

STUDENT HANDBOOK AY 2023 - 2024

MESSAGE FROM THE PRESIDENT_

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 providing 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 the University of Technology Bahrain! At UTB, your success matters to us.

Wishing you a successful year ahead!

DR. HASAN ALMULLA

President_



**MESSAGE FROM
THE VP FOR
ACADEMIC AFFAIRS _**



Your academic journey at University of Technology Bahrain (UTB) stretches beyond the classroom with the efforts of our faculty, staff, administrators, and industry partners. Choosing to study at UTB is a decision that you made to become successful in the future. Success is a product of your hard work, and it always starts with a goal that you set to guide you until its achievement. The University is with you in achieving this goal.



This catalog presents the different academic programmes, policies, student services and other pertinent information you need to know. Please carefully read through this to be in close communication with your university and college, and to maximize your opportunities as a student of UTB.

As a university that envisions inspiring students like you, UTB seeks more industry collaborations, faculty and staff professional development programmes and student activities for you to excel better in your programme of study.

You are here for a reason – after all, you are designing a better future for yourself, your family, and the community.

Best of luck!

DR. HAITHAM ALQAHTANI

VP for Academic Affairs




ABOUT UTB_

THE UNIVERSITY



The University of Technology Bahrain is decisive and transformative in its quest for more academic recognition 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 Accounting and Finance, Bachelor of Science in Computer Science, Bachelor of Science in Informatics Engineering, and Bachelor of Science in Mechatronics Engineering, Master of Business Administration, NCUK International Foundation Year IFY, Bachelor of Science in Environmental Engineering, Bachelor of Science in Informatics Engineering, Bachelor of Science in Mechatronics Engineering, Bachelor of Science in Information Technology in 3 Majors – Applications Development, Networking, and Cybersecurity and Data Analytics and Artificial Intelligence.



UTB's ambition is to become the leading university in business, science, and technological innovation. It offers bachelor and postgraduate programmes that are on par with the best universities worldwide, taking pride in its programmes that 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 Business, and Master of Business Administration. All these have received full accreditation status from the European Council for Business Education (ECBE), an international organization that ensures that its accredited members satisfy the requirements of the European Higher Education set out in the Bologna Process and other European standards. Considering that the global economy is dependent on business opportunities at large and several startups are booming to date, the college also offers a Bachelor of Science in Accounting and Finance.

The College of Computer Studies offers a Bachelor of Science in Computer Science programme which is accredited by ABET (Accreditation Board for Engineering and Technology) CAC (Computing Accreditation Commission). the college also offers a Bachelor of Science in Information Technology from which students can progress to one of the three (3) majors; Applications Development, Networking and Cybersecurity, and Data Analytics and Artificial Intelligence.

The engineering programme offerings under the College of Engineering are Bachelor of Science in Informatics Engineering and Bachelor of Science in Mechatronics Engineering. To train students in turning their hobby of keeping up with the latest advances in the field of information technology into a promising career.

In addition, the bachelor and postgraduate programmes, International Foundation Year programme, in collaboration with Northern Consortium of United Kingdom (NCUK), provide nine months of intensive skills training to international students. After completing NCUK International Foundation Year programme at UTB, students can progress to a wide variety of degree

programmes in world-class universities in UK, USA, Canada, Australia, New Zealand and other popular study destinations.

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 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.



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VISION, MISSION, VALUES AND GOALS_

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 generations 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.

Values

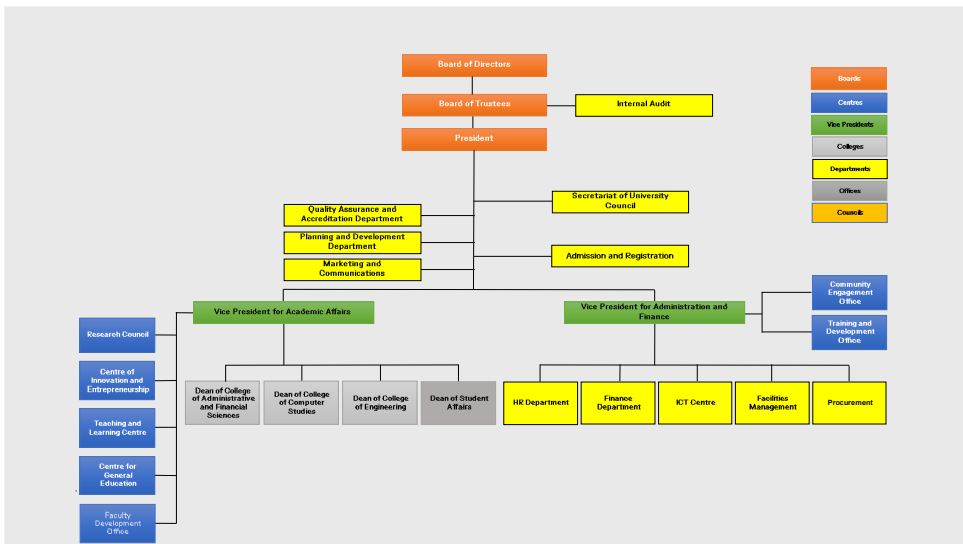
- Excellence and quality
- Professionalism
- Creativity and innovation
- Growth and Development
- Commitment and engagement
- Collaboration
- Integrity

Goals

- Maintain an effective governance and management model that promotes sustainable growth and efficient use of university resources and infrastructure.
- Diversify programme offerings in business, science, and technology that are responsive to the current and emerging socio-economic needs of the national, regional, and international market.
- Create a teaching and learning experience that promotes the culture of cross disciplinary collaboration, innovation, expansion of knowledge, and the development of 21st century skills.
- Pursue high-impact research and innovation through business and industry collaborations, and international linkages.
- Achieve academic excellence and leadership by maintaining local and international recognition.
- Enhance the culture of community engagement through a well-structured framework that serves and impacts the community.



