

Disclaimer:

The official version of the regulation and any amendments thereto is published in Arabic in the UOB's website.
This version of the regulation, including amendments thereto, is provided for guidance and easy reference purposes



UNIVERSITY
OF BAHRAIN

Regulation

Study and Examinations

Authority / Owner of Regulation: Vice President for Academic Programs and Graduate Studies
/ Deanship of Admission and Registration

Effective: 23 October, 2013



Regulation Information

Title:	Study and Examinations Regulation in University of Bahrain
Regulation Description:	The document includes the regulations of student admission at the university, their distribution to study programs, the regulations for registering courses, paying fees, the regulations of study and examinations, the grievance against the result of a course, the regulations for graduation from the university, and others.
Regulation Scope:	<input checked="" type="checkbox"/> Academic <input type="checkbox"/> Administrative <input type="checkbox"/> Research <input checked="" type="checkbox"/> Student <input type="checkbox"/> general
Regulation Status	<input type="checkbox"/> New regulation <input checked="" type="checkbox"/> Revision of existing regulation
Approval Authority:	University of Bahrain Council
Authority / owner of Regulation:	Vice President for Academic Programs and Graduate Studies / Deanship of Admission and Registration
Approval Date:	2013
Effective Date:	2013
Approval Date of Last Revision:	20 August 2023
Date of Next Revision:	Must be same as the Arabic version please
Document Ref:
Document ID:	Version: 01/2023
Classification:	general
Related Documents:	Regulation of Behavioral Violations, list of Terms and Procedures for Exemption from Tuition Fees, and Academic Counseling regulation.



UNIVERSITY
OF BAHRAIN

University of Bahrain Council Decision

Number (369) of (2023)

Regarding Study and Examinations Regulation in University of Bahrain

Approval of University President /
University Council:

Date: 20 August 2023

Article I

The provisions of the Study and Examinations Regulation shall apply. All provisions and decisions that contradict it shall be canceled.

Article II

[The Vice President for Academic Programs and Graduate Studies and concerned parties, each within its competence, shall implement this regulation, which shall come into force from the date of its issuance.]



UNIVERSITY
OF BAHRAIN

Study and Examinations Regulation at the University of Bahrain

August 2023



Content

- 1. Chapter 1: General Provisions and Definitions**
- 2. Chapter 2: Study Regulations**
 - First: Student Admission
 - Second: Study and Course Registration
 - Third: Orientation Program
 - Fourth: Summer Semester
 - Fifth: Refund of fees
 - Sixth: Absence and Withdrawal
 - Seventh: Transfer
 - Eighth: Visiting Student
 - Ninth: A Lifelong Learner Student
 - Tenth: Student Activity Hours
- 3. Chapter 3: Examination Regulation**
 - First: Evaluating students' performance
 - Second: Provisions of Grievance Against the Result of a Course
 - Third: Provisions of Cheating in Exams
 - Fourth: Provisions of Absence from Final Exam
 - Fifth: Provisions of Repeating a Course
 - Sixth: Provisions of Graduation and Granting of Academic Degree
- 4. Chapter 4: Academic Warning, Dismissal and Re-Enrollment Regulation**
- 5. Chapter 5: Final Provisions**
- 6. Appendices**



Chapter 1: General Provisions and Definitions

Article (1) This regulation is called the "**Study and Examinations Regulation at the University of Bahrain**".

Article (2) The provisions of this system shall apply to study and examinations at the undergraduate level. It also applies to postgraduate studies unless a special provision is made to the contrary, taking into account the regulations of some programs.

Article (3) The following words and statements shall have the meanings assigned to each of them, unless the context requires otherwise:

Law: Decree law No. (12) of 1986 Concerning the Establishment and Organization of the University of Bahrain and its amendments.

University: University of Bahrain.

University Council: The University of Bahrain Council.

College Council: The concerned College Council.

Department Council: The concerned academic department council.

President: President of the University of Bahrain.

Vice President: Vice President for Academic Programs and Graduate Studies.

Dean: The concerned Dean of the College or their equivalent.

Head of Department: Head of the concerned academic department.



Competent Authority: The authority or official licensed to take decisions in the implementation of this Law.

Deanship: Deanship of Admission and Registration.

Academic Advisor: A faculty member who advises the student in study related issues.

Instructor: The faculty member teaching the course.

Student: A student who has been admitted to the university and has registered for undergraduate or postgraduate courses.

University number/ID: The number given to the student when applying for admission to the university and is taken as a basis in their dealings with the university.

Undergraduate level: Diploma, associate diploma or bachelor's programs that follow obtaining a high school diploma and the like, and are offered in the first and second periods.

The first period: The regular period where the study begins at eight in the morning, and its programs are applied to by those with a high school diploma or its equivalent and where it hasn't been more than two years since their graduation at the time of application.

The second period: The evening period in which the study begins after four o'clock, and its programs are applied to by those who have a high school diploma or its equivalent, regardless of the year of obtaining the certificate, and full tuition fees and special provisions are applied as stated in this regulation.

Postgraduate studies: Higher diploma, master's and doctoral programs that follow obtaining a bachelor's degree and the like.



Academic Program: A structured, credit-hour course of study, which includes several aligned academic courses and work, and leads to a specific academic degree.

Study Plan: The academic program plan that includes all courses that a student must pass to complete graduation.

Course: Scientific content that falls into a study plan for a specific program, and has a character, number, name, detailed description of its terms, and specific educational outcomes that distinguish it from the rest of the courses.

Credit Hour: A unit of measurement to determine the weight of each course in relation to other courses. It is equivalent to a theoretical lecture of one hour per week, or exercises or practical applications of two or three hours per week throughout the semester.

Required Credit Hours: The total credit hours of the courses the students registered for in a specific semester, taking into account the minimum and maximum limits stipulated in Article (18) of this regulation.

Academic Calendar: The guide that includes the dates of the most important events and periods related to study and holiday during the academic year, which is prepared by the Deanship and issued by a decision of the University Council.

Academic year: The academic year that starts from September and ends in August and consists of two semesters (the first and second), and an optional semester is the summer semester, if any.

Semester: A period of time specified in the academic calendar to study the courses registered by the student.



Add/drop: A procedure following registration whereby a student drops or adds one or more courses, according to certain criteria, during the period specified in the academic calendar.

Grade: The symbol corresponding to the final percentage grade obtained by the student in any course, and each grade has a specific weight according to Article (60) of this regulation.

Points: The result of multiplying the number of credit hours for the course by the weight of the grade obtained by the student in that course stipulated in Article (60) of this regulation.

Semester GPA: The sum of points obtained by the student in all courses in a specific semester is divided by the total credit hours for all courses studied by the student in the same semester, and rounds to two decimal places.

Cumulative GPA: The sum of the points obtained by the student in all courses is divided by the total credit hours for all courses completed by the student until the date of calculating the average, and rounds to two decimal places from 4.00.

Major GPA: The sum of the points obtained by the student in all major courses divided by the total credit hours for all specialized courses studied by the student, and rounds to two decimal places of 4.00.

Academic Warning: The warning given to the student due to their cumulative GPA falling below the required minimum limit.

Special Student: An academically probated student who has been excluded from dismissal from the university according to what is stated in Article (88) of this regulation.



Evaluation Activities: Quarterly evaluation work performed by the student, including midterm exams, quizzes, assignments, projects, reports, and case studies, not including the final exam.

Feedback: The information the student receives from the instructor on the level of their performance in the evaluation activity, enables them to know to what extent he/she has achieved the course's educational outcomes, clarifies their strengths and guides them to address their weaknesses, and is an integral part of the learning process.

Temporary dismissal: Suspension of student registration based on a decision issued by the Disciplinary Committee in accordance with the list of behavioral violations at the university.

Official postponement: The student is suspended for their enrollment and postponed to study at their request.

Final withdrawal: The student's withdrawal from the university at their request.

Informal withdrawal: The student dropping out of studies without notifying the Deanship.



Chapter Two: Study Regulation

First: Student Admission

Article (4) Applications for admission to the programs offered by the university at the undergraduate level, in its first and second periods, and in the postgraduate level, must be submitted to the Deanship during the announced period, and the applicant must adhere to the announced dates.

