he/she belongs.

While outside the university, the student should also observe generally accepted rules of conduct and norms of behavior acceptable in the Kingdom of Bahrain. As such each student is called upon:

- To uphold the academic integrity of the university.
- To conduct himself/herself with dignity and honor and to abide by all instructions of authorities when representing UTB in any authorized activity.
- To participate in religious, civic, social and like activities/programs, approved by the university.
- To keep away from establishments of ill repute such as gambling joints, sauna parlors, drinking places, pot session dens, and other similar places; to avoid associating with persons of questionable character and conduct; and to refrain from participating or joining illegal assemblies and marches which are not permitted by the Kingdom of Bahrain.

Although UTB cannot be held responsible for the conduct of its students outside the university premises, the unacceptable conduct of any of its students outside the university can be a cause for disciplinary action.

Violation of any of the foregoing shall be taken on a case-by-case basis and the penalty shall be based on the facts and circumstances surrounding the case.



## **Sanctions**

Any violation of the rules and regulations shall be subject to disciplinary action and the imposition of corresponding penalty as may be determined by the Student Disciplinary Tribunal and without prejudice to other sanctions/measures that it may take under the circumstances including penal lawsuit, where the violation committed formed one of the crimes stipulated in the penal law of the Kingdom of Bahrain.

Combining two or more of the penalties for one violation is not permitted. When imposed the penalty should be proportionate with the degree and repetition of the violation.

Such disciplinary action and/or penalties are herein below defined:

### **Warning**

It is a notice, oral or written; to the student that continuation or repetition of specified conduct may be a cause for other disciplinary action.

### **Censure**

This may either be an oral or written reprimand for violation of specified regulation(s).

### **Reprimand**

It is a severe form of formal rebuke by a person in authority. It may come with some restrictions on student privileges for a definite period of time. The restrictions involved will be clearly defined by the Student Disciplinary Tribunal in its resolutions.

### **Restitution**

Repayment of the direct cost for damages or services resulting from a violation; the assessed costs to be paid may be in addition to receipt of any of the above sanctions.

**Grade Invalidation or Failing Mark (F)**

A mark assigned to an exam or to a particular project or a course will be invalidated and a failing mark (F) will be assigned in lieu thereof.

**Loss of Parking Privileges on Campus**

Revocation of campus vehicle registration, and forfeiture of car park permit and all refund rights to said permit.

**Suspension**

Separation of the student from the university for a definite period of time and all absences will be counted against the attendance requirement of a course.

Suspension can range from one (1) day to one (1) term or longer depending on the severity and multiplicity of the offense committed. The student is not guaranteed readmission at the end of such period of time but is guaranteed a review of the case and a decision regarding eligibility for readmission.

**Deferred Suspension**

The sanction of suspension may be placed in deferred status. If the student is found in violation of any university rule during the time of deferred suspension, the suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation will be taken into consideration. A student who has been issued a deferred suspension sanction is deemed "not in good standing" with the university. A student who is not in good standing is subject to the following restrictions:

- a. Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the university.
- b. Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- c. Ineligibility to receive a university-administered scholarship when the length of the deferred suspension is greater than one semester. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of deferred suspension. This sanction implies a serious offense and must be uniformly applied by



- the office administering the scholarship upon notification by the university disciplinary officer. ; and
- d. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

### **Dismissal**

Separation of the student from the university for an indefinite period of time, but readmission to the university may be possible in the future, but no specific time for a decision is established.

### **Permanent disqualification or Expulsion**

Separation of the student from the university and for which the student is not eligible for readmission to this university.

### **Jurisdiction and Venue**

The Deanship of Student Affairs of UTB where the respondent student is officially enrolled as of the date of alleged commission of the offense shall have jurisdiction over the case regardless of the place where said offense was allegedly or was proved to have been committed.

## **STUDENT GRIEVANCE AND APPEAL**

UTB views the student conduct system as an educational experience that leads to greater personal understanding of one's responsibilities and privileges within the UTB community.

Acceptable standards of conduct have been established to protect the rights of students and members of the university community in the orderly operation of the university.

Students are encouraged to discuss their concerns at the lowest level possible for effective resolution of situations/conflicts. However, for situations where students decide to file a formal complaint or a complaint has been filed against a student or group of students, the student conduct system provides for students due process to resolve the complaint/grievance.



## Student Disciplinary Tribunal

This committee is formed to investigate violations committed by the student or group of students belonging to the same or different colleges, inside or outside the university premises and if the nature of the violation(s) involves the University as a whole.