ORGANOGRAM_

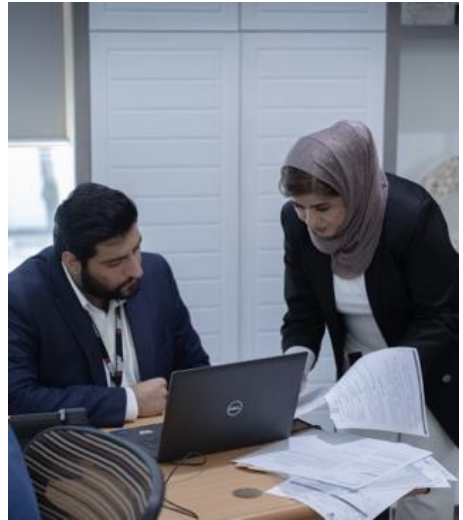


ADMISSIONS AND REGISTRATION_

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 that 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.

ADMISSIONS CRITERIA

For First Year Undergraduate Students

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

- Filled out admission application form through eMADA-SIS or in person
- Minimum secondary school scores of 60% or its equivalent
- Online Placement Test (Oxford Online Placement Test (OOPT) result (if needed)
- 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 the remediation classes of English and Math, as shown in the following table:

Subtest Component for Bahraini, KSA, Kuwait, Qatar, Yemen, Switzerland, USA, and Ecuador Qualification		Programme		
		BSME, BSEnE, BSIT, BSBI, BSAF	BSCS, BSIE	BSIB
Mathematics	Science/Technical/General Track	At least 70% or C	At least 70% or C	At least 60% or D
	Commercial Track	At least 80% or B	At least 80% or B	At least 60% or D
	Literature and Islamic Tracks	At least 80% or B	All must undergo remedial mathematics	At least 60% or D
Science		60	60	N/A
English		At least 80 or B	At least 80 or B	At least 80 or B

*This is applicable to Bahraini and similarly equivalent qualification.

Private school graduates with English as their medium of instruction are eligible for the exemption from the foundation program.

Subtest Component for Other Qualification (Indian, Pakistan, and West African)		Programme		
		BSME, BSEnE, BSIT, BSBI, BSAF	BSCS, BSIE	BSIB
Mathematics	Science/Technical/General Track	At least 51 or C1	At least 51 or C1	At least 41 or C2
	Commercial Track	At least 71 or B1	At least 71 or B1	At least 41 or C2
	Literature and Islamic Tracks	At least 71 or B1	All must undergo remedial mathematics	At least 41 or C2
Science		60	60	N/A
English		At least 71 or B1	At least 71 or B1	At least 71 or B1

*Note: Science component is subject to the evaluation of the Dean.

For the undergraduate applicant who did not meet the minimum required secondary school grades in Mathematics and English or its equivalent, his/her admissions depend on the following criteria:

Programme	Secondary School Grade	Placement Test in English (OOPT)	Remarks
All Programmes	60-79 % grade in English	Score \geq 51 %	No need for Foundation Course in English
		Score < 51 %	Foundation Course in English
BSIE, BSCS	For Scientific, General, and technical Track: Score 50-69% in Math	N/A	Foundation Course in Math

Programme	Secondary School Grade	Placement Test in English (OOPT)	Remarks
	Literature and Islamic Tracks	N/A	Foundation Course in Math
	Commercial Track: Score 50-79%	N/A	Foundation Course in Math
BSME, BSEnE, BSIT, BSBI, BSAF	For Commercial Track: Score 50-79% in Math	N/A	Foundation Course in Math
	For Scientific, General, and technical Track: Score 50-69% in Math		
	For Science score <60%	N/A	Tutorial class in general sciences
BSIB	Score <60% in Math	N/A	Foundation Course 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. Secondary Grade in English

A qualified applicant for all programmes whose secondary school grade in English is within 60-79%, needs to take the placement test in English (OOPT). If the OOPT test result is 51 or above, applicant will not take remediation course in English. However, if the result is lower than 51, applicant will take remediation course in English.

b. TOEFL/IELTS

Qualified applicant who attains the score of at least 450 (paper based) or 131 (computer-based) for TOEFL, or with a score of 5.0 for IELTS, is exempted to sit the required English placement test.

c. Secondary Grade in Math

A qualified applicant for BSME, BSEnE, BSIT, BSBI, and BSAF programmes who has a secondary grade score in Math of 50-79% for commercial track and 50-69% for scientific and technical tracks and lower than 60% for the BSIB programme must take the remediation course in Math. All qualified applicants for BSCS and



BSIE programmes coming from the literature and Islamic tracks must take the remediation course in Math.

d. Secondary Grade in Science

A qualified applicant for BSME, BSIE, BSEnE, BSCS, BSIT, BSBI, and BSAF programmes who has a secondary grade score in science of lower than 60% must 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.

For Undergraduate Transferees

Admissions Requirements:

- a. 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.
- b. If the applicant has taken and passed courses in English and Mathematics in the previous university, the applicant will be exempted in taking the remedial courses in both English and Mathematics. The applicant may proceed to mainstream university courses and is eligible to apply for credit transfer.
- c. If the applicant has not taken any course in English and Mathematics, the basis for evaluation whether remedial course in English and mathematics is required or not is the subject scores in his/her last year in the secondary school certificate using the table presented earlier.

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. The practicum (Internship) course is eligible for credit transfer with the same practicum (internship) course from another university or a re-admitted student from UTB.

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.

For Postgraduate Students

Acceptance to the postgraduate programme as a new student depends on the following criteria:

- a. The Applicant should have a bachelor's degree with a minimum CGPA of 2.75 out of 1.00 or 2.00 out of 4.00.
- b. The Applicant must submit two recommendation letters from his teachers in the previous institution of study.
- c. The applicant should pass the personal interview conducted by a committee consisting of a minimum of two-panel members.
- d. For an applicant who is a graduate of a baccalaureate degree (in any area of business-related course) and has a minimum CGPA of 2.75 out of 1.00 or 2.00 out of 4.00 will be exempted from taking the bridging courses:
 - provided he/she has a minimum of work experience of two years in any management-related fields.
- e. Applicant who is not a graduate of a baccalaureate degree not delivered in English:
- he/she will take the OOPT and should get a passing score of at least 65 to proceed to core courses but if failed, he/she will proceed to



foundation courses. The applicant may also present a minimum score of 49 (paper-based) and 169 (computer-based) in TOEFL or 5.5 in IELTS as an equivalent of OOPT.