Article (5) The University Council determines the number of students admitted to study within the framework of University's general policy. The University Council may raise the maximum number of admitted students, based on the recommendation of the Deanship in light of the official applications received for scholarships from official institutions in the Kingdom of Bahrain, and the University Council determines the criteria for admission in each specialization.

Article (6) **First:** To accept the student in the undergraduate level in its first and second periods, the following conditions are required:

1. Must have a high school diploma or its equivalent, with a minimum average of (70%). People with special needs are excluded, provided that his/her average in secondary school is not less than (66.66%), provided that the disability is proven by an official document.
2. To be qualified to study in the language in which the academic program is taught.
3. To submit a medical fitness examination certificate from one of the accredited centers or hospitals in the Kingdom of Bahrain, according to the nature of the academic program.
4. To be of good conduct and behavior.
5. Is not enrolled in another university inside or outside Bahrain.



6. To apply for aptitude tests, if any, or others conducted by the university.
7. To pass the tests or interviews conducted by the college, according to the admission requirements in some programs.
8. Is not dismissed from the university for disciplinary reasons.
9. To meet other conditions determined by the competent authorities.

Second: In addition to the conditions mentioned in the first paragraph of this Article, applicants to the first period programs must meet the following conditions:

- 1- At the time of applying to the university, the student has not obtained the certificate eligible for admission to the university for more than two years (the year of graduation from secondary school and the year after that).
- 2- The student has not previously obtained a bachelor's degree from the university or another university.
- 3- Is not dismissed from any university for academic reasons.

Third: The University Council determines the controls to be observed regarding the admission of students with special needs in accordance with the nature of each program.

Article (7) The Deanship registers students admitted to the academic programs offered by the university colleges, according to the criteria determined by the University Council based on the recommendation of the college councils, and within the limits of the available places therein, and informs the applicants with the results of admission.

Article (8) The applicant has the right to request a reconsideration of the accepted specialization within the period announced by the Deanship, and the Deanship



decides on the applications submitted according to the available vacancies in the specializations.

Article (9) The University Council may make an exception to the conditions and procedures of admission to the undergraduate university degree programs in special cases that require it.

Article (10) Secondary certificates issued by schools are dealt with according to the Ministry of Education's verification. The Ministry of Education's estimate of the average is adopted as the university entry rate, and holders of international secondary certificates IGCSE–GCSE, and the International Baccalaureate IB are dealt with as follows:

First, admission requirements:

Holders of the International Secondary Certificate (IGCSE, GCSE) are accepted, according to the controls and conditions in force at the university, in addition to the following controls and conditions:

1. The certificate must be equivalent by the concerned authorities in the Ministry of Education.
2. The applicant must have passed at least 8 (eight) courses – according to the (extended) system – : at least two of them are at the advanced level (A–Level), or at least one of the same level in addition to two or more of the Advanced Subsidiary level (AS–Level) with a grade of (C) with the possibility of calculating one course with a grade of (D), or the equivalent of these two grades in the numerical grading system.
3. The period of passing any of the required courses should not exceed 4 years.



4. The courses should be in the fields of: mathematics, science, social sciences and arts, taking into account the colleges requirements as shown below:

a. Colleges: Science, Engineering, and Information Technology

- Mathematics course at the advanced level (A–Level).
- Physics course at Advanced Subsidiary level (AS–Level) at least.
- Chemistry course at ordinary Level (GCSE) at least.

b. College of Health and Sports Sciences

- Mathematics and Biology courses at AS–Level at least.
- Physics and Chemistry courses at ordinary level (GCSE) at least.

c. College of Business Administration

- Mathematics course at AS–Level at least.

d. College of Arts and Law

- Arabic language course at the advanced level, or English language course at the Advanced Subsidiary level for the bachelor's program in English.

Second: Calculating the certificate percentage:

1. The grades obtained by the student for the courses he/she passed are granted the percentages shown in the following two tables:

• Alphabetical system:

Grade	Equivalent Percentage
A*	100%
A	95%
B	85%
C	75%
D	65%



• Numerical system table

Grade	Equivalent Percentage
9	100%
8	98%
7	95%
6	88%
5	82%
4	75%
3	65%

2. To obtain the student's official percentage, the percentages of the highest eight grades obtained by the student are summed up, including the courses required for each college, and the total is divided by eight.

Third: Exemption form Orientation

The applicant to the second period programs is exempted from the Orientation Program , and the applicant to the first period programs is also exempted if he/she obtain a grade of at least (C) in the English language course if he/she study it as a First Language at the levels: ordinary, or in the advanced subsidiary level, or advanced level, or obtain a grade of at least (B) if he/she study it as a second language in any of the mentioned levels.

Fourth: Course Equivalency

A student may apply for course equivalency for courses which he/she have passed in the advanced level (A–Level) with a grade of (B) and above with similar courses of the first level (100) in the program in which he/she were accepted,



provided that the number of equivalent hours does not exceed 21 credit hours (the equivalent courses are not counted within the cumulative GPA, and the student is assigned an E grade in these courses in their academic record).

Second: Study and Course Registration

Article (11) Studying at the university is a regular study (full time) manner, the student must commit to following the academic program accepted in and attending the courses' theoretical and practical hours.

The university adopts a credit-hour system in offering its academic programs.

In the event that something prevents students' physical attendance on campus, the educational process continues, in light of the instructions of the State's competent authorities, through the approved electronic platforms, and taking into account the provisions contained in the distance education system at the university regarding attendance, assessments, examinations, etc.

Article (12) The academic calendar, prepared by the Deanship and approved by the University Council, determines the beginning and end of the academic year and its various semesters.

Article (13) The academic year is divided into two semesters, with (16) weeks for each semester.

It is permissible by a decision of the University Council to offer the "summer semester", which consists of (8) weeks.

The department, in coordination with the Dean, shall determine the courses offered in the semesters, taking into account the text of Article (24).



Article (14) The number of credit hours contained in the study plan for any undergraduate or postgraduate academic program must not be less than the minimum set by the University Council.

Article (15) The academic program includes compulsory and elective courses, provided that the student passes all compulsory courses and the elective courses chosen, taking into account the provisions of Article (71) of this regulation.

Article (16) It is left to the student to determine the courses he/she wishes to study according to their study plan, provided that they have fulfilled its previous requirement, and after consulting their academic advisor or representative.

Article (17) The student is committed to the courses included in the academic program in which he/she are registered.

Article (18) The student is obligated to observe the minimum and maximum number of semesters approved for graduation from the university, without counting the summer semester, and the Orientation Program, as follows:

Degree	Credit Hours	Program Duration by No. of Semesters	Minimum No. of Semesters	Maximum No. of Semester
Associate Diploma	From 65 to 70	4	3	8
	From 71 to 87	5	4	9
	From 88 to 105	6	5	10
Bachelor	From 120 to 139	8	7	14
	From 140 to 175	10	9	16



Bachelor (Second Period)	From 120 to 139	11	8	21
-----------------------------	-----------------	----	---	----

Excluded from the maximum number of semesters in the bachelor's program are programs which have a special decision issued by the University Council.

The student is granted, by a decision of the University Council, based on a recommendation from the Deanship of Admission and Registration, an additional semester if he/she can complete all graduation requirements during it.

Article (19) First: The minimum academic required credit hours that the regular student is committed to in the first period of their studies in one semester is (12) credit hours, and the maximum is (19) credit hours. And the student may not exceed 22 credit hours when registering credit hours in their graduation semester.

The student may fall below the minimum academic required credit hours in the following cases ²:

1. If the student's special circumstances so require, it should be done once during the program and with the approval of the head of the concerned department.
2. If there are compelling reasons that make it impossible for the student to register the minimum required credit hours, such as not passing the prerequisites that allow them to register new courses, or the lack of a vacant seat or place for practical training, provided that this is with the approval of



the head of the concerned department accompanied by a statement of the compelling reason.

3. If the student is in their (final) graduation semester and their remaining hours are less than the minimum required credit hours.

