



UNIVERSITY OF BAHRAIN

## **Policy on the Practicum Course at Mohammed Jaber Al-Ansari College for Teachers**

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**Authority / Owner of Policy: Mohammed Jaber Al-Ansari College for Teachers**

**Effective: June 4, 2026**

## Table of Contents

|   |                                  |    |
|---|----------------------------------|----|
| 1 | Definitions .....                | 3  |
| 2 | Policy Purpose .....             | 5  |
| 3 | Policy Scope.....                | 5  |
| 4 | Policy Statement.....            | 6  |
| 5 | Roles and Responsibilities ..... | 11 |
| 6 | Policy Procedures .....          | 13 |
| 7 | Contact Information.....         | 14 |

## POLICY INFORMATION

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| <b>Title:</b>              | Policy on the Practicum Course at Mohammed Jaber Al-Ansari College for Teachers                                                                                                                                                                       |
| <b>Policy Description:</b> | This policy establishes a unified framework for the implementation of the Practicum course at the Mohammed Jaber Al-Ansari College for Teachers. It sets out the conditions for registration, supervision, assessment, and other relevant provisions. |
| <b>Policy Scope:</b>       | <input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research                                                                                                                     |

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|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | <input checked="" type="checkbox"/> Student <input type="checkbox"/> general                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Policy Status</b>                                 | <input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Approval Authority:</b>                           | University of Bahrain Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Authority/ Owner of Policy:</b>                   | Mohammed Jaber Al-Ansari College for Teachers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Relevant Sustainable Development Goals (SDGs)</b> | <input type="checkbox"/> 1. No Poverty<br><input type="checkbox"/> 2. Zero Hunger<br><input type="checkbox"/> 3. Good Health and Well-being<br><input checked="" type="checkbox"/> 4. Quality Education<br><input type="checkbox"/> 5. Gender Equality<br><input type="checkbox"/> 6. Clean Water and Sanitation<br><input type="checkbox"/> 7. Affordable and Clean Energy<br><input checked="" type="checkbox"/> 8. Decent Work and Economic Growth<br><input type="checkbox"/> 9. Industry, Innovation and Infrastructure | <input type="checkbox"/> 10. Reduced Inequalities<br><input type="checkbox"/> 11. Sustainable Cities and Communities<br><input type="checkbox"/> 12. Responsible Consumption and Production<br><input type="checkbox"/> 13. Climate Action<br><input type="checkbox"/> 14. Life Below Water<br><input type="checkbox"/> 15. Life on Land<br><input type="checkbox"/> 16. Peace, Justice and Strong Institutions<br><input checked="" type="checkbox"/> 17. Partnerships for the Goals |
| <b>Approval Date:</b>                                | 4 June 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Confidentiality</b>                               | <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Classification:</b>                               | <input type="checkbox"/> Restricted/Limited <input checked="" type="checkbox"/> Public                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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**Related Documents:** Study and Examinations Regulations at the University of Bahrain, Practical Training Course Policy.

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**Policy Stakeholders**

☐ President

☐ Vice Presidents

☒ Deans

☒ Directors

☒ Faculty members

☒ Students

☒ Admin Staff

☐ All University Affiliates

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## 1 Definitions

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**Ministry:** Ministry of Education.

**University:** University of Bahrain.

**College:** Mohammed Jaber Al-Ansari College for Teachers.

**College Board:** The Board of Mohammed Jaber Al-Ansari College for Teachers.

**College Practicum Committee:** A committee composed of representatives from the academic departments. It is responsible for preparing and reviewing the practicum course syllabi for the various programs, as well as preparing and reviewing the assessment components and their weightings in these courses.

**College Practicum Coordinator:** A faculty member appointed by the College to oversee the implementation of the practicum, provide general supervision of its quality, and coordinate efforts among the academic departments.

**Student Training and Development Specialist:** An administrative staff member tasked with following up on the implementation of the practicum and coordinating between schools and academic supervisors.