The members of the Student Disciplinary Tribunal (SDT) are recommended by the Deanship of the Student Affairs and their appointment for one (1) year is approved by the University President starting September 1.

- Head of the Office Student Services (OSS) as the Chairman
- Three faculty representatives (one from each college)
- One non-teaching staff representatives
- Two student representatives from the University Student Council.

### Procedure for Resolving Complaints Filed by Students:

1. Student(s) must obtain a grievance form at the Office for Student Services (OSS). The Head of Student Affairs will discuss with the student the procedure for filing a grievance.
2. The completed and signed form must be submitted to the Head of Student Affairs who shall study the complaint and decide if there is/are basis/bases to convene the SDT to hear the case.
3. Students who filed complaint will be notified of the decision of the Head of OSS no later than one (1) week from receipt of the formal complaint. Regardless of the decision, the Head of OSS is mandated to inform the complainant of the result of initial review in writing.
4. For complaints involving students with a penalty of warning shall be resolved at the level of the Head of OSS, without the need to convene the SDT, will be resolved within three (3) days. If complaint(s) requires sanctions involving verbal or written warnings or reprimands, the DSA is given authority to issue the sanctions.
5. If the complaint warrants convening the SDT, the Head of OSS will forward the complaint to SDT for the formal conduct of investigation and hearings. The SDT is given maximum of one (1) month to complete the investigation and recommend resolutions or sanctions. The SDT will submit a formal report to the VP of Academic Affairs, who makes recommendation to the President for approval of the resolution or sanctions especially if the sanction involves suspension or permanent dismissal from the university.
6. If the complaint involves employees (teaching or non-teaching staff), the Head of OSS will forward the complaint to the Head of Human



Resource Department (HRD), who has jurisdiction to investigate any disciplinary matters involving teaching and non-teaching staff. The Head of HRD must convene the Employee Disciplinary Tribunal (EDT) for the formal conduct of investigation and hearings. The EDT is given maximum of one (1) month to complete the investigation and recommend resolutions or sanctions. The EDT will submit a formal report to the VP of Administration and Finance who shall recommend to the President through channels the approval of the resolution or sanctions especially if the sanction involves temporary or permanent dismissal from the university. The VP for Administration and Finance must provide the concerned department the approved recommendations.

7. Upon approval of the recommendation of either the SDT or the EDT, the Dean of Student Affairs will write a formal resolution and/or sanctions to all students involved. The Head of HRD will be responsible in the writing of formal and/or sanctions to all employees involved.
8. A complaint/grievance is considered resolved when the student(s) withdraws the complaint(s), resolution(s) has been agreed by both complainant(s) and respondents(s) or when administrative sanctions have been imposed and complainant(s) signed off the complaint(s).
9. If the complainant(s) is/are not satisfied with the outcome of the investigation, the resolution(s) or sanction(s), they can appeal the decision to the University President. The appeal will be acted within five (5) working days. The decision of the University President is final and non-appealable.

## **Proper Authority to Investigate Complaints against Students**

The Student Disciplinary Tribunal has the authority to investigate all complaints involving students, regardless of the complainant. However, if the student complaint is against an employee of the university, the complaint is forwarded to the Head of HRD (Chairman of the Employee Disciplinary Tribunal) who has the authority to investigate complaints against any employee of UTB.

Student's withdrawal from UTB while a complaint is being investigated will not invalidate the case. The SDT is mandated to complete all investigations within the period allotted regardless of the status of the student(s) involved.

### **Procedure on the resolution of complaints filed against a student or a group of students**

1. Any member of the university community may bring a complaint against a student or a student organization. A formal complaint must be filed with the Office of Student Services within one (1) week of the occurrence or the discovery of the alleged infraction(s). The complaint should be a concise and complete statement of the allegations.
2. The Head of OSS will review and evaluate the complaint filed within five (5) working days and come up with a formal recommendation. Regardless of the nature of the recommendation, the Head of OSS must inform the complainant(s) and the student(s) involved in the complaint (to be referred to as respondent) of the result of the review, in writing.
3. If the complaint against a student or group of students warrants formal investigation, the Head of OSS will convene the SDT and inform all respondents in writing of the alleged student violation and the time and place of investigation.