For Transferees

Acceptance to the postgraduate programme as a transfer student depends on the following criteria:

- a. 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.
- b. 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.
- c. 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:

First Year Undergraduate Students

1. Completely filled-out admission application form (Online eMADA SIS or in person)
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. One (1) recent passport-size photograph
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
7. Student medical examination issued by a medical health centre endorsed by HEC

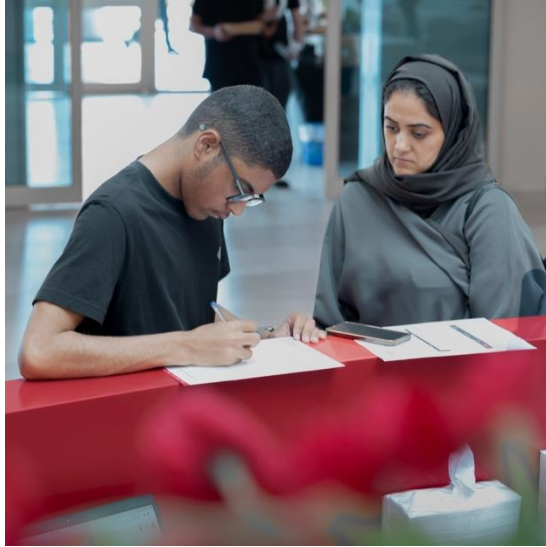
First Year Postgraduate Students

1. Filled out admission application form through the eMADA-SIS or in person
2. Original Secondary School Certificate and transcript or its equivalent 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. Official Transcript of Records for bachelor's degree or its equivalent. Rules and regulations of HEC-Bahrain regarding the authentication of foreign certificates and/or private school certificates are to be applied when necessary.
4. One recent passport-size photograph
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 center endorsed by HEC
8. Two recommendation letters from the previous university



Undergraduate and Postgraduate Transferees

1. Filled out admission application form through eMADA-SIS or in person
2. Official Transcript of Records (TOR) from university previously attended. Rules and regulations of HEC-Bahrain regarding the authentication of foreign certificates and/or private school certificates are to be applied when necessary. Detailed criteria can be found in the Policies and Procedures for Credit Transfer.
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
6. One recent passport-size photograph
7. A photocopy of the applicant's passport where the 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 center endorsed by HEC



Foreign First Year Undergraduate Students

1. Filled out admission application form through the eMADA-SIS or in person
2. Secondary Certificate and transcript or its equivalent (A-level certificate if applicable)

3. One (1) recent passport-size photograph
4. Photocopy of the applicant's passport where the 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 center endorsed by HEC

Foreign Postgraduate Student Applicants

1. Filled out admission application form through the eMADA-SIS or in person
2. Bachelor's Certificate and transcript or its equivalent
3. One (1) recent passport-size photograph
4. Photocopy of the applicant's passport where the name, photo, birth date, and birthplace appear.
5. Photocopy of the applicant's CPR or equivalent
6. Authenticated copy of the 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 students 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 center endorsed by HEC

Students with Special Need

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 must 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 must:

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. Fill out the admission application form through eMADA-SIS and in person.
4. Submit all the required documents to the Admissions Office.
5. Take the Placement Tests (OOPT) on the scheduled date of exam.
6. Accepted students are officially notified by the Admissions Office.
7. Upon notification of acceptance, proceed for enlistment.
8. An applicant should submit a written request to the Admissions Office for the appeal of an admissions decision or a complaint regarding how their application has been handled.

For transfer undergraduate and post-graduate students:

1. The Admissions office initiates the Request for the Transfer of Credits through eMADA SIS.
2. The College Dean evaluates the request and determines transferable credits appropriately based on established policies for crediting courses.
3. The Admissions office Notifies the students of the credited courses.
4. The registration office will review the Evaluation of Credits and process it for approval to the Higher Education Council (HEC).

Appeals System for Access and Transfer

1. Applicant may appeal the result of his/her admission to the university by submitting a letter to the Admissions Office.
2. The Admissions Officer discusses the appeal with the College Dean and considers the merits of the appeal based on a) Results of Placement Test (OOPT) and b) Secondary School Report.
3. The college dean requests additional interviews, if necessary, and decides on the appeal with due regard to the recommendation of the College Dean.
4. The Admissions Officer advises the applicant about the result of the decision of his/her appeal and may advise the applicant to consider an 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:

- a. Students who withdrew their enrolment from the university
- b. Students who were given dismissed notices for academic deficiencies
- c. Students who were suspended for more than one trimester for violation of student conduct
- d. Students who are on absence without leave (AWOL) or who failed to register for two (2) consecutive trimesters
- e. Students who have exceeded the maximum registration rule



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

For cases (a), (d), and (e)

- The student must complete the clearance for re-admissions form and secure approval from the concerned offices.
- 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).
- The College Dean assesses whether the student must be migrated to a new curriculum plan (when applicable).
- A copy of the approved clearance for admissions must be submitted to the registration office to activate and update the academic records.
- The Dean will inform and provide the student with a copy of the decision.

For cases (b) and (c)

- The student must submit an appeal letter to the Dean requesting approval for re-admissions to the University and fill out a clearance for re-admissions.
- The Dean evaluates the merits of the requests and recommends approval or disapproval.
- In case of approval, the College Dean recommends approval of the appeal to the Vice President for Academic Affairs.
- 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 is submitted to the University President for approval for (c) cases.
- The Dean issues the decision letter to all students who requested re-admissions regardless of the outcome of the request.
- 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 completes an online plotting form from the Admissions Office and fills it out indicating courses to be enrolled and the schedule.
2. The student submits the accomplished online plotting form to the Head of Admissions for verification and enlistment of the courses to be enrolled.
3. For Transfer students, the Head of Admissions initiates and sends online requests 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 in for the term.
4. The Dean sends the online evaluation of credits form to the Registrar for approval.
5. If approved, the Admissions Office proceeds with enlistment of the courses for the student as advised by the College Dean.
6. The student checks his/her assessment of fees in the eMADA-SIS, proceeds to pay fees either online or to the accounting department, and prints his/her certificate of registration (COR) either from the SIS or the Registration.