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic Supervisor:</b>               | A faculty member assigned one or more sections of the practicum course. They are responsible for monitoring the students registered in these sections, supervising them, and assessing their academic performance.                                                                                                                                                                                                                  |
| <b>School Practicum Coordinator:</b>      | A teacher working in the same school where the students are training. They are responsible for monitoring and ensuring students' compliance with assigned tasks. This individual is appointed by the Ministry to coordinate between the Ministry, the College, and the school. (Does not apply to Higher Diploma in Education students.)                                                                                            |
| <b>Cooperating Teacher at the School:</b> | A teacher working in the same school where the students are training and from the same specialization. They are responsible for guiding the students and contributing to the assessment of their practical performance in collaboration with the Academic Supervisor. The cooperating teacher is accredited by the Ministry and the school where the student is training. (Does not apply to Higher Diploma in Education students.) |
| <b>Student:</b>                           | A candidate accepted into the College and registered for courses of study at the undergraduate or postgraduate level.                                                                                                                                                                                                                                                                                                               |
| <b>Practicum Course:</b>                  | One or more courses within the study plan designed to provide the student with practical experience in their field of specialization.                                                                                                                                                                                                                                                                                               |
| <b>Training Entity:</b>                   | Government primary schools, primary-preparatory schools, preparatory-secondary schools, or secondary schools, in addition to early education institutions and special education centers in the Kingdom of Bahrain.                                                                                                                                                                                                                  |
| <b>Bilateral Agreement:</b>               | A formal document prepared for practicum purposes, concluded between the College and the student to specify the rights and duties of each party.                                                                                                                                                                                                                                                                                    |
| <b>Orientation Meeting:</b>               | An organizational and guidance meeting that prepares the student to engage in the practicum course. It targets the relevant parties according to their roles, including the College Practicum Coordinator, Academic Supervisors, students, Student Training                                                                                                                                                                         |

and Development Specialists, and coordinators from the training entities or schools. The meeting aims to outline the organizing framework of the course, explain its procedures and requirements, clarify students' rights and obligations and the roles of the parties involved, and detail the mechanisms for supervision, follow-up, and assessment, thereby ensuring a unified understanding and proper implementation of the course in accordance with the approved policy.

**Exceptional Circumstances:** Any emergency situation—such as epidemics, natural disasters, or other circumstances—that necessitates the suspension or restriction of attendance at university premises and buildings, or any decision issued by the University or the relevant official authorities resulting in the full or partial impossibility of implementing the practical training in the usual in-person format. This includes the shift to distance education or work, the suspension of study, the closure of training entities, or any similar conditions affecting the feasibility of carrying out field training.

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## 2 Policy Purpose

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This policy aims to regulate the Practicum Course at the College within a unified framework, setting out the procedures and standards relevant to registration, supervision, and assessment. It seeks to unify academic and administrative practices to ensure fairness, transparency, and quality in the implementation of the practicum. This is achieved by defining the responsibilities, roles, and regulations governing the relationship between the College, the Ministry, and the schools, thereby strengthening the integration of theoretical and applied learning and reinforcing graduates' readiness for labor market requirements.

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## 3 Policy Scope

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The provisions of this policy apply to all academic programs at the undergraduate and postgraduate levels that include the Practicum Course as a compulsory graduation requirement. The scope of application covers the College, its departments, students, the Ministry, the schools, and any entity involved in the implementation or supervision of the practicum at the College.

Where no specific provision is set out in this policy, the provisions of the University's Study and Examinations Regulations and the provisions of the Practical Training Course Policy shall apply to the Practicum Course, provided they do not conflict with the nature and specific character of the practicum.

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## **4 Policy Statement**

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### **4.1 Policy Principles**

This policy is founded on the following governing principles:

1. **Quality and Excellence:** Commitment to providing a high-quality practicum experience that achieves the targeted learning outcomes.
2. **Transparency and Fairness:** Clarity of standards and procedures for all relevant parties.
3. **Enhancing Alignment:** Strengthening the alignment of graduates' competencies and skills with the needs of the national and regional labor market.

### **4.2 Conditions for Registration in the Practicum Course**

To register for the Practicum Course, a student must satisfy the following general conditions:

1. **For Undergraduate Students:** A first-year student registers for the Practicum Course and must pass it in order to register in the second year, and so on through to the fourth year, given the sequential and interconnected nature of the courses.

2. For Higher Diploma in Education Students: The student registers for the first-semester Practicum Course and must pass it in order to register for the second Practicum Course in the second semester.

#### **4.3 Training Duration and Format**

The student is required to attend the school throughout the entire practicum period, which amounts to 20 consecutive working days for undergraduate students in the first, second, and third years, and 75 consecutive working days for undergraduate students in the fourth year and for Higher Diploma in Education students.

#### **4.4 Selection and Accreditation of the Practicum Site**

The Ministry is responsible for placing practicum students in schools according to the following criteria:

1. The students' areas of residence.
2. The number and competence of School Coordinators and Cooperating Teachers.
3. The specializations available in the schools.

#### **4.5 Supervision and Follow-Up**

1. Students are supervised under a dual supervision system in the case of undergraduate students. This includes the Academic Supervisor, the School Practicum Coordinator, and the Cooperating Teacher. Coordination among them shall be ongoing to ensure the integration of the academic and field-based aspects in achieving the objectives of the practicum. As for Higher Diploma in Education students, they are followed up solely by the Academic Supervisor, as no School Practicum Coordinator or Cooperating Teacher is

assigned to them, given that they train in the same schools where they are employed as teachers.