Second: The minimum academic required credit hours that the regular student in the second period is obligated to study in one semester is (6) credit hours (two courses), and the maximum (16) credit hours (five courses). It is permissible to waive the minimum for special circumstances and only once with the approval of the department head accompanied by a statement of justification.

Article (20) The student must register the courses of the next semester early on during the preceding semester, and he/she may make an amendment to the academic schedule within the limits of availability in the academic sections during the add/drop period specified in the academic calendar.

During Add/drop procedure, the following conditions shall be observed:

1. The procedure shall not result in a violation of Article (19) of this Law.
- 2- The procedure should not result in the student's inability to register in one of the sections of the course to be added.



3- There should be no conflict between the courses registered in the academic schedule or in the dates of the final exam. Only the student expected to graduate in the same semester is allowed to register two conflicting courses in the final exam, or two courses, one of which is a mandatory requirement for the other, after obtaining the approval of the head of the academic department and taking into account the procedures specified for that.

The student is also allowed to register in the laboratory section that suits his/her study schedule, if the student is unable to register in the same theoretical section of his/her course, provided that the approval of the department head is obtained and the procedures specified for this are observed.

Article (21) A student's knowledge of the study regulations, the procedures governing it and the requirements for graduation shall be presumed, and this does not exempt them from the academic advisor's assistance in study affairs.

Article (22) **First-** The student must pay the tuition fees for each semester on time, unless the student has been exempted from them according to the list of student exemptions from tuition fees at the university, and if the student is late in paying the tuition fees, the student's name does not appear on the lists of study sections for the registered courses, and the Department of Finance and Budget alerts the student and notifies him/her of the need to pay the fees



within ten days of the start of the study. The provisions of the tuition fee exemption do not apply to second-period students.

Second- Subject to Article (18) of this regulation, tuition fees in the programs of the first period of the undergraduate level shall be (8) dinars per credit hour, for the Bahraini student and the like (son and daughter of a Bahraini / wife of a Bahraini) for the duration of the program, according to the approved study plan for each program, in addition to the periods excluded from the duration of the program in accordance with Articles (28 and 29) of this regulation, and the duration of the Orientation Program, if any, and an additional semester. In the event that the student is transferred from one program to another, the supported semesters will be counted for the student since joining the university.

If the Bahraini student and the like exceed these periods, the tuition fees on all accepted payments starting from September 2021 onwards will be (40) dinars per credit hour in the semester following the previous periods, and then (80) dinars per credit hour after that in subsequent semesters. For non-Bahraini students, the tuition fee is (80) dinars per credit hour.

As for the batches accepted starting from September 2021, if the Bahraini student, and the like, transfers from one program to another, the supported semesters are counted from the time of joining the first study program at the university. The student's supported semesters are calculated as the duration



of the last program to which he/she transferred, minus the number of supported semesters spent in the previous program or programs. According to the following illustrative table:

Degree with (Program Duration)		Number of supported and calculated semesters spent in study	Number of supported semesters remaining
Number of supported semesters in the program transferred from	Number of supported semesters in the program transferred to		
Bachelor (9)	Bachelor (9)	6	3
Bachelor (11)	Bachelor (11)	6	5
Bachelor (11)	Bachelor (9)	6	3
Bachelor (9)	Bachelor (11)	6	5
Bachelor (11)	Associate Diploma (5)	4	1
Bachelor (9)	Associate Diploma (5)	4	1
Bachelor (9& 11)	Associate Diploma (5)	5	0
Bachelor (9& 11)	Associate Diploma (5)	6	0
Associate Diploma (5)	Bachelor (9)	5	4
Associate Diploma (5)	Bachelor (11)	5	6

Upon transfer, the student will not be charged a fee retroactively if the number of semesters spent in the bachelor's program from which he/she transferred from exceeds the number of semesters of the associate diploma program to which he/she wishes to transfer.



Third– Tuition fees shall be (80) dinars per credit hour in all study programs offered by the university in the second period and for all categories of students (Bahraini – non-Bahraini).

Fourth– Tuition fees shall be 80 dinars per credit hour for all students, in two cases, when repeating the course for the second time as a result of failing it and repeating the course for the purpose of raising the Cumulative GPA. This provision will apply to accepted payments starting from the first semester 2022/2023 onwards.

Fifth– Tuition fees for students on scholarships from government agencies to study at the university shall be in accordance with the criteria contained in items second, third and fourth above, unless there is an agreement with the concerned authority to the contrary. Tuition fees for students on scholarships from non-governmental or non-Bahraini entities are at least 80 dinars per credit hour. This is for the accepted payments starting from the academic year 2022/2023.

Third: Orientation Program

Article (23) The study at the university begins with a unified Orientation Program for new students in the first period according to the following conditions:



1. Students with high school averages or grades or their equivalent – subject to the provisions of Article 10 – shall be exempted from the Orientation Program according to the following conditions:
 - a. Students with a high school average of at least 90%.
 - b. Students with a grade average of at least 90% in all English courses at the secondary level.
 - c. Students with a TOEFL certificate with a score of not less than 500, or an IELTS certificate with a score of at least 5.5, provided that the student provides the university's English Language Center with the certificate before the start of the study.
2. The student is exempted from the mathematics course MATHS001 if he/she has an average score of at least 85% in mathematics courses for students of Unified Tracks (scientific only) or holds an AP / IB / SAT certificate in mathematics or its equivalent, and the certificate can be submitted during the semester. In the event that the student registers for the course, the fees paid based on this exemption will not be refunded. The student is also exempted from studying the course if he/she obtains 70% in the exam held by the concerned department.
3. The student is exempted from the Information Technology course ITIS001 if the student holds an AP/IP certificate in information technology, or a MOS/ICDL certificate or their equivalent, and this certificate can be submitted during the semester, and in the event that the student registers for the course, the fees paid based on this exemption are not refunded.



4. Students with a high school GPA from 70% to 89.99% are allowed to take the exemption exam for the English Language Orientation Program conducted by the University's English Language Center.
5. The English Language Center classifies Orientation Program students into two levels: Level I (two semesters) or Level II (one semester), based on their results in the exemption for the Orientation Program.

3 Test of English as a Foreign Language

4 International English Language Testing System

5 Advanced Placement Certificate in Mathematics

6 International Baccalaureate

7 Scholastic Assessment Test

8 Microsoft Office Specialist

9 International Computer Driving License

6. The maximum duration for completing the first level of the Orientation Program is two academic years (4 semesters), and the maximum duration for completing the second level of the Orientation Program is one academic year (two semesters).
7. The Orientation Program courses are distributed according to the level, as follows:
 - a. The first semester, includes courses equivalent to 16 credit hours, distributed as follows:
 - 13 hours in English (ENGLR001, ENGLR002, ENGLR003), representing the overall course ENGLRL1.
 - 3 hours in Mathematics (MATHS001) or Information Technology (ITIS001) depending on the group the student is enrolled in.



b. The second semester, includes courses equivalent to 16 credit hours, distributed as follows:

- 13 hours in English (ENGLR004, ENGLR005, ENGLR006) representing the overall course ENGLRL2.
- 3 hours in Mathematics (MATHS001) or Information Technology (ITIS001) depending on the group the student is enrolled in.

The second level of the Orientation Program, and its courses are determined according to the college to which the student belongs, equivalent to 16 credit hours as follows:

a. College of Science, Engineering and Information Technology, Health and Sports Sciences (Health Sciences Departments):

- 13 hours in English (ENGLR004, ENGLR005, ENGLR006) representing the overall course ENGLRL2.
- 3 hours in Mathematics (MATHS001).

b. College of Arts, Business Administration, Law, Health and Sports Sciences (Department of Physical Education):

- 13 hours in English (ENGLR004, ENGLR005, ENGLR006) representing the overall course ENGLRL2.
- 3 hours in Information Technology (ITIS001).

8. The final exam for the MATHS001 course is submitted one week before the final exams.

9. The academic departments responsible for the mathematics course and the information technology course are allowed to take re-exams, or



exempt the student, provided that the re-exams are held immediately after the final exam period.