Registration Procedure for Continuing Students

1. The student pays the initial down payment and accomplishes the online plotting form in the eMADA-SIS.
2. The student chooses courses for the next term (as indicated in his/her Programme Plan) and chooses the schedule for the courses to enroll in for the next term.
3. The assigned academic adviser evaluates and approves the online plotting form. Once approved, the student proceeds to enlist in courses. The student cannot change the enlisted subjects without the permission of the adviser or the Dean of the College.
4. Students can enlist courses between 12 credit hours (minimum) and 19 credit hours (maximum) except if the student is graduating for the term where he/she must take the remaining courses (if less than 12) and a maximum of 21 units.
5. A student who is under probation can only enroll in 12 credit units/hours.



6. The student checks his/her assessment of fees in the SIS, proceeds to the payment of fees either online or to the accounting department, and prints the Certificate of Registration (COR) either from the SIS or the Registration.
7. A student is not allowed to attend classes without the Certificate of Registration (COR).
8. 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 registration/payment proof to the instructor in the first session of class.

Registration Procedure for Course Retake

A student can register for course re-take to improve his/her CGPA and qualify for grad-qualifying:

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 that the student can re-take based on the TCG. In addition, he must guide the student on how many courses are needed to achieve the desired CGPA requirement for graduation.
3. The student enlists in the eMADA-SIS the courses which he/she can re-take based on the list approved by the adviser.
4. The student proceeds for assessment and payment of fees which can be done online or through the Accounting Office and prints the registered courses (COR) either from the eMADA-SIS or through the Registrar.
5. The previous grade shall be marked as “R” meaning repeated and whichever is the higher 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 a leave of absence (LOA) must complete the online clearance form for re-admission.
2. The College Dean evaluates the application for readmissions and verifies whether the student can finish the bachelor programme of study within the 8 years prescribed period (for undergraduate) and the master programme of study within the 6 years prescribed period (for postgraduate) considering that the study will be shifted to a new programme of study.
3. If the student is on his/her last trimester for graduation, 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 the diploma and associate diploma, as long as the total time for their 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 consecutive two (2) years (for undergraduate) and one (1) year (for postgraduate), 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). 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 pre-requisite to another. If approved to waive the prerequisite, the student is required to take up the pre-requisite course simultaneously with the course to which the former is a pre-requisite or immediately on the following trimester, if the pre-requisite course is not offered.
2. A student is graduating on that term.
3. Student fills out the online waiver of pre-requisite form and seeks approval from the Dean of the College through eMADA-SIS.
4. The Dean of the College approves/disapproves the request depending on the academic performance of the student.
5. Advanced courses taken with a pre-requisite course during the same term will receive a failed mark if the pre-requisite 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 official students of 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 must:

1. fill out the online plotting form and enlist residency in the course section and
2. submit the online plotting form to the accounting office for assessment and payment of fees and the 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 schedule until the last day of add/drop period (refer to the Academic Calendar).
2. Student initiates online adding/dropping form and chooses 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 the add/drop period without penalties, provided the changes are approved by the Dean. Changing of course schedule is classified either by adding courses; dropping courses; or dropping courses and replacing them with another course.
4. The Accounting Office confirms online all the subjects added and/or dropped by the student.
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 on his/her graduation term can seek additional courses to be added on his/her online plotting form but not exceeding a total of twenty-one (21) registered credit units.

1. Student initiates an online request through eMADA-SIS for an overload course of twenty-one (21) units for approval.
2. The Dean and Registrar approve the request for an overload course.
3. Fills out the online plotting form and enlists residency in the course section.



The student proceeds for assessment and payment of fees and prints his/her COR either online or through the Accounting Office.

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 a violation of attendance policy will not be allowed to take the final examinations.
3. An acceptance of a 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 the 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 an (LOA) through eMADA-SIS attaching valid evidence or an explanation of absence 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 an LOA form through eMADA-SIS.
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 Counsellor for interview/advice
4. The Guidance Counsellor 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 must 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 for once only through eMADA-SIS. 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 Programme

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.

Shifting of Academic Programme within the 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 week 5 of the current trimester ends.
2. 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.
3. The student applies for credit transfer by filling-out the credit transfer form and submits the form to the Registration Office.
4. The Registration Office submits the credit transfer form to the College Dean.
5. The College Dean approves the application for credit transfer and returns the form to Registration Office for encoding.

6. The new programme commences immediately on the trimester after the approval.
7. In case of disapproval, the student may appeal the decision by submitting a formal letter to the Dean.
8. 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 Registration Office for processing.
3. The Registration 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 Registration Office by the Dean of the originating programme.
6. In case of approval by the Dean of original programme of study, the Registration 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 Registration Office for updating of student's records (in case of approval).
8. A summary list of approved/disapproved application is posted by the Registration in their respective office 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 Registration 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 Registration 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 programmes, 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 must:

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

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

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

- IC Incomplete.** This grade shall be given at the end of the term when all, but a minor portion of the coursework has been satisfactorily completed. (e.g., missed term or final exams, no 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 8th 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 8th 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.

R Repeated. repeated and whichever is the higher grade is included in the calculation of the CGPA.

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 measures that reflect 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 transferred) are not included in the GPA and CGPA computations.

1. Computation of GPA

- a. Multiply the credit of each course by the corresponding grade points merited in each course to get the honor points.
- b. Add all the honor points to get the total.
- c. Divide the total points by the total number of credit units during the trimester; and
- d. 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 Guidance Counsellor not later than the last day for filing grade complaints. Students must ensure that there is valid basis for the grade complaint.

Appropriate Basis for Appeal

Grades can be appealed only when the student confirms that his/her grade is not appropriate or not correct. The bases for appeal include conditions where the grade was assigned:

- a. The grade was awarded in an unfair, arbitrary, or erroneous manner.
- b. The student believes that the grade was assigned inappropriately due to discrimination or any kind of inconsistency.