2. The Academic Supervisor is responsible for monitoring the student, ensuring that the training proceeds according to the training plan, conducting several field visits to the accredited schools for implementing the Practicum Course in accordance with the requirements of each course (except for the first-year practicum), and holding a meeting with the student, the School Practicum Coordinator, and the Cooperating Teacher. The Academic Supervisor is also responsible for reviewing the student's assignments or periodic reports and providing feedback.
3. The College Practicum Coordinator is responsible for monitoring the extent to which the Academic Supervisor, the School Practicum Coordinator, and the students comply with the practicum procedures and assignments, ensuring that the practicum objectives are met, and intervening to resolve any emerging problems.
4. The School Practicum Coordinator is responsible for clarifying the practicum procedures and assignments to the Cooperating Teachers at the school, monitoring students' attendance and compliance, and documenting the student's daily attendance using the means approved by the College and the school.
5. The Cooperating Teacher is responsible for guiding the student, assessing their performance in accordance with what is stipulated in the Practicum Course, and monitoring the student's compliance with their duties throughout the practicum period.

#### **4.6 Attendance and Absence**

1. The student is required to maintain full attendance at the accredited schools for the implementation of the Practicum Course throughout the entire period, in accordance with the schedule approved by the College and the Ministry. This includes any supervisory or assessment meetings or gatherings convened by the College as part of the course requirements.

2. Without prejudice to cases in which the Study and Examinations Regulations or applicable laws and regulations permit absence for compelling or humanitarian reasons, a student may not be absent except for an excuse accepted by the Academic Supervisor and after obtaining the approval of the School Practicum Coordinator.
3. The provisions of the Study and Examinations Regulations shall apply to absences. If the absence rate does not reach the thresholds stipulated therein, the student is required to make up all unexcused absence hours as determined by the Academic Supervisor in coordination with the School Practicum Coordinator, to ensure the required number of training hours is fulfilled.

#### 4.7 Assessment and Grading

1. The student is assessed in the Practicum Course as follows:

| Classification                      | Academic Supervisor | Cooperating Teacher | School Practicum Coordinator |
|-------------------------------------|---------------------|---------------------|------------------------------|
| Higher Diploma in Education         | 100%                | —                   | —                            |
| Undergraduate (First Year)          | 70%                 | 25%                 | 5%                           |
| Undergraduate (Second & Third Year) | 85%                 | 10%                 | 5%                           |
| Undergraduate (Fourth Year)         | 90%                 | 5%                  | 5%                           |

2. The grading system for the Practicum Course is Pass/Fail. A student is considered to have passed if they obtain a grade of B (80%). In the event of a student failing, i.e. obtaining a grade below 80%, they must re-register for the course in a subsequent semester and repeat the training in full.

#### 4.8 Implementation of Practical Training in Exceptional Circumstances

When exceptional circumstances arise that prevent the implementation of the practicum through in-person attendance, the College may, in coordination with the training entity, approve suitable alternatives for implementing the course in a manner that achieves the targeted learning outcomes, while taking into consideration students expected to graduate. This shall be in accordance with the following regulations:

1. In exceptional circumstances, the practicum shall be implemented through one of the alternatives that achieves the learning outcomes, including remote work-based training with the training entity, structured virtual training, applied projects, professional simulations, or any other alternatives approved by the College Board.
2. Remote work-based training with the training entity is the first-choice option for implementing the practicum during exceptional circumstances whenever the possibility of its application exists. Other alternatives may be resorted to when this option is not feasible.
3. The suitable alternative for implementing the practicum in exceptional circumstances shall be determined by a decision of the College Board, based on a recommendation from the College Practicum Committee.
4. For programs that by their nature require direct, in-person training that cannot be substituted by any of the alternatives, a portion of the training may be implemented remotely, provided that the in-person component is completed at a later stage or postponed as determined by the College Board.
5. The stage the student has reached in the training at the time the exceptional circumstance occurs must be taken into account, with particular attention given to students expected to graduate, ensuring that their graduation is not delayed as much as possible.
6. The College Board may, based on a recommendation from the College Practicum Committee, modify the assessment components and their weightings in cases where the practicum is implemented through non-attendance-based alternatives, in a manner that achieves the learning outcomes of the course.

Should the University Board issue a decision to shift to distance education, the College shall ascertain whether the decision covers the Practicum Course. If it does, the in-person training shall be suspended, and the suitable alternative shall be adopted in accordance with the provisions of this policy.

