

Guide to Regulations and Policies at the University of Bahrain

Chapter I Definitions and General provisions

Article (1) Guide Title

This guide is called the “Guide to Regulations and Policies at the University of Bahrain”

Article (2) Definitions

In the application of the provisions hereof, the following words and phrases shall have the meanings assigned to them, unless the context requires otherwise:

University:	University of Bahrain.
Board of Trustees:	Board of Trustees of the University of Bahrain.
University Council:	Council of the University of Bahrain.
President:	President of the University of Bahrain.
Committee:	Regulations and Policies Committee at the University of Bahrain.
Bylaw:	A legislative instrument adopted by the Board of Trustees, encompassing the general rules, procedures, and fundamental legal standards governing the activities of the University of Bahrain, based on the law regulating the University.
Regulation:	A legal instrument issued by the University Council that links the University's mission to the conduct of its members, clarifies institutional expectations, promotes compliance with laws and regulations, mitigates institutional risks, regulates activities, and improves productivity and efficiency in the academic, administrative, financial, student affairs, research, and other areas

Policy:	A set of rules and regulations aimed at clarifying and interpreting the provisions contained in the bylaws and regulations, and including the operational procedures that ensure their optimal application.
President's Decision:	A decision issued by the University President based on the powers vested in him by law and the University of Bahrain's bylaws and regulations, and the provisions contained in the laws and regulations adopted in the country.
Instructions:	A set of executive steps issued by a competent administrative authority in the University, which aim to interpret or properly implement the provisions contained in the bylaws, regulations, and decisions of the University President, in addition to properly organizing the work of administrative bodies.
Guidelines:	Guiding principles that are consistent with the provisions of the laws, bylaws, and regulations in force at the University, college, or other organizational unit level, etc.
Authority / Owner of Regulation:	A unit within the University that is the keeper or owner of the regulation or policy, and is the entity primarily concerned with monitoring the implementation and periodically revising the regulation or policy in order to update it.
Procedures:	The executive steps that must be followed to implement the provisions of the regulation or policy.
Responsibilities:	The tasks assigned to each entity participating in the process of proposing, implementing, amending, or canceling the regulation or policy.
Revision:	A process by which the owner periodically revises and updates the regulation or policy to keep pace with developments, every five years starting from the date of first approval or the date of the last review
Amendment:	A process through which some texts in regulations or policies are updated as needed, without being bound by a revision date.

Article (3)

Guide Scope of Application

This guide shall apply to all regulations and policies in force at the University, and its provisions shall apply to any proposal to introduce a new regulation or policy, or to amend or cancel an existing regulation or policy.

Article (4)

Guide Objectives

This guide aims to ensure compliance and consistency in the process of proposing, amending, and canceling regulations and policies at the University of Bahrain, as well as to state responsibilities and clarify the procedures to be followed when introducing any regulation or policy; this is in an effort to introduce and develop sound and practical regulations and policies to achieve their intended goals

Chapter II

Responsibilities

Article (5)

In the context of enacting, amending, or cancelling any of the regulations or policies governing the University's activities and operations, responsibilities shall be defined as follows:

First: University Council

- a- Approving the introduction of a new regulation/ policy.
- b- Cancelling an existing regulation or policy.
- c- Approving any amendments to an existing regulation or policy.

Second: The President

- a- Approving draft regulations and policies in preparation for submitting them to the University Council.
- b- Requesting the proposal/ amendment/ or cancellation of a regulation or policy.

Third: The Vice-President

- a- Implementing or overseeing the implementation of regulations and policies related to their responsibilities.
- b- Requesting the proposal/ amendment/ or cancellation of a regulation or policy.

Fourth: The media and university relations authority

- a- Publishing any new or amended regulation or policy in both Arabic and English, in accordance with established procedures, after coordination with the Secretariat of the University Councils, and announcing the cancellation of any existing regulation or policy.
- b- Reviewing and proofreading regulations and policies linguistically, as well as translating them into Arabic and English.

Fifth: The Secretariat of the University Councils

- a. Maintaining records of all documents relating to the University's regulations and policies and other legal instruments
- b. Sending the regulation/ policy to the relevant implementing bodies, as well as to the media and university relations authority, to take the necessary steps regarding its publication and dissemination according to the established procedures.
- c. Informing the owner of the revision dates for the regulation or policy.

Sixth: The Authority / Owner of Regulation

Providing input on the initial drafts of a proposed new regulation or policy, or the amendment or cancellation of an existing regulation or policy.

Chapter III

Establishment, Formation, and Powers of the Committee

Article (6)

Establishment and Formation of the Committee

A permanent central committee shall be established at the University of Bahrain, called: "The University of Bahrain Regulations and Policies Committee." Its formation and the appointment of its members shall be by decision of the University President.

Article (7)

Functions of the Committee

The committee formed under Article (5) of this guide shall be responsible for preparing, drafting, and reviewing the University's regulations and policies, in relation to proposals referred to it by the University President or the relevant university bodies, to ensure their soundness and compliance with applicable laws, bylaws, and regulations, after coordination with stakeholders, and finalizing the regulations and policies according to the designated template prepared, in preparation for submitting them to the University President to complete the necessary procedures for their approval. In addition, the committee shall be responsible for the following:

First: Develop a plan for the periodic review of all regulations and policies.

Second: Provide the guidance framework and other resources to facilitate the process of proposing/ amending/ or canceling a regulation or policy.

Third: Maintain the documents of regulations and policies and oversee its organization and indexing thereof to facilitate effective archiving and recovery.