10. The student in ITIS001 course is evaluated based on semester exams only (without a final exam), and in the event the student does not pass the course, the department is allowed to submit a comprehensive re-exam in the course based on what is stated in item (9).
11. A student is not allowed to transfer to the undergraduate program until after he/she passes the Orientation Program or is exempted from it.
12. The student is evaluated in the courses of the Orientation Program according to the university's grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, F) without it being calculated in the Cumulative GPA.
13. The student's average score is calculated in English language courses (ENGLR001, ENGLR002, ENGLR003), and is recorded in the general course ENGLRL1 under the name ENGLISH FOR ORIENTATION LEVEL 1. And the student's average score in the English language courses (ENGLR004, ENGLR005, ENGLR006) is calculated and recorded in the general course ENGLRL2 under the name ENGLISH FOR ORIENTATION LEVEL 2.

The student's record shows the two general courses (ENGLRL1 and ENGLRL2) according to the student's level, in addition the grades of withdrawals of all kinds are monitored in these two courses (W, WF, WA, WE).

14. Dismissal from the Orientation Program



The student is dismissed from the Orientation Program in the following two cases:

- a. Failing twice in any of the Orientation Program courses.
 - b. Exhausting the maximum period allowed to pass the Orientation Program, without successfully passing all courses of the Orientation Program.
15. Final withdrawal from the university, official postponement, withdrawal with a grade (W or WE)
- a. The student is not allowed to return to the university if he/she makes a final withdrawal from the university while studying in the Orientation Program.
 - b. The student is allowed to officially postpone once (one semester) during their studies in the Orientation Program, and it is not calculated towards the maximum period for completing the Orientation Program.
 - c. The student is not allowed to postpone officially, in the first semester of his/her acceptance.
 - d. The student is allowed to withdraw with a grade of (W), according to the period specified in the academic calendar, provided that he/she withdraws from all courses of the Orientation Program, and this semester is counted within the maximum period allowed to finish the Orientation Program.
 - e. The student is allowed to withdraw with a compelling excuse (WE) from all courses of the Orientation Program, during the last quarter of the semester and before the start of the examination period, and the



first time of the emergency withdrawal (WE) is not calculated towards the maximum period for the Orientation Program's completion.

- f. The student is considered dismissed from the university if he/she stops studying in the Orientation Program for one semester.
- g. If the student is considered compulsory withdrawn from a course if he/she are absent from its lectures, as stated in the University's study and examination regulation; if the student's absence is with an acceptable excuse, it is recorded as compulsory withdrawal (WA), and the student is absent without an excuse it is recorded as a compulsory withdrawal with failure (WF). In both cases, the student is considered to not have passed the course.

Fourth: Summer Semester

Article (24) Courses may be offered in the summer semester, according to the needs of the college and academic department, and after the approval of the University Council, taking into account the following provisions:

1. The minimum and maximum number of students in the summer semester courses are determined annually by a decision from the University Council.
2. It is not permitted to open additional sections for the same course unless the number of students exceeds the maximum limit.
3. The student may not register for more than three courses, provided that it does not exceed ten (10) credit hours.



4. Courses, including practical training, may be offered at the undergraduate level, and practical training courses may be offered at the master's level.
5. The administrative operating expenses for the summer semester due on the registration application shall be an amount of 50 dinars, which the student is obligated to pay when submitting the registration application in the summer semester.

Fifth: Reimbursement of fees

Article (25) The student may refund the course fees paid in full or to be kept in his/her balance for the next semester, if his/her withdrawal is within the period specified in the academic calendar, and student's right to a refund of fees is forfeited after the expiry of those periods. In addition, the student is not entitled to a refund of the registration fees for the summer semester courses after paying them.

Article (26) Fees not mentioned in the preceding article shall be governed by what is stipulated in the university's rules and regulations, each according to its case.

Sixth: Absence and withdrawal



Article (27) The provisions of absence and withdrawal shall apply to the undergraduate and postgraduate levels, taking into account what is stated in the university's graduate studies regulation.

Article (28) Before the beginning of the last quarter of the semester, the student may withdraw from any of the courses in which he/she registered, provided that he/she is assigned a character (W), taking into account the provision of Article (19) of this regulation, and the student may withdraw from all courses in a semester, and the semester from which he/she withdrew from is not calculated only once within the maximum period of graduation.

The student also may withdraw from all courses in which he/she registered, during the last quarter of the semester and before the start of the examination period, due to a compelling excuse, or for a health reason that prevents the student from continuing the study for a period of not less than two weeks, or for the death of one of his/her relatives up to the second degree. The student submits his/her application in this case to the Deanship of Admission and Registration accompanied with evidence therein from the competent official authorities, and the Deanship decides on the excuses submitted directly, and the Deanship may refer the request to the Dean of the College concerned to obtain the college and department's opinion, when necessary. In case of approval, the student shall be assigned a character (WE) in all courses, and



the semester from which he/she withdraws is not considered compulsorily, and only once, within the maximum period of graduation.

Article (29) A student, who has passed a semester in the academic program registered in, may, in accordance with the established procedures, request the Deanship to officially postpone and officially suspend his/her registration for two consecutive or separate semesters, within the period specified in the academic calendar, if he/she expresses the reasons supported by the documents, if any, and this period is not calculated from the period stipulated in Article (18) of this regulation.

Article (30) The student may withdraw from the university permanently and must carry out a clearance procedure in accordance with the procedures determined by the university.

Article (31) A student who permanently withdraws from the university may return to study in the same major in which he/she was registered, provided that no more than two semesters have passed since his/her withdrawal, and that the student is not subject to academic warning.

In the event that the student wishes to enroll in another major, the conditions for internal transfer between academic programs apply.



The period of his/her withdrawal from the university shall be calculated from the period stipulated in Article (18) of this regulation, and the student shall not have the right to return except once.

A student who permanently withdraws from the university may apply to join a program of the second period.

Article (32) A student who has dropped out of study for two consecutive or separate semesters (informal withdrawal) without notifying the Deanship may make a request to the Deanship to return to study and register courses, in accordance with the specified procedures, and this period shall be calculated from the period stipulated in Article (18) of this regulation, and the student shall be dismissed if the interruption period exceeds two semesters.

A student whose GPA is less than the minimum graduation requirement and who has dropped out of study without notifying the Deanship shall be treated according to the following cases:

- 1- If the student's average when he/she stopped studying is less than the minimum graduation requirement, the student shall be given a first academic warning at the end of the first semester of them not attending, and if he/she continues to not attend during the following semester, a second academic warning shall be issued.
- 2- If the student is given a first academic warning before his/her informal withdrawal, the Deanship shall send him/her a second academic warning,



and if the student continues to not attend his/her study, the student will be dismissed at the end of the semester following the semester in which he/she stopped attending the university.

3- If the student is given a second academic warning, or studies as a special student, and stopped attending the student is dismissed from university at the end of the semester in which he/she stopped attending.

Article (33) The student must continue the study and attend the classroom and practical hours according to the nature of the course, and inform the course Instructor of any excuses for absence, not exceeding two lectures from the date of absence. When the absence rate reaches (15%) of the course's allocated hours, the student is given a written warning, and if the student is absent for a period exceeding (25%) of the course hours specified for the course, the student is considered to have compulsorily withdrawn, and the compulsory withdrawal is either withdrawal with an acceptable official excuse or withdrawal without an excuse.

If the student's absence is with an acceptable excuse, he/she will be assigned the compulsory withdrawal character (WA), and if their absence is without an excuse, he/she will be assigned the grade of compulsory withdrawal with fail (WF).



The student, based on an acceptable excuse, may submit an official petition to the concerned department –before the end of the last academic day– to reconsider the decision of the compulsory withdrawal with fail (WF), and the department decides on the request and then sends it to the Deanship for approval and notifying the student. If the excuse is acceptable, the WA character is assigned, and if not acceptable, the WF grade remains unchanged.

The concerned department shall notify the compulsory withdrawn students regarding the denial of entry to the final exam.