### **Rules on Conduct of Investigation**

1. The Student Disciplinary Tribunal will meet regularly on scheduled time and place.
2. All investigations will be closed to the public.
3. Any SDT member who has a particular conflict of interest in a complaint must abstain from participation in the hearing.
4. The burden of proof ("clear and convincing evidence") rests on the complainant.
5. Both the complainant and the respondent may bring to the investigation an advisor to assist in the case. However, because the SDT's purpose is to provide a fair peer review rather than a formal legal proceeding, ordinarily advisors should not be persons with formal legal training.
6. The advisor may not represent the parties in the hearing or be engaged in the hearing. The role of the advisor is strictly limited to that of a consultant to the complainant or the respondent during the hearing.
7. Witnesses may be called by the SDT. Witnesses may be either witnesses to the actual event or character witnesses. Character witnesses may only be called, if appropriate, during the sanctioning phase of the hearing. The SDT may, by majority vote, reasonably limit the number of witnesses for such reasons as redundancy or irrelevancy.



8. The complainant, the respondent and SDT members shall all have the right to raise questions on the statements of the witness or witnesses in an orderly and professional manner.
9. All evidence offered must be relevant, not privileged and NOT legally acquired. The SDT will determine the acceptability of evidence by majority vote.
10. Should a respondent be unable to attend a scheduled investigation, the time and place of which will have been made known in advance to him or her in writing, he/she must notify the Head of OSS at least two (2) working days in advance of the scheduled hearing, except in extreme emergencies, and for good cause, in order- that the hearing may be rescheduled by the Chairman of the SDT.
11. If the respondent fails to notify the Head of OSS or a representative of the OSS of his/her inability to attend the scheduled hearing as described above, the SDT may hear the case in the respondent's absence. The complainant should also attend any scheduled investigations, except in extreme emergencies, in which case he/she must immediately notify the Deanship of Student Affairs representative and justify his/her absence. If the complainant fails to attend a scheduled hearing without the above-mentioned notification and justification, the SDT may dismiss the case.
12. In closed session, the SDT after due deliberation, will decide whether, by clear and convincing evidence, the respondent is or is not in violation of the Student Code of Conduct as charged. Decisions will be made by majority vote.
13. After deliberating, the SDT will determine the appropriate sanctions.

## **Implementation**

The head of the OSS should forward the case record to the Dean of Student Affairs (DSA) and the DSA forward the case to VP of Academic Affairs within 48 hours after the closing of the investigation. For complaints where the sanction is one that may be imposed only by the University President such as suspension or dismissal from the university, the Head of OSS will forward findings to DSA. The DSA forward the case to the VP of Academic Affairs, and he/she makes recommendations to the President.

## **Emergency Action**

In the instance of severely and willfully disruptive behavior, or when the ordinary rights of any member of the university community is/are threatened by the continued presence or activity of any student or group of students in the building and on campus, the DSA may suspend such student(s) from

participating campus activities, pending the outcomes of the investigation and subject to the approval of the University President.

### **Parental Notification of Misconduct Involving Serious Violation of the Student Code of Conduct**

Among the categories of misconduct subject to disciplinary action under the code are violations of published university policies pertaining to the sale, distribution, use or possession of alcohol or any illegal drugs, serious misbehavior involving sexual assault/abuse, physical abuse, self-injury, suicide attempt and related violations on the laws of the Kingdom of Bahrain. The Deanship of Student Affairs will communicate directly to the parents or guardians of students who are found responsible for violations in these categories.

UTB students have the right to privacy in conduct matters, unless or until they forfeit that right through egregious or repeated violation of the university's alcohol or drug policies or of the Kingdom of Bahrain law or serious misbehavior. Notification of parents or guardians in instances where students have violated alcohol or drug regulations or made other serious violations is carried out with consideration for the students' interests.

### **Appeals**

Respondents may appeal to the Head of OSS any disciplinary sanction arrived at through a formal investigation and resulting in disciplinary probation, suspension, or dismissal.

1. An appeal must be in writing and addressed to the Head of OSS within seven (7) working days after the notice is delivered.
2. The Head of OSS will review the viability of the appeal and will ask the SDT to determine the viability of an appeal if required.
3. The Head of OSS with the SDT will determine the appeal's viability based on whether there is new information that significantly alters the facts stated, evidence of improper procedure, findings that are against the weight of evidence or excessive sanctions. The viability of the appeal is determined by majority vote and is final.
4. If an appeal is deemed viable, the Head of OSS and DSA will reconsider it for review and decision, the review will be completed within three (3) days upon receipt of the student appeal.
5. The Head of OSS and DSA may deny the request for appeal and affirm the earlier findings
6. For violations resulting to suspension and dismissal, the University President will have the final say. He may or may not grant re-investigation and uphold the original decision or may lower the



sanctions based on the original decision of the SDT. The decision of the University President is final and non-appealable.

*Note: Complaints may be dismissed if the findings are found unsupported by evidence.*

Sanctions may be reduced only if found to be substantially disproportionate to the offense based on published Student Code of Conduct and sanctions.