Fourth: Prepare an annual report on adopted regulations and policies and any updates made thereto for submission to the President.

Chapter VI

Regulation or Policy Proposal/Amendment/Cancellation Provisions

Article (8)

Requirements to be Considered in University Regulations and Policies

First: Regulations and policies at the University of Bahrain are classified into five types: academic, administrative, research, student, and general.

Second: Instructions issued by deanships, departments, academic sections, or other organizational units must not conflict with the University's bylaws, regulations, and policies.

Third: All university regulations and policies must be revised by the committee every five years or as needed. The committee may coordinate with any relevant bodies or committees to conduct such revision.

Fourth: Regulations and policies shall be effective from the date of their approval by the University Council unless the Council specifies another date. They shall remain in effect until replaced by a new or amended regulation or policy, or until they are cancelled.

Fifth: The Secretariat of the University Councils must retain working (editable) copies of all applicable legal instruments, regulations, and policies.

Article (9)

Procedures for Requesting a Proposal for a New Regulation or Policy

The following procedures apply to requests for a proposed new regulation or policy:

First: The entity wishing to introduce a new regulation or policy submits a request to the committee specifying the reasons and needs justifying the introduction of the regulation or policy and indicating its expected impact. This request should be accompanied by benchmarking against best regional and international practices in similar educational institutions, using the designated form prepared (attached hereto). The initial draft of the proposed regulation or policy must be attached to the request.

Second: The committee shall revise the initial draft of the proposed regulation or policy, prepare it according to the form approved for such purpose, and draft it in a disciplined manner that aligns with its intended objectives, guided by best practices and approved experiences in this regard. In order to implement the above, it may consult with the requesting entity and stakeholders to ascertain any comments or clarifications that may be provided in this regard.

Third: The committee must prepare a draft of the regulation or policy in its final form in Arabic before submitting it to the University President.

Fourth: The University President may return the draft regulation or policy to the committee to request any amendments he deems appropriate, request any clarifications regarding it, or to refer the draft to any other entity for its views or opinion. In addition, he may order the suspension or postponement of the procedures for proposing the regulation or policy, as the case may be.

Fifth: If the University President approves the draft regulation or policy, it shall be translated into English, and the President shall then present the draft (in both Arabic and English versions) to the University Council for discussion and appropriate action. If approved, the University Council shall issue a resolution to adopt it.

Sixth: The Secretariat of the University Councils shall send the regulation or policy – after its approval by the University Council – to the relevant implementing bodies. In addition, it shall be sent to the media and university relations authority for announcement and publication in accordance with the prescribed methods, in both Word and PDF formats.

Article (10)

Procedures for Requesting Amendment or Cancellation of an Existing Regulation or Policy

The following procedures shall apply to requests to amend or cancel an existing regulation or policy:

First: The entity wishing to amend or cancel an existing regulation or policy shall submit a request to the committee, including the reasons and justifications for the amendment or cancellation, using the designated form (attached hereto). In the case of a request for amendment, the competent entity must attach a table containing the original texts and their corresponding amendments, as well as a statement of the purpose of the amendment.

Second: The committee shall consider the submitted request to amend or cancel the regulation or policy and finalize it in the designated form. In order to carry out its duties, the committee may consult with the owner of the regulation or policy, stakeholders, and other relevant parties to ascertain any comments or clarifications that may be provided in this regard.

Third: The draft regulation or policy, in its final amended form, or the request for cancellation, shall be submitted to the University President for presentation to the University Council,

following the same procedures for establishing regulations and policies outlined in paragraphs four and five of Article (8) of this guide.

Fourth: The Secretariat of the University Councils shall send the amended regulation or policy—after its approval by the University Council—to the relevant implementing bodies. Also, it shall be sent to the media and university relations authority for announcement and publication in accordance with the prescribed methods, in both Word and PDF formats.

Fifth: If the University Council approves the cancellation of an existing regulation or policy, the Secretariat of the University Councils shall send the Council's decision to cancel the regulation or policy to the relevant parties. The media and university relations authority shall then delete the canceled regulation or policy wherever it appears and indicate its cancellation.



Request Form for Introducing/Amending/Canceling A Regulation or Policy

بيانات تقديم الطلب Submission Information		
Submission Date:		تاريخ تقديم الطلب:
Office/Deanship/ Department:		المكتب/العمادة/الإدارة:
Owner/ Contact Person:		الشخص المسؤول:
بيانات النظام أو السياسة Regulation or Policy Information		
Type:	☐ Regulation ☐ Policy	النوع:
Regulation / Policy Title:		اسم النظام/السياسة:

تحديد نوع الطلب Tick the relevant below			
☐ إلغاء نظام أو سياسة Regulation/Policy Cancellation	☐ تعديل نظام أو سياسة Regulation /Policy Amendment	☐ مراجعة نظام أو سياسة Regulation /Policy Revision	☐ نظام أو سياسة جديدة New Regulation /Policy
الأهداف/ المبررات Purposes/ Reasons			
Statement of the objectives/ justifications of the request to introduce/ amend /cancel a regulation /policy.			بيان أهداف/ مبررات طلب استحداث/ تعديل/ إلغاء نظام أو سياسة.

الفئة المستهدفة Target Audience			
☐ عامة/أخرى General/Others	☐ الطلاب Students	☐ الإداريون Staff	☐ الأكاديميون Faculty

اعتماد مقدم الطلب Applicant Approval		
Signature:		التوقيع:

Note: Please attach the draft of the proposed regulation/policy, or the required amendments thereto with the request form, along with the supporting documents according to the provisions of this guide.