Time Limits for Appeal and Resolution

- a. A student may appeal the result of any summative assessment.
- b. For appeal of final grades, there will be a fee of BD30 to be paid at the accounting office and attached with the grade appeal form. The student must file the grade appeal to the Dean of Student Affairs (DSA) within one week after the release of grades.
- c. DSA compiles/reviews the grade appeal forms and then forwards them to the Dean of the concerned college for appropriate action.
- d. The grade appeal should be resolved within a maximum of 2 weeks after the trimester in which the grade was officially processed.

Processing of Appeal/Conducting of Investigation

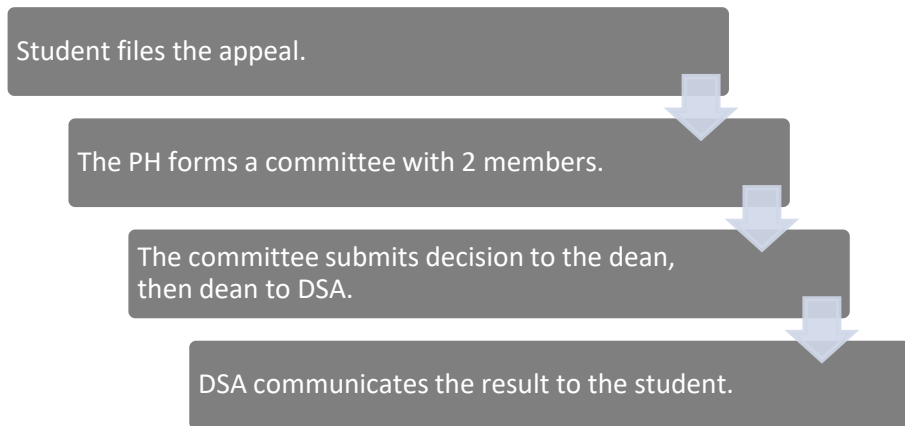
After the user sign into the Moodle account, he/she will start the procedure according to the following steps:

1. Follow the link provided on the Moodle.
2. Fill the required criteria, such as Student Name, ID, College and Programme, Subject Code, Section and Subject Teacher, Email and Details of the Appeal.
3. Pay the appeal fee and upload it in the form.
4. Staff member 1: Review the appeal case and distribute the case to the deans, the dean will distribute the case to the staff member 2.
5. Staff member 2, the course instructor, will review the documents and will send the grade appeal results to the dean.
6. The dean will review the case and submit it to the DSA.
7. Staff member 1, the DSA, will receive the appeal result and will share the result with the student. The student will receive the result verbally and by email.

Reporting

The DSA compiles a report of all grade appeals received by the office. The office analyzes the results of the appeal and reports the same to the Academic Council for possible improvement in processes and practice.

Flow of Appeal



*In case of change of grade, grade erratum is filed by the concerned faculty.

For Undergraduate Programmes

1. An undergraduate student must spend at least ten (10) trimesters as a regular student at UTB to be eligible for a bachelor's degree.
2. It is expected that an undergraduate student will spend about four (4) years enrolled as a regular student 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 will be subjected to College Deans evaluation whether to continue in the programme started in 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 in the course.

The concerned faculty member must accomplish the IC or IP to change the temporary mark to a 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's 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 must wear the university ID and present the test permit to the assigned proctor before entering the examination room. He/she must ensure that the proctor signs the TEST PERMIT.
4. The student must proceed with 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 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. If the student fails 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 and will take a special exam with payment of 50 BHD.
3. 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.

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 ACDC and PAR)
5. Training Agreement Form (TAF) (2 copies- for ACDC and PAR)
6. Training Plan Outline (2 copies- for ACDC and PAR)
7. Certificate of Attendance for the Pre-deployment Orientation Seminar
8. Business Card of the company
9. Chapter 1- 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 the 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)

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)

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 feedback is given to the student and the advisor.
 4. The result of the evaluation whether satisfied or unsatisfied will be communicated to the 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 must 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.

Assessment of Capstone Course

The capstone is assessed internally in UTB by two members of faculty with the same specialization as the topic being presented, and 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:**For Undergraduate Capstone project BSME/BSIE**

1. Project Assessment	55%
2. Project assessment	25%
3. Technical Report	20%

For Undergraduate Capstone project BSCS

1. Final Paper	30%
2. Prototype/ Software	35%
3. Oral Presentation	35%

For Undergraduate Capstone project BSIB

1. Introduction and Idea Generation	10%
2. Innovativeness	20%
3. Project Marketability	20%
4. Thesis / Project / Capstone Manuscript	25%
5. Oral Presentation	20%
6. Collaborative Work Peer Assessment	5%

For Undergraduate Capstone project BSBI

1. Introduction and Idea Generation	10%
2. Innovativeness	20%
3. Project Marketability	20%
4. Thesis / Project / Capstone Manuscript	25%
5. Oral Presentation	20%
6. Collaborative Work Peer Assessment	5%

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:

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 by 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 an '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.
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 adds 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**

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

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 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, 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 a 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 in 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 in the Thesis course. He/she must take a maximum of 2 penalty courses related to his/her area of specialization to improve 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 in 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 8th 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 8th 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 8th 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 8th week of the trimester;
2. The student is under the disqualified list for scholastic delinquency;
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.

RE-ADMISSION 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 resume 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 complete the clearance for re-admission form and submit the form to Guidance Counsellor, 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 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 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.

GRADUATION HONOURS

Graduates with Honours

The University awards academic honours at graduation. To qualify for the awards, a student must have achieved the required cumulative GPA, and these are:

Distinction with First Class	Cumulative GPA of 3.90 – 4.00
Distinction with Second Class	Cumulative GPA of 3.70 – 3.89
Distinction	Cumulative GPA of 3.50 – 3.69

Conditions:

1. The award is noted on the transcript of the student awardee.
2. The award is given to both undergraduate and postgraduate students regardless of credit hours registered every trimester.
3. No record of any disciplinary actions or violations of the Student Code of Conduct.
4. The award is granted to a student who has achieved the required credit units prescribed by the University and or the Higher Education Council.