Seventh: Transfer

Article (34) The first period student may transfer to one of the second period programs, and then abide by its provisions, admission requirements and tuition fees. The student then must study in the program to which he/she transferred to several credit hours not less than 40% of the hours of the program to which he/she transferred to, unless the student is transferred to the same program in the second period of which he/she was in the first period, then the student is obligated to register the courses that he/she did not pass.



A student of the first period may also transfer from one academic program to another, in the same college or in another college, when the following conditions are met:

- 1- The student must submit an application to the Deanship with complete data, supported by the required documents, and pay the transfer fee, if any.
- 2- The student's high school diploma must be eligible for admission to the academic program he/she wishes to transfer to.
- 3- The student must have successfully passed (3) courses or (9) credit hours as a minimum, and not have passed a maximum of (66) hours unless the transfer is to the Associate Diploma Program. The hours or average of the last summer semester are not considered when deciding on transfer requests.
- 4- The student should not have been dismissed from the university.
- 5- The student should not have previously transferred from one academic program to another twice. Including transfer to and from the College of Applied Studies program, and the student is not allowed to return to his/her first major from which he/she was previously transferred, and is not allowed to return to the bachelor's program after transferring from it to the associate diploma program, unless the transfer is to the second period after graduating from the associate diploma program.
- 6- The transfer should be within the maximum number of students set by the academic department according to its capacity.



- 7- The student must pass the personal interview required by the academic department of the academic program to which the transfer is requested, whenever the department so requires.
- 8- In the event of transferring from the programs of the College of Applied Studies to undergraduate programs, the transfer applicant must meet – at the end of the semester in which he/she applied for transfer – in addition to the general conditions for transfer mentioned in this article, one of two cases, either he/she has completed the study of at least (12 hours) with a rate of not less than 3.5 at the end of the first semester, or he/she must have completed the associate diploma program at the College of Applied Studies with a grade of not less than 3 out of 4, upon graduation, and if his/her cumulative GPA is less than that, the student can apply to one of the bachelor's programs in the second period, provided that this provision applies to accepted batches starting from the year 2023/2024.
- 9- The University Council may exempt transfer requests for students who have been dismissed or transferred from Bahrain Teachers College.
- 10- In the event of transferring from the bachelor's program to the associate diploma program, the student must apply through the Student Information System (SIS) to request a student case study according to the terms and conditions, and the student transferred to the associate diploma program (Exit Program) may benefit from similar programs in the College of Applied Studies, provided that the conditions for transferring to the associate diploma program apply.



Article (35) The student's cumulative GPA is calculated in the academic program to which he/she is transferred starting from the date of transfer, and he/she is exempted from studying the courses that he/she has previously studied as long as they match the character and content, in this case, the grades obtained are calculated in the cumulative GPA, indicated by the character (T). If the courses differ in character and have similar content, they are equalized after obtaining the approval of the concerned department and assigned the character (E). In the event the student transferred to the second period, the failure grade (F) obtained in the first period will not be included in the calculation of the cumulative GPA after transferring him/her to the second period.

When the student transfers to another program in the second period with less than 40% of credit hours in the program transferred to, the common courses of the university requirements are equalized first and then the college requirements, then the transfer request and its attachments are referred to the concerned academic department to determine the courses that fall within the 40% that the student must study. Priority should be given to courses that the student did not pass and then to those in which he/she obtained a grade less than (C).



In all cases, every (15) credit hours for students of the first period shall be calculated as one semester, when calculating the maximum limit stipulated in Article (18) of this regulation for the graduation of undergraduate and associate diploma students. Every (12) credit hours for students of the second period are calculated as one semester when calculating the maximum limit stipulated in Article (18) of this regulation for the graduation of undergraduate and associate diploma students.

Article (36) A student may be transferred from another university to the university when the following conditions are met:

- 1– The other university must be recognized by the concerned authorities in the Kingdom.
- 2– To submit a newly approved academic record accompanied by the required documents to the Deanship, including a certificate of good conduct from the university from which he/she is transferred, and a recommendation from two teachers who taught him/her at that university.
- 3– His/her high school diploma must be eligible for admission to the program to which he/she wishes to transfer, in accordance with clause (1) of Article (6).
- 4– His/her studies must be regular at the university from which he/she is transferred (full time).
- 5– Must have successfully passed (30) credit hours or its equivalent at the university from which he/she is transferred, and his/her cumulative GPA



should not be less than (2.33) out of (4.0) (C+ or its equivalent in other academic evaluation systems). This requirement is not required for applicants for transfer to second-period programs.

- 6- The concerned academic department council shall approve the transfer request, after studying his/her academic record, the scientific content of each course passed, and determining the courses that are exempted from studying, in accordance with the provisions stipulated in Article (37) of this regulation.
- 7- Not to be dismissed from any university as a disciplinary dismissal, and if the transfer is to the program of the first period, in addition to the later it is required not to be academically dismissed from any academic programs at any university.
- 8- When submitting the transfer application, he/she should not have dropped out of study at the university from which he/she was transferred for more than (16) weeks. This condition is not required for applicants transferring to programs of the second period.
- 9- The student must study at the university (at least 50%) of the hours required for graduation, counting the credit hours that the student may have studied as a visiting student at the university, if any.

Article (37) The Deanship decides on transfer requests considering the number allowed to be accepted, and in accordance with the general conditions of transfer and the conditions of the colleges, departments and academic



programs. The University Council may issue approval for transfer of some special cases, supported by justifications and reasons.

Article (38) The transferring student must register courses in the semester in which the transfer request was accepted, otherwise his/her acceptance will be considered canceled.

Article (39) The courses studied by the transferring student in another university are equalized with the university's courses according to the following provisions:

- 1– The student must submit a certificate approved by the university from which he/she is transferred stating that he/she has studied these courses regularly with an attendance rate of not less than (75%).
- 2– The student must have obtained a grade of at least good (C) in the course to be equalized.
- 3– The language of the course studied by the student should be the same language in which the course is taught at the university.
- 4– The number of hours of the course to be equalized should not be less than the number of hours of the equivalent course at the university.
- 5– The student must submit the original copy of the transcript and course description approved by the university from which he/she is transferred from.
- 6– One course should not be equivalent to more than one course at the university.



- 7– The equivalency of courses should take place once before the beginning of the semester that the student begins studying at the university.
- 8– To be indicated in his/her academic record with the character (E) next to the course that has been equalized.
- 9– Every (15) credit hours shall be counted as one semester in relation to the maximum graduation period stipulated in Article (18) of this regulation.

Eighth: Visiting Student

Article (40)

a. Visiting student at another university:

The university student may be allowed to study as a visitor at another university according to the following provisions:

- 1– The other university must be recognized by the concerned authorities in the Kingdom.
- 2– The student must obtain prior approval from the Deanship accompanied by the approval of the head of the concerned academic department on the scientific content of the course to be studied and approved by the competent authority in the other university.
- 3– The student should not be subject to academic warning in the semester in which he/she requested to study in this capacity.
- 4– The student must have completed (15) credit hours at the university before requesting to study in this capacity.



- 5- The study shall be in this capacity for a period of one semester, with a maximum of (9) credit hours, within the period stipulated in Article (18) of this regulation.
- 6- The student's study in this capacity at the other university should be a regular study (full time).
- 7- The course to be studied in this capacity must be one of the undergraduate courses.
- 8- The language of the course taught at the other university should be the same language as the language taught at the university.
- 9- A student may not study, in this capacity, in any course in which he/she failed at the university.
- 10- The grade obtained by the student in the course he/she studied in this capacity is not counted when it is less than (C).
- 11- If the student's grade in the course is (C) or higher, the student's credit hours for the course are calculated without the grade, and the student is exempted from studying the equivalent course at the university, and then the character (E) is assigned to him/her for that course.

b. Visiting student from another university:

A student from another university may be allowed to study as a visitor at the University of Bahrain in accordance with the following provisions:



- 1- To be a regular student (full time) at a university recognized by the concerned authorities in the Kingdom.
- 2- To submit an application accompanied by a nomination approved by the competent authority at his/her university to study specific courses in one semester, accompanied by a certified copy of his/her academic record, a copy of the passport, and university card.
- 3- The student is not accepted to register in this capacity, unless he/she has a vacant seat in the course to be studied after the completion of the registration, drop and add processes for the university students.
- 4- The foreign student – wishing to study at the university as a visiting student – is obligated to obtain a visa to enter the Kingdom of Bahrain and reside in it from the competent authorities, and in the event that he/she is unable to obtain this, his/her acceptance – if any – is canceled without the slightest responsibility on the university.
- 5- Upon registration, the student is obligated to pay tuition fees and any other expenses.
- 6- Admission of a student in this capacity is not considered acceptance for transfer to the university.