### **Disciplinary Files and Records**

Complaints against a student may result in the development of a disciplinary file in the name of the respondent. The file will be voided if the student is found not in violation of the code. Voided files will be marked and will not be kept with active disciplinary records and will not constitute disciplinary records. Voided files will be destroyed after five years.

Disciplinary files of students found responsible for any charges against them will normally be retained as a disciplinary record for at least five years from the date the final decision on the case is issued and will become part of the student transcript.

### **Records of Proceedings and Resolutions**

Records of grievance proceedings and resolution are kept in the Deanship of Student Affairs and must be considered highly confidential to protect all individuals involved in grievance complaints.

No part of the proceedings and resolution can be released to other parties without prior consent of the concerned individuals.

*Note: Adoption of the Regulation of Professional Conduct Violations for University of Bahrain (UOB) Students (In particular Articles 2, 3, 4, 5, 6, 7, 8-12, 15 and 16 of the Regulation of Professional Conduct Violations for UOB Students)*

UTB as the case maybe will adopt the Investigation and Discipline Committee (Reference on Articles 2-7, 8-12, 15-16 of the Regulation of Professional Conduct Violations for UOB Students per HEC Memorandum Order on the conduct of investigation for any infraction or violation of UTB code of conduct.)

*(Reference: Regulation of Professional Conduct Violations for UOB Students)*

# ADMINISTRATION & OFFICERS

## **ADMINISTRATION**

### **The University President**

Appointed by the Board of Trustees, as the chief executive officer of the university, the President provides the overall administrative and educational leadership for UTB. The President also oversees the implementation of the university approved plans and programs that will ensure attainment of the university's mission.

The University President is vested the authority to appoint the head of the academic and administrative offices in accordance to the procedures described in this handbook.

In this capacity, the President is responsible for carrying out and enforcing all policies and regulations adopted by the Board for the operation of the university and is given authority requisite to that end.

### **The Vice President of Academic Affairs (VPAA)**

The VPAA reports to the University President. The VPAA provides leadership to ensure the University's preeminent standing with a mandate for excellence, leadership in an innovative community of scholars, and is responsible for the vitality of the University's academic life and the intellectual well-being of students, faculty, and staff.

### **The Vice President for Administration and Finance (VPAF)**

The VP for Administration and Finance oversees the planning, organizing, and directing the overall operations of the university.

### **The Dean of Student Affairs (DSA)**

The DSA reports to the VPAA. The DSA provides leadership to ensure the University's preeminent standing with a mandate for excellence, leadership in an innovative community of scholars, and is responsible for the vitality of the University's student's life and the intellectual well-being of students.

The DSA supervises of the units of the Student Services, Admission, Registration and advises the President, the Board, the governing bodies, and other



appropriate agencies concerning student affairs and student services in general.

### **The Director of Research Center**

The Director of Research and Publication exercises the general executive responsibility for the research programs of the university and will assist and advise the President and the Board in all matters pertaining to the research programs and activities of the university.

### **The Director of Quality Assurance**

The Director of Quality Assurance directs the coordination, facilitation, and supervision of the implementation of quality assurance and accreditation initiatives all in aid of quality education of the university.

The Head of Quality Assurance also ensures that the goals of the university and its academic programmes on continuous quality improvement are coherent and fully meet the requirements of local and foreign accrediting bodies.

### **The Head of Student Services**

The Head of Student Services is the chief administrative officer of the Student Services Office.

The Head of Student Services Office designates heads of the units of the Student Services.

### **The Director of Community Engagement and External Affairs**

The Head of Community Engagement is responsible for developing and supervising projects and programs of the university that address the critical needs of the community through meaningful and mutually beneficial partnerships.

### **The Head of Alumni and Career Development Center**

The Head of Alumni and Career Development Center is responsible for providing career opportunities to UTB graduates through extensive linkages and partnerships with leading industries here and abroad.



## **The College Dean**

The College Dean, being the chief administrative officer of the College, provides leadership in formulating educational policies and serves as the collegiate faculty's agent in the execution of such policies.

## **The Registrar**

The Registrar provides leadership in planning, organizing and managing all of the activities related to the Records and Registration Department, including serving as the official authorized keeper of the university's student records.

## **The Admissions Officer**

The Admissions Officer analyzes qualifications of prospective students utilizing established University admissions standards, guidelines and criteria, and approved admissibility of applicants.

The Admissions Officer corresponds with prospective student applicants, university alumni, guidance counselors, and others seeking information on admissions standards, academic and non-academic programmes and student activities.