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 Postgraduate Thesis Study**

The award is given to a postgraduate 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 complete all academic requirements of their registered programme. The bases for evaluation are academic records available at the Registration Office.

A 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 ensures 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 complete a clearance form and complete the clearance procedure for the release of his/her certificate, diploma, and transcript of records.



FINANCIAL INFORMATION_

FINANCIAL INFORMATION

UTB ensures the 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 the interview with the Admissions Officer.

The schedule of fees is as follows:	
Application Fee	BD 25 (non-refundable, payable one time)
Registration Fee	BD 50 (non-refundable, payable every term)
Undergraduate Fee	BD 51.500 per unit/credit hour (BSME, BSIE, BSCS, BSBI, BSIB)
	BD 75 per unit/credit hour (for BSIT, BSAF and BSEnE)
Postgraduate Fee	BD 90.125 per unit/ credit hour (for new students beginning AY 2014-15)
Postgraduate Thesis or Dissertation fee	BD 750 (non-refundable and paid upon registration of the Thesis Course)
Graduation Fee	BD 150 (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 payment for tuition fees:

1. Cash in Bahraini Dinars (BD)
2. Checks drawn on local banks in BD (If a student has a record of two or more checks returned due to insufficient funds)
3. Articular student's check payments will no longer be accepted.
4. 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 nd 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 the 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; and
- 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)
- Bachelor of Science in Accounting and Finance (BSAF)
- Master of Business Administration (MBA)

College of Computer Studies

- Bachelor of Science in Computer Science (BSCS)
- Bachelor of Science in Information Technology (BSIT)

College of Engineering

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



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), Bachelor of Science in International Business (BSIB) and Bachelor of Science in Accounting and Finance (BSAF); 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 backgrounds who understand the role of information technology in improving the 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 an awareness of professional ethics, responsibilities, values and standards; and
3. equip with business and technology knowledge and skills to pursue further professional development and higher studies.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH 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 the 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 dimensions of management and strategy, trade and markets, finance, and emerging economies. The Programme also endeavors to prepare the students to obtain potential 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 the 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; and
3. equip with the knowledge, understanding and academic skills to pursue post- graduate study and/or professional development.



Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH 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

Bachelor of Science in Accounting and Finance (BSAF)

The Bachelor of Science of Accounting and Finance (BSAF) is designed to equip students with thorough working knowledge, skills, professional values, ethics, and attitudes and the need to integrate these elements to perform the role required in the field of accounting and finance. It has strong emphasis on learning how to apply accounting and financial expertise in the exercise of ethically informed judgment in the complex contexts of the modern world.

Program Educational Objectives:

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

1. demonstrate technical competence, professional skills, and professional values, ethics and attitude that enable them to make positive contribution to the profession and throughout their professional lives;

2. employ technology as a business tool in capturing financial and non-financial information, generating reports and decision making; and
3. promote professionalism and high ethical standards in the field of accounting and finance disciplines that recognizes personal, corporate, and professional responsibility in global financial arena.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	TOTAL
Practicum / On-The-Job Training	0	0	1	0	1
Arabic & Humanities / Social Sciences Courses	4	0	0	0	4
English Courses	3	2	0	0	5
Match Courses	2	1	0	0	3
IT Courses	1	2	0	0	3
Core Business Courses	3	5	1	0	9
Economics Courses	2	0	0	0	2
Accounting / Banking and Finance Courses	3	8	11	3	25
Islamic Banking and Finance Courses	0	0	1	0	1
Elective Courses	0	0	1	2	3
Foreign Language Courses	0	0	1	2	3
Research Courses	0	0	2	1	3
Institutional Requirement	2	0	0	0	2
Total	20	18	17	6	61

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 ST YEAR	2 ND 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, 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) and Bachelor of Science in Information Technology (BSIT).

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 a 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; and
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 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH 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

Bachelor of Science in Information Technology (BSIT)

The BSIT Programme prepares students to take a leading role in Information Technology by equipping them with the needed knowledge and competencies to effectively evaluate, manage, and maintain computing resources. It has a strong emphasis on knowledge to successfully apply information technology theory and principles to address real-world opportunities and challenges.

Programme Educational Objectives:

Graduates of the BSIT 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 IT solutions;
- 2. demonstrate excellence in professionalism, moral and ethical conduct, interpersonal skills, and adaptable communication to prevalent trends in technology and changing technology; and
- 3. work productively as successful IT professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams or be active in higher studies.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	TOTAL
Practicum / Industrial Attachment			1		1
Social Sciences	4				4
English	3	1			4
Math	3	1			4
Sciences	0	0			0
Core Courses	8	16	15	5	44
Major Courses					
Electives			1	1	2
Total	18	18	17	6	59

COLLEGE OF ENGINEERING (COE)

The College of Engineering (COE) offers bachelor programmes in Informatics Engineering (BSIE), Mechatronics Engineering (BSME) and Environmental Engineering (BSEnE) that provide intensive academic and practical trainings, which are attuned to the demand of today’s industries. These programmes are products of hybrid plans 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 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; and
3. demonstrate professional success through strengthened networks and/or positions of increasing social responsibility.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	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
Total	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; and
3. demonstrate professional success through strengthened networks and/or positions of increasing social responsibility.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH 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

Bachelor of Science in Environmental Engineering (BSEnE)

The BSEnE programme is concerned with the synergy that governs the interrelationships of man and nature along with the processes that impacts the balance of our desire to achieve sustainable growth while maintaining desirable environmental quality. The discipline covers areas of mathematics, basic sciences (physical, chemical and biological), engineering design and analysis, and environment management and regulations necessary to address complex environmental engineering problems.

Programme Educational Objectives:

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

1. pursue careers in Environmental 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; and
3. demonstrate professional success through strengthened networks and/or positions of increasing social responsibility.