Except for tuition fees and expenses, the University Council may, for reasons it appreciates, exempt the visiting student from one or more of the conditions mentioned in the provisions of this article.



Ninth: Life Long Learner Student

Article (41) Within the framework of providing lifelong learning opportunities, graduates of the university or other universities may register in one or some of the courses he/she wishes to study at the university, whether he/she studied it before graduating or not, without being associated with granting him/her a degree for these courses. Provided that the tuition fees for the courses recorded apply by the fees specified for the master's programs in postgraduate studies.

Tenth: Student Activity Hours

Article (42) Controls for granting credit hours for undergraduate student activity:

- 1– The credit hour for student activity is an hour awarded to the student with a grade of (A) for his/her participation in student activity, through scientific student societies, student clubs, student council committees, or the like, which is not an academic requirement.
- 2– The student who is granted this credit hour must be an active member of one of the scientific societies, student clubs, student council committees, or any entity that patron's student or volunteer activities, in coordination with the Deanship of Student Affairs.
- 3– The credit hour for student activity is not granted to:
 - a. The student in the Orientation Program.



- b. The student who was subjected to a disciplinary sanction in the same semester.
- 4- The credit hour estimate for student activity is calculated in the cumulative GPA with the results of the courses at the end of the semester during which the student activity was practiced.
- 5- The student is granted a maximum of (3) credit hours throughout the period of his/her study at the university, and not more than one hour is granted in one semester for the events and activities in which he/she participated in the same semester.

Article (43) Criteria for granting the credit hour for student activity:

- 1- A student who meets the conditions is granted one credit hour for the activity if the hours of his/her participation are not less than (30) activity hours per semester as actually recorded in the activity forms.
- 2- The activity –through the society, and the like–, must be recorded in the form at the time of its occurrence.
- 3- The student's performance should be good in the activity with the approval of the chairman of the administrative body of the society, and the like, and with the approval of the activity mentor and the like.

Article (44) Process of granting credit hours for student activity:

- 1- The head of the administrative body in each society or the like fills out a form dedicated to activities prepared by the Deanship of Student Affairs so



that each student has a file containing forms that record his/her activities to be kept at the Department of Student Activities.

- 2- The Department of Student Activities completes the student activity forms, in one form that includes all the activities carried out by him/her, at the end of the semester, in coordination with the society adviser and the director of the concerned department.
- 3- The society adviser or the like shall approve the student's activity form and refer it to the director of the concerned department or the like for approval.
- 4- The Dean of Student Affairs approves the student activity form and then refers it to the Deanship of Admission and Registration, before the end of the semester, to review it and give the student an hour of student activity according to the regulation, and the Deanship of Admission and Registration may return the forms to the Dean of Student Affairs to review them again in case of any defect.
- 5- Student activity hours are not granted to the student retroactively for his/her activity in previous semesters.

Chapter Three: Examination Regulation

6- First: Evaluating Students Performance

Article (45) The students' performance in courses is evaluated through holding tests and examinations, tasks of research, projects, assignments and



other methods of learning evaluation within the general rules set by the Department Council to evaluate students of all courses. At the beginning of the semester, the course instructor announces to his/her students the evaluation methods included in the course plan, the method of distributing the percentage grade to the evaluation activities specified for the course, and the final exam.

Article (46) The University Council determines the percentage allocated to the final exams of the course's total grade. As for the rest of the grades, they are allocated to evaluation activities, which include midterm exams with a minimum of two exams, and one exam may be sufficient in courses in which the evaluation requires assigning the student to work on a project. In all cases, a percentage of the total grade shall be allocated to the evaluation activities conducted by the course professor, and the Department Council shall set the general rules governing these activities.

Article (47) The academic calendar determines the date of holding the final exams for each semester, and the student knows of the date of the exam for each course as soon as he/she registers for it. Quizzes and midterm exams are held during the lectures of the same course. In multi-section courses, midterm exams may be held in a uniform manner, provided that this is not during the lecture's dates of other courses the students are studying.



Article (48) It is not permissible to repeat the evaluation activities performed by the student in order to improve his/her grade in the course. The instructor shall apply the course evaluation plan in a fair, regular and equal manner among all sections and among students in the same course he/she teaches. In the event that there is more than one professor for the same course sections, the coordinator of the course shall undertake the following:

- 1– Supervising and following up the implementation of the course plan.
- 2– Ensure that students in different sections undergo exams of close level – or uniform – during one semester.
- 3– Setting a unified final exam for the students of the course with the participation of the professors of the course sections.

Article (49) When creating exam questions, the following controls shall be taken into account:

- 1– The questions should cover most of the course terms specified in its plan.
- 2– The final exam questions measure all the educational outcomes of the course according to its plan.
- 3– The exam questions should vary between essay questions and objective questions, provided that the grade of objective questions (multiple choice, true and false, ..) does not exceed 50% of the exam's total score.
- 4– The exam questions should be written in the same language in which the course is taught.



- 5- The exam questions should be clearly formulated in terms of clear language and clear form.
- 6- The number of questions and the time to answer them should be suitable with the time allocated for the exam.
- 7- The questioner should prepare a unified answer form for the unified course exam that specifies the correction criteria, and that the question scores should be distributed in a uniform manner to all sections in it.

Article (50) The student is obligated to take the course exam at the place and time specified and announced by the deanship, department concerned or the instructor. The student may not be late for the scheduled start of the exam or leave half an hour from the start of the examination time, except for compelling reasons.

The student adheres to the instructions of the examination period announced and issued by the Deanship of Student Affairs and approved by the University Council.

The student is also obligated to answer the required questions only, and any work he/she does to the contrary is not considered, and to write his/her answer in the same language in which the course is taught.

Article (51) In the event that the student is absent from an evaluation activity with an acceptable excuse, the instructor shall conduct an alternative evaluation



activity common to all students who are absent from the same activity. If this is not possible, the grade of this activity may be calculated, after obtaining the approval of the department head, within a following evaluation, provided that the following evaluation measures the same educational outcomes specified in the activity from which the student was absent. The student shall submit the excuse to the instructor within a period not exceeding seven working days from the date of his/her absence.

Article (52) The Academic Department shall form a committee – whose membership includes coordinators of multi–section courses – called the "Examination Committee" whose tasks shall include:

- 1– Receive the final exam questions in sealed envelopes signed by its author two days before the exam, and kept in the designated place.
- 2– Submit closed question envelopes and answer books to invigilators half an hour before the exam time.
- 3– Consider the immediate problems resulting from the examination process, including the student's being late for the exam.
- 4– Receive answer sheets from the invigilators and distribute them to the exam graders.
- 5– Check the test scores and verify their moderation before the grader enters them into the website.



Article (53) The instructor shall correct the answer sheets, and the Department Council may assign this task to one or more other members, whenever the interest of the work so requires.

Article (54) The Instructor, or his/her representative, shall correct the answer sheets and send the result to the head of the department within (72) hours from the end of the period specified for the exam, and it may be extended in the case of multiple sections or courses.

Article (55) The course coordinator, in the case of a multi-sections or the instructor, in the case of one section, or one instructor for all sections, shall prepare a course file at the end of the semester. In addition to the course description form, which includes the course outputs and detailed plan, the course file shall contain copies of tests, exams, model answers, and correction criteria that include the method of distributing grades, assignments and projects assigned to students, in addition to copies of students' grades in the same course, notes of those in charge of teaching the course and students' notes.

The course file is referred to for the purposes of grievances submitted by the student in addition to the processes of reviews and accreditation by quality and accreditation institutions.