## **Faculty**

The University faculty members have the dual responsibility of teaching UTB students and of researching new knowledge. The roles are interactive: teaching and research inform and sustain each other.

As academic members of the UTB, the faculty members should demonstrate leadership and exercise critical thinking and good sense of judgment in their practice of teaching.

UTB shall strengthen its faculty resources to successfully accomplish the university's goals and objectives. It shall likewise continuously seek to improve the effectiveness and efficiency standards to surpass the needs and expectations of the students, alumni, and the community.

## **ACADEMIC OFFICERS**

### **COLLEGE OF ADMINISTRATIVE & FINANCIAL SCIENCES**

**DR. VINODH NATARAJAN**

Associate Dean/ Acting Dean

**DR. SAYED HAYTHAM YASEEN HASHEM ALAWI**

Programme Head, MBA

**MR. MAHMOOD HUSAIN ALI AKBAR**

OIC Programme Head, BSBI

**DR. P. JAYENDIRA SANKAR**

Programme Head, BSIB

### **COLLEGE OF COMPUTER STUDIES**

**DR. ANUPAMA PRASANTH**

Dean

**DR. SRIDEVI NARAYANAN**

Programme Head, Computer Science





## COLLEGE OF ENGINEERING

**DR. BEDA ALETA**

Dean

**DR. NOAMAN MOHAMMAD NOAMAN**

Associate Dean

**DR. RAJKUMAR PALANIAPPAN**

Programme Head, Mechatronics Engineering

**DR. ESSAM FATEHI SUBHI EL NATSHEH**

Programme Head, Informatics Engineering

**DR. BELEN LUMERAN**

Department Head, Mathematics & Science

## CENTER FOR GENERAL EDUCATION

**DR. RODALIN ASENAS**

Director

**DR. SUZETTE VALDEZ**

Department Head, Languages and Social Sciences



## UNIVERSITY OFFICERS

**DR. HASAN ALMULLA**

University President

**DR. ADNAN ALTAMIMI**

Acting Vice President of Administration and Finance

**DR. GERALDO C. TALISIC**

Vice President for Academic Affairs

**MR. ALI AL JASIM**

Director, Marketing and Communications

**DR. OMAR ALHAWI**

OIC, Dean of Student Affairs

**DR. VINODH NATARAJAN**

Acting Dean, College of Administrative and Financial Sciences

**DR. ANUPAMA PRASANTH**

Dean, College of Computer Studies

**DR. BEDA ALETA**

Dean, College of Engineering

**DR. RODALIN ASENAS**

Director, Center for General Education

**DR. AILEEN CADAY**

Director, Quality Assurance and Accreditation Department

**DR. NIVAS MOHIDEEN JINNA**

Director, Research Center

**DR. MARK DOBLAS**

Head, Planning and Development Department



**DR. STEPHEN CHELLAKAN**  
Institutional Research Officer

**DR. STEPHEN GUANSI**  
Faculty Development Officer

**DR. CAREN BANSOLAY**  
Corporate Communication Officer

**REDHA SHAKER**  
Head, Registration Office

**SARAH YOUSIF HUSSAIN**  
Head, Admission Office

**KHADIJA ISA YUSUF**  
Head, Student Services and Guidance Office

**HUSSAIN ALKARRANI**  
Head, International Education

**RADESH KRISHA SUNDARARAJAN**  
Head, Finance Office

**RUTHERFORD Y. ANTIPOLLO**  
Head, Information Technology Department

**REMEDIOS QUINTO**  
Head, Library

**HUSAM HUBAIL**  
Head, Placement Linkages and Alumni Department

**ROMARITA G. PABILLORE**  
Head, Human Resource Department



**EVANN LLOYD R. ASENCIO**

Head, Facilities & Maintenance

**ROSEMARIE G. ROSALES**

Head, Property and Purchasing Department



## UNIVERSITY LOCATION AND CONTACT DETAILS

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Tel.: (+973) 17 787 978 local 7901

Fax : (+973) 17 879 380

Email Address: [utb@batelco.com.bh](mailto:utb@batelco.com.bh)





### Important:

Please accomplish Acknowledgement Sheet below and submit it to your respective College Secretary.

=====

I acknowledge that I have read the UTB Student Handbook and understood the policies and procedures of the University.

I shall respect and dutifully abide by the University rules and accept responsibility for knowing and familiarizing myself with the information contained in this Handbook. I shall seek clarification from the appropriate Academic Officer if it is deemed necessary.

Conforme:

Name of Student: \_\_\_\_\_

Student No. : \_\_\_\_\_

Signature : \_\_\_\_\_









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