Programme Summary

COURSE	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	TOTAL
Practicum				1	1
Islamic Studies & Humanities	3	1			4
English	3	1			4
Math	3	3	2		8
Sciences	4	6	2		12
IT Courses	2				2
Tool Courses	1	4	2		7
Major Courses	1	2	12	10	25
Electives				13	3
Total	17	17	18	14	66



**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 action.

Violations of university policies, rules and regulations will result in appropriate disciplinary actions and are resolved at the Office of 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
 - 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 paraphrase, as one’s work, without fully and properly crediting the other author with footnotes, citations, or another bibliographical reference
 - Submitting as one’s 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
 - Photocopying copyrighted materials for purposes other than classroom or scholarly use or exceeding 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 an 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 violate the integrity code
 - d. A failing grade of (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
 - f. Dismissal from (for a specified term or permanently) the university
2. Penalties (a) – (c) can be levied by the faculty handling the class and penalties (d-f) by the Deanship of Student Affairs. Concerned faculty must notify the student, the Programme Head, the College Dean, and the Dean of Student Affairs.
3. Penalties (d) – (f) are levied by the Academic Council and the Head of the Student Services after hearing the case with the concurrence of the duly constituted Student Disciplinary Tribunal.



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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. A 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 (appealing to the assessment).

FACILITIES AND SERVICES_



FACILITIES

UTB Building

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

Academic Departments

1. 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 the educational process, accreditation, and international ranking. The DSA provides counseling, academic advising, referrals, academic tutoring, student activities planning, and sports and recreational programs to the office, registration office, and student services office. It provides support and resources for orientation, transition, retention, graduation, and pre-employment activities to better prepare UTB students both personally and professionally. The DSA includes the following offices:

- **Guidance Counsellor**

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

The Guidance Counsellor 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 UTB students both personally and professionally.

- **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, variously, to contribute to the UTB community. Specifically,

- **Library and Learning Centre**

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.

2. **Research Center (RC)**

The RC provides students with research guidelines through their supervisors in their respective colleges. It also provides plagiarism reports 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.

Located on the first floor of the north wing of the building inside the library, aims to assist research.

3. **Centre 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 supports excellence, inquiry, and innovation.



4. Centre 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

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

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 for maintaining the 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.

Clinic

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

Sports Facilities

The sports facilities are equipped with amenities to support athletic activities and sports programs of the university. It is part of the major expansion plan of the university. UTB contains several sports facilities equipped for students (including a football-soccer field, basketball court, padel field, tennis court, and ping pong table).



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 (2) mechatronics laboratories and a digital laboratory located on 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 on 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 on 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.

Cafeteria

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

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-academic staff, and officers are required to secure a car pass for the university gate.

Students may apply to request to secure their car pass (Special Needs Parking) after registration by submitting copies of the following to the Deanship of Student Affairs to process and release the car pass:

- Certificate of permanent residency
- CPR/Driving license
- Car registration card
- Student's contact number
- Student ID
- Medical report for special needs (This is applicable only by the approval of the Dean of Student Affairs, after submitting a document of evidence for a valid reason.)

The student should abide to the parking rules set by the Guidance Counsellor 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 9:00 PM.

SUPPORT 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 are 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 projects. The academic advisor will help the students with 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 aided in the processing of their student visa should there are problems encountered upon their application to the university. The SAD is responsible for 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 Counsellor Services

a. *Orientation Programme*

This programme is provided for new and transfer students at the university. This provides them with appropriate guidance on how they could gradually adapt to 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 at 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 Centre offers the following services:

- Liaise with local and multinational companies and create a business network to offer employment and internship opportunities to UTB students and alumni.
- Provide a list of affiliated companies to students where they can undergo training for their practicum/internship programme and ensure 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 for the Practicum course, students are required to coordinate with the Placement, Linkage, and Alumni Office regarding Practicum requirements and activities.

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. The election date, time, and location must be coordinated to the Guidance Counsellor office.
3. The candidates and the date of election are published on the University website and the information board within the campus.
4. During elections, voting is conducted through secret balloting. Election time is from 8:00 AM to 8:00 PM. Votes are counted by the Guidance from 8:01 PM until winners are declared.
5. The counting of votes must be done in the presence of the Guidance Counsellors Office and the members of the student council.
6. The Student Council is composed of nine (9) students comprising of the 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 adviser of the Student Council is the Dean of Student Affairs.

After elections, all contact information (name, email, mobile number) of the student council's new officers should be sent to the office of the Guidance Counsellor.

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



Forming clubs

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

- Mission, objectives policies, and regulations of the club consistent with the mission and goals of UTB
- Club president and members

The head of the Guidance 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 Guidance.
2. Organize a minimum of two events per trimester.
3. Organize at least one collaborative event with the student club per year.
4. Ensure that the Guidance and the Dean of Student Affairs are informed and approve the activities.
5. Submit a plan of activities to the Guidance to be approved by the dean of student affairs.
6. Submit the budget of any activity to the Guidance to be approved by the DSA, VPAA and VPAF.

After the event, clubs/organizations must:

1. remove all posters and flyers and any form of marketing collaterals used; and
2. submit Activity Report to the Guidance within a week.

The Student Council and clubs that will not adhere to the above guidelines will receive two (2) warnings from the Guidance. After the two warnings, action will be taken.



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 journal 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 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 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 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 a 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 a 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, and 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 of 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 pay 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

The 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 the 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 of 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.

STUDENT 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 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 Guidance Counselor and DSA.
- Each student has the right to check, 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. (A complete list of offenses and corresponding sanctions are discussed in the section for Student Discipline of this Student Handbook)

Dress Code

Students must always wear modest clothing and abide by the dress code policies while on campus. Avoiding sleeveless shirts, crop tops, and anything that falls below the knee is part of this. People who dress inappropriately may be asked to leave the campus and change into more appropriate attire before being allowed back.





Smoking

On campus, smoking is not permitted. According to the Kingdom of Bahrain's legislation, smoking is only allowed in specific areas and is not allowed inside any buildings.

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, always abiding by the generally accepted norms of good behavior 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 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 st Violation	Warning
2 nd Violation	Reprimand/Censure
3 rd Violation	Suspension

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

1 st Violation	Warning to Reprimand with Confiscation of ID
2 nd Violation	Suspension with Confiscation of ID

3rd 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.

1st Violation Warning to Reprimand/Censure
2nd Violation Reprimand/Censure to Suspension
3rd 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.