The files are updated at the end of each new semester and are kept in the relevant academic department.

Article (56) The Quality Assurance and Accreditation Committee in the concerned department reviews and analyzes the final exams on a quarterly basis to verify the diversity of questions and their alignment with the educational outcomes of the course and program, and prepares a quarterly report with its observations to the head of the concerned department.

Article (57) The instructor shall provide the course students with written or oral feedback on their performance in the evaluation activities, enabling them to identify their level in the course, and identify the points that need to be developed, provided that the feedback is linked to the evaluation standards and course outputs and is commensurate with the quality of the given evaluation. The student has the right to view the results of correction, evaluation, examination papers and assignments – except for the final exam papers – and has the right to ask about how grades are distributed and request a review of the correction, and the student has the right to appeal to the course coordinator or the head of the department if the instructor rejects his/her request.

The student shall be provided with feedback on the evaluation activities he/she performed sequentially throughout the semester, according to the evaluation methods adopted by the department for that course, and he/she shall be



provided with feedback on the evaluation activity of the course within a period not exceeding three weeks from performing the activity, all this is taken into account that the student receives sufficient feedback before the end of the withdrawal period (W) from the course. The instructor announces the grades of the evaluation activities for students in the course before the start of the final examination period.

Article (58) The instructor may not participate in the development of examination questions or the correction of answer sheets, whenever he/she has a relative to the fourth degree among the examined students, except with the approval of the head of the concerned department and in necessary cases.

Article (59) The instructor must submit a record (or a detailed form) that includes the comprehensive evaluation of the students of his/her courses, which includes the students' grades, the weights of each evaluation activity, and the maximum grade for each, to the head of the department or the course coordinator in the case of the multi-pronged course, who in turn delivers it to the head of the department at the end of the semester to be saved in the course file. This record shall show the method of calculating the final grade and the students' literal grades.

Article (60) In the course, the student is given a percentage grade that is commensurate with the evaluation of his/her performance in the final exam and



evaluation activities, and the student's grade in the course is calculated according to the following table:

Percentage	Grade	Corresponding points
100 –90	A	00,4
89–87	A-	67,3
86–84	B+	33,3
83–80	B	00,3
79–77	B-	67,2
76–74	C+	33,2
73–70	C	00,2
69–67	C-	67,1
66–64	D+	33,1
63–60	D	00,1
Less than 60	F	00,0

Article (61) The character (S) is used to indicate passing a course that does not have credit hours and the character (U) to indicate that it has not passed.

Article (62) The instructor enters the grades of the courses he/she taught in the university's approved electronic system, and the department head reviews and approves them electronically and extracts two hard copies, one of which is kept in the department and the other, after being signed by the head of the



concerned department, is sent to the Deanship for preservation after matching and approving the course grades electronically.

Article (63) The final examination papers are kept in special lockers in the department for two years, and then they are delivered to the Security and Safety Department, which in turn disposes of them according to the system followed to dispose of confidential documents.

Article (64) The student is prevented from taking exams in the course from which he/she withdraws optionally or compulsorily.

This provision applies to the student who is academically or disciplinary dismissed, and in the case of disciplinary dismissal from the courses, the student is assigned a CR character, which means cancellation of registration.

Article (65) Administrative or material errors do not give rise to any rights for the student, including taking an exam knowing that he or she is denied it.

Article (66) After approving the results of all courses, the Deanship informs the student of his/her results in the semester through his/her account on the university's website, and the student has the right to appeal against his/her results in the course in accordance with the grievance provisions contained in Article (67) of this regulation.

Second: Provisions of Grievance Against the Result of a Course



- 1- The student may, from the date of announcing the result of the end-of-semester exam according to the period specified in the academic calendar or announced, submit a request for grievance against his/her result to the concerned department, with payment of the prescribed fee for the grievance; and the concerned department examines the grievance by a special committee in which the instructor does not participate, provided that the committee submits its report to the department head within a week, and sends the result of the grievance after being approved by the department head and the dean to the Deanship for the necessary action and notifying the student, and the instructor. The student has the right to view the answer sheet of the final exam after the issuance of the result from the committee formed by the department, to consider the grievance against the grade of the course to reassure the student that the grade he/she obtained is correct and fair, provided that the student is informed of the answer sheet in the office of the department head, and the necessary measures are taken to ensure that no leakage or photocopying of the answer sheet occurs.
- 2- The student shall not recover the fee paid for the grievance unless the committee's report is positive and the student's grade in the course changes.
- 3- It is not permissible, except in the case of a material error in monitoring grades, to lower the student's grade from the grade complained of.
- 4- The result of the grievance issued by the Grievance Committee and approved by the department is considered a final result and the student is not entitled to re-appeal again.



5- The preceding provisions shall apply to grievances in all courses, including courses of a practical or training nature or graduation projects.

Article (67)

Third: Provisions of Cheating in Exams

Subject to the provisions of the Regulation of the Professional Conduct Violation regarding the provisions of cheating in exams, the regulations of Academic Plagiarism and Academic Integrity, and the Distance Education system, the following measures shall be taken in the event of cheating in exams, attempting or assisting in it:

- a- The invigilator shall withdraw the answer sheet and write a note in which the student's name and ID number, the course name and character, the hall number in which the exam is performed, an accurate description of the cheating attempt, cheating or assistance in cheating in the exam and the tools used in this regard shall be recorded, then the memo, the answer sheet in question, and the tools shall be sent to the department head to be submitted to the dean, in preparation for referral to the Professional Conduct Violations Committee at the college.
- b- The Professional Conduct Violations Committee at the College shall conduct an investigation with the student in the incident attributed to him/her, and issue the appropriate recommendation in light of the Regulation of Professional Conduct Violations for the University of Bahrain students.



- c- The Dean shall notify the Deanship of Student Affairs of his/her decision on the incident under investigation to take the necessary measures and inform the concerned parties of that decision.

Article (68)

Fourth: Provisions of Absence from Final Exam

- 1- The student, who was unable to attend the final exam for the semester, must submit his/her excuse to the head of the academic department, within two weeks from the exam date, reinforced by supporting documents authenticated by the competent authorities, in order to submit it to the Dean in preparation for submission to the College Council to issue one of the following two decisions:
- a- The student's excuse is not accepted, and is considered Failed in the course, and the student must register for it again. The student must be notified of this decision before the beginning of the add/drop period for the next semester, otherwise his/her excuse is considered acceptable.
 - b- The student's excuse is accepted, and is allowed to retake the exam with students taking the course at the end of next semester, and the dean of the college may move the date of taking the exam forward for the student in the following cases:
 - 1- The student who is academically dismissed as a result of obtaining (F) in the courses in which his/her excuse for not taking the final exam on time was accepted.



- 2- The student who is expected to graduate at the end of the semester.
 - 3- Compelling cases after the approval of the concerned dean, in consultation with the dean of admission and registration.
- 2- The following cases are grounds for accepting a student's excuse for not attending the final exam:
- a- Compelling excuse
 - b- Health reasons, provided that the student submits a medical excuse certified by the doctor, and approved by the health center or hospital.
 - c- Exposure to a traffic accident or injury resulting from it.
 - d- The death of a relative of the first or second degree.
- 3- The student is assigned a grade of (F) in the event that he/she is absent from attending the final exam, and if his/her excuse is accepted and he/she successfully takes the exam, the grade of the course is recorded in the Student Information System (SIS) by the course instructor and is approved by both the head of the department and the dean.
- Unless there is a final written exam, the student shall be assigned the character (I) in a research course, debate or practical training if the student is faced with an excuse that prevented him/her from completing the assigned work, and this estimate shall be removed from the student's record if he/she completed the work during the next semester, otherwise he/she shall be considered failed.
- 4- In the event that the final exam is conducted remotely through electronic platforms, if a mechanical, technical or other problem occurs that prevents



the student from taking the exam or completing it, the student must apply to the head of the concerned department, before the end of the final exams period, proving that the problem occurred. In this case, the head of the department, in consultation with the course coordinator, verifies the seriousness of the excuse, and if it is proven, the head of the department consults with the dean of the college to assign the course coordinator to conduct a retake of the student's final exam again during the final exams period. However, if the student delays in submitting his/her excuse until after the final examination period and the announcement of the results, he/she shall be subject to the provisions referred to in paragraphs 1, 2 and 3 of this article.