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## 5 Roles and Responsibilities

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1. **College Board:** Approves the practicum plans and determines the specific requirements of the academic programs as dictated by the study plan and accreditation requirements.
2. **Head of Academic Department:** Is responsible for allocating students to Academic Supervisors and adhering to the agreed number of students per Academic Supervisor.
3. **College Practicum Committee:** Is responsible for preparing and reviewing the syllabi of the Practicum Courses for the various programs, as well as preparing and reviewing the assessment components and their weightings in these courses.
4. **The College Practicum Coordinator:**
  - Provides general supervision of the implementation of the Practicum Courses.
  - Follows up on the progress of work, ensures the quality of its application, coordinates efforts among the academic departments, and submits the necessary recommendations to the Dean of the College in accordance with the provisions of this policy.
  - Follows up on the implementation of the practicum in the academic programs of the departments.
  - Follows up on the Academic Supervisors, School Coordinators, and Cooperating Teachers.
  - Verifies students' compliance with the training plan and maintains continuous communication with the Academic Supervisors, School Coordinators, and Cooperating Teachers to ensure the practicum proceeds according to the approved plan.
  - Intervenes to resolve any problem hindering the progress of the practicum through school visits and addresses any other matters related to the implementation of the course.
5. **Academic Supervisor:** Follows up on the student throughout the entire practicum period. Is responsible for preparing and compiling the assessment components, determining the student's final grade, and recording it. Communicates with the School Practicum Coordinator and conducts field visits to assess the student and verify the progress of the practicum.

**6. The Student Training and Development Specialist at the College:**

- Sends the names of students to the Ministry for their placement in schools and registers the students on the SIS system.
- Explains the practicum requirements to the School Coordinators, prepares the attendance and absence file, and shares all practicum files and forms with the Ministry.
- Communicates periodically with the School Practicum Coordinator to ensure the smooth progress of the practicum, and receives all forms and assessments from the School Practicum Coordinator at the end of the practicum period.

**7. The student is required to:**

- Observe the registration regulations for the Practicum Course.
- Participate in the orientation meeting and all other meetings.
- Attend and be punctual at the school.
- Participate actively in the practicum activities.
- Submit the required assignments in accordance with the specified deadlines.
- Adhere to work ethics and proper professional conduct.
- Maintain the confidentiality of information accessed during the practicum.
- Maintain a proper appearance.

**8. The School Practicum Coordinator is required to:**

- Provide a suitable and safe environment and nominate a qualified Cooperating Teacher to monitor the student and assess their performance.
- Supervise the progress of the practicum and ensure the compliance of the student and the Cooperating Teacher with the required tasks.
- Monitor the student's attendance and absence, and deliver the assessment forms approved by them and by the Cooperating Teacher, submitting them to the Student Training and Development Specialist at the College.
- Coordinate with the College as needed regarding any observations or specific practicum requirements.

**9. The Cooperating Teacher:** Supervises the student directly during the practicum, guides them in carrying out practical tasks, monitors their attendance and compliance, and completes the approved assessment form for the student's professional performance and submits it to the School Practicum Coordinator for transmission to the Student Training and Development Specialist at the College.

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## 6 Policy Procedures

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The College follows the procedures below for the registration and implementation of the Practicum Course:

1. The Student Training and Development Specialist at the College sends the names of the students to the relevant authority at the Ministry, which then undertakes the placement of the students in the Kingdom of Bahrain's primary or primary-preparatory schools. This does not apply to Higher Diploma in Education students.
2. The Student Training and Development Specialist at the College sends the names of the students to the Heads of Departments for allocation to the Academic Supervisors.
3. The Student Training and Development Specialist at the College registers the students together with the names of their supervisors via the Student Information System (SIS).
4. The College Practicum Coordinator shall meet with the Academic Supervisors to explain the practicum requirements. The Academic Supervisors shall meet with the students to explain the practicum requirements. The Student Training and Development Specialist at the College shall meet with the School Coordinators to explain the practicum requirements.
5. The student signs the Bilateral Agreement before the start of the practical training. This does not apply to Higher Diploma in Education students.
6. The student begins the practicum and is followed up by the Academic Supervisors, School Coordinators, and Cooperating Teachers in accordance with the provisions of this policy.
7. The Academic Supervisor prepares and compiles the student's assessment components, determines the student's final grade, and records it, in accordance with the provisions of this policy.

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## 7 Contact Information

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For further assistance regarding this policy, questions may be directed to:

Office of the Vice Dean  
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Email: [vdean.btc@uob.edu.bh](mailto:vdean.btc@uob.edu.bh)