1st Violation Warning
2nd Violation Reprimand/Censure
3rd Violation Reprimand/Censure to Suspension

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

1st Violation Warning/Censure
2nd Violation Suspension

6. Defaming any student, faculty member, 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.

1st Violation Warning/Reprimand to Suspension
2nd Violation Suspension to Dismissal/Non-Readmission
3rd 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.

1st 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.

1st Violation Warning/Censure/reprimand to Suspension
2nd Violation Censure/Reprimand to Suspension/Dismissal or
Non-Readmission
3rd 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.

1st 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.

1st 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, wrenches and the like.

1st 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.

1st 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.

1st Violation Dismissal/Expulsion*

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

1st Violation Warning/Censure/Reprimand to Suspension

2nd Violation Suspension to Dismissal/Non-Readmission



3rd 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.

1st 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.

1st Violation Warning/Censure/Reprimand to Suspension

2nd Violation Suspension to Dismissal with Confiscation

3rd 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.

1st Violation Dismissal/Expulsion*



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

1 st Violation	Warning/Censure to Suspension
2 nd Violation	Suspension to Dismissal
3 rd 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 st Violation	Dismissal/Expulsion*
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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 st Violation	Dismissal/Expulsion*
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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 st Violation	Dismissal/Expulsion*
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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 st Violation	Warning/Reprimand to Suspension
2 nd 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 st Violation	Warning/Censure to Suspension
2 nd Violation	Suspension to Dismissal/non-Readmission
3 rd Violation	Dismissal/non-Readmission

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

1 st Violation	Censure to Suspension with Invalidation of Grade and Failing Mark (F) in the Course
2 nd 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 st Violation	Warning to Suspension
2 nd Violation	Suspension to Dismissal/Non-Readmission/Expulsion*

26. Coming to university or attending a university activity, occasion, or function in 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.

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

- 1st Violation Warning/Censure to Suspension
- 2nd Violation Suspension to Dismissal/Non-Readmission
- 3rd 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.

- 1st Violation Warning/Censure to Suspension
- 2nd Violation Censure to Dismissal/Non-Readmission
- 3rd 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.

- 1st Violation - Suspension to Dismissal
- 2nd Violation - Dismissal/non-Readmission
- 3rd 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.

- 1st Offense - Tire Lock and Penalty of BD 5
- 2nd Offense - Tire Lock and Penalty of BD 10
- 3rd 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 Deanship of Student Affairs 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:

- a. To uphold the academic integrity of the university.
- b. To conduct himself/herself with dignity and honor and to abide by all instructions of authorities when representing UTB in any authorized activity.
- c. To participate in religious, civic, social and like activities/programs, approved by the university.

- d. 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 to 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.
- 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.

- The Guidance Counsellor
- 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 Guidance Counsellor. 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 a complaint will be notified of the decision of the Guidance Counsellor no later than one (1) week from receipt of the formal complaint. Regardless of the decision, the Guidance Counsellor 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 Guidance Counsellor, 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 Guidance Counsellor will forward the complaint to SDT for the formal conduct of investigation and hearings. The SDT is given a 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 Guidance Counsellor forwards the complaint to the Head of the 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 for 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 on 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 Guidance Counsellor 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 Guidance Counsellor must inform the complainant(s) and the student(s) involved in the complaint (to be referred to as the respondent) of the result of the review, in writing.
3. If the complaint against a student or group of students warrants formal investigation, The Guidance Counsellor 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 at 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, 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 the Guidance Counsellor 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 Guidance Counselor or a representative of the Guidance Counsellor 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 Guidance Counsellor should forward the case record to the Dean of Student Affairs (DSA) and the DSA forwards 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 Guidance Counselor will forward findings to DSA. The DSA forwards the case to the VP of Academic Affairs and 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 committed other serious violations is carried out with consideration for the student's interests.



Appeals

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

1. An appeal must be written and addressed to the Guidance Counsellor within seven (7) working days after the notice is delivered.
2. The Dean of Student Affairs will review the viability of the appeal and will ask the SDT to determine the viability of an appeal if required.
3. The Guidance Counsellor 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 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 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 the 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
AND OFFICERS_**

ADMINISTRATION

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 with 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.

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.


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.

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, Library and Career and Development and advises the President, the Board, the governing bodies, and other appropriate agencies concerning student affairs and student services in general.

Director of Research Council

The Director of Research Council 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.

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.

Head of Community Engagement

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.

Head of Alumni and Career Development Centre

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 and reporting to the DSA.

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.

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, reporting to the president.

Head of Admission

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 counsellors, 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 (CAFS)	
Dr. Vinodh Natarajan	Acting Dean
Dr. Sayed Haytham Yaseen Alawi	Programme Head - MBA
Dr. Mahmood A. Husain Ali Akbar	Programme Head - BSBI
Dr. Hassan Kamel Alaaraj	Programme Head - BSIB
Dr. Farheen Akram	Programme Head - BSAF
COLLEGE OF COMPUTER STUDIES (CCS)	
Dr. Anupama Prasanth	Dean
Dr. Abdulkhadar Jilani	Programme Head - BSCS
Dr. Gohar Ali	Acting Programme Head - BSIT
COLLEGE OF ENGINEERING (COE)	
Dr. Beda Aleta	Dean
Dr. Rajkumar Palaniappan	Programme Head - BSME
Dr. Nivine Guler	Acting Programme Head - BSIE
Dr. Mohsin Abbas	Acting Programme Head - BSEnE
Dr. Diksha Gupta	Department Head - Math and Science
Mr. Brendo Sy	Technician Supervisor
CENTRE FOR GENERAL EDUCATION (CGE)	
Dr. Rodalin Asenas	Director
Mr. Hussain Abduljalil Ebrahim	Department Head - Languages and Literature

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Dr. Haitham Alqahtani	Vice President for Academic Affairs
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Dr. Omar Ahmed Alhawi	Dean of Student Affairs
Dr. Vinodh Natarajan	Acting Dean, CAFS
Dr. Anupama Prasanth	Dean, CCS
Dr. Beda Aleta	Dean, COE
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Ms. Rosemarie Rosales	Manager, Procurement





LOCATION AND CONTACT DETAILS

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Important:

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

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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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