Article (69)

Fifth: Provisions of Repeating a Course

Article (70) The student, from the accepted batches in the years from 2017 to 2020, is obligated to repeat the compulsory course in which he/she failed, and is allowed to repeat it twice at most, unless he/she is in the graduation semester then is allowed more than that, and the most recent grade in his/her cumulative GPA is calculated. The student may also repeat the course he/she passed with a grade less than (C) and the highest grade is calculated for him/her in the cumulative GPA, and in both cases the lower grade does not have an impact on his/her cumulative GPA, as of the first semester 2021/2022.



The student from the accepted batches in the years 2021 and following batches is also required to repeat the compulsory course in which he/she failed, and the most recent grade is calculated for him/her in the cumulative GPA, and he/she may repeat the course he/she passed with a grade less than (C) and the highest grade is calculated in his/her cumulative GPA ⁽¹⁰⁾, taking into account the fourth item of Article (22) for each, and in both cases the lower grade does not have an impact on his/her cumulative GPA, as of the first semester 2021/2022.

Article (71) The student may, with the approval of the concerned department, choose another course from the elective courses instead of the elective course in which he/she failed or passed it with a grade less than (C) or was canceled. The student's academic record shall record the grade of the two elective courses he/she studied, and the (highest) grade shall be calculated in his/her cumulative GPA, as of the first semester 2021/2022.

Article (72) Upon repeating the course, the student is obligated to attend the classroom and course practical hours, and is also obligated to provide all evaluation activities, and the grades of the previous practical part may be calculated when the student obtains 70% or more, and then he/she is exempted from attending the practical hours.



Article (73) The student may not request for the division of his/her academic record in the one program provided by the Deanship, which includes his/her academic career from the date of his/her admission to the university until the date of requesting the issuance of the record, and the student may review the Deanship in the event of an error in his/her academic record.

Article (74) The following characters in the student's academic record mean the following:

E	Exempted Without Grade	اعفاء من المقرر دون احتساب درجة
I	Incomplete	غير مكتمل
IF	Incomplete / Fail	غير مكتمل / راسب
NR	Grade Not Received	لم تستلم الدرجة
P	Passed	اجتياز
R	Grade not to be used in calculation of the GPA	لا تحسب الدرجة في المعدل التراكمي
S	Satisfactory	مرضي
SP	Satisfactory Progress	أداء مرضي
T	Exempted with Grade	اعفاء من المقرر مع احتساب الدرجة
U	Unsatisfactory	غير مرضي
UP	Unsatisfactory Progress	أداء غير مرضي
UR	Under review	قيد المراجعة
W	Withdraw	منسحب
WA	Compulsory withdrawal (Absence with an acceptable excuse)	منسحب اجباريا بسبب الغياب عذر مقبول
WF	Compulsory Withdrawal With Fail (Absence Without Excuse)	منسحب/ اجباريا برسوب بسبب الغياب
WE	Withdrawal (Compelling Valid Excuse)	منسحب اضطرارياً من جميع المقررات بعذر قهري
WP	Withdraw / Pass	منسحب/ بنجاح
CR	Cancelled Registration	الغاء التسجيل
ACR	Attended Credits	الساعات المسجلة
CRD	Credit Hours	الساعة المعتمدة
CGPA	Grade Point Average	المعدل التراكمي
GRD	Grade	التقدير



PCR	Passed Credits	الساعات المجتازة
REP	Course repeated	مقررات معادة
STS	Status	حالة المقرر
SGPA	Semester Grade point Average	المعدل الفصلي
MCGPA	Major Grade Point Average	المعدل التراكمي التخصصي
IGPA	Minor Grade Point Average	المعدل التراكمي للتخصص الفرعي

Article (75) The Deanship may grant a student whose graduation is only one semester away from a certificate stating that he/she is expected to graduate after verifying his/her general cumulative GPA and the average of the major courses.

Sixth: Provisions of Graduation and Granting Academic Degree

Article (76) Subject to the provisions of Article (18), the following provisions shall apply to graduation and granting the degree ¹²:

First– To graduate from the bachelor's program, the following conditions must be met:

- 1– The student must successfully complete all the courses required for graduation.
- 2– To achieve the cumulative GPA required for graduation of at least (2 out of 4).



- 3– To achieve a cumulative GPA of not less than (2 out of 4) in the general average of the major courses included in the program and offered by the department, starting from level 100 courses until level 400 courses. The major average requirement applies to students of the College of Business Administration, the College of Law, and the Department of Physical Education at the College of Health and Sports Sciences, starting from the class of 2016, while the previous batches are subject to the special decision followed in each college. As for the diagnostic radiology, nursing, and pharmacy programs at the College of Health and Sports Sciences, the student must graduate from the major courses with a grade of at least (C).
- 4– To achieve a cumulative GPA in the general average of the minor courses of not less than 2.00 out of 4.00 if it is from the class of 2016/2017 and the later.

12 Amended by University Council Resolution No. (306/2021) in session No. (9) on 29/6/2021.

Second– To graduate from the Associate Diploma Program, the following is required:

- 1– Successfully complete all the courses required for graduation in the program with a minimum of 66 credit hours.



2– Achieve a cumulative GPA of at least 2.00 out of 4.00 if he/she is a student of applied studies, and 1.67 out of 4.00, if he/she is a student of the Associate Diploma in other colleges.

3– To achieve a cumulative GPA in the general average of the major courses of not less than 2.00 out of 4.00 if he/she is an associate diploma student at the College of Applied Studies, and 1.67 out of 4.00 if he/she is an associate diploma student in other colleges.

Graduation requirements apply to students of the College of Applied Studies as of the class of 2016, and this does not apply to previous batches.

Article (77) The student shall be granted a certificate stating that he/she has graduated from the university in a form prepared by the Deanship, when the conditions stipulated in the preceding article are met, and he/she fulfills all the requirements, and pays all due and late fees.

A graduate of the Associate Diploma may apply for admission to one of the programs of the second period.

Article (78) Subject to the provisions of Article (15/h) of the Law, the University Council shall grant the academic degree to the student who has fulfilled the conditions for his/her graduation within the period stipulated in Article (18) of this regulation.



Article (79) The students grades of success and excellence are determined according to the following table:

Grade	GPA
Distinction with First Class Honors	3,90 – 4,00
Distinction with Second Class Honors	3,70 – 3,89
Excellent	3,50 – 3,69
Very good	3,00 – 3,49
Good	2,00 – 2,99
Fair (for Associate Diploma students only)	1,67 – 1,99

Article (80) The University President and the deans of the Colleges may approve an honorary board that includes outstanding students in accordance with the controls issued by a decision of the University Council.

Chapter Four: Academic Warning, Dismissal, and Re-Enrollment

Article (81) The provisions of academic warning and dismissal apply to all students of academic programs in the undergraduate level.

Article (82) The summer semester does not count as a semester for the purposes of academic warning and dismissal.



Article (83) During the warning validity period, the student may not apply for a membership of the administrative body of a student organization, or study courses at another university as a visiting student.

Article (84) The student under academic warning may take advantage of the opportunities available to him/her to raise his/her cumulative GPA.

Article (85) A student who was dismissed from the university for disciplinary reasons may not be re-enrolled.

Article (86) The period of temporary dismissal from study for the student for disciplinary reasons shall be calculated within the period stipulated in Article (18) of this regulation.

Article (87) The academic warning shall be issued to the student from the class of 2015 and before if his/her cumulative GPA falls below the minimum required for graduation in the academic program, within the period stipulated in Article (18) of this regulation, starting from the end of the second semester after the completion of the Orientation Program, if any. As for students from the class of 2016 onwards, he/she is given an academic warning starting from the end of the first semester after completing the orientation program, if any, and the academic warning in these two cases is a first warning, and if the



student is unable to raise his/her cumulative GPA to the required minimum, he/she will be issued a second academic warning.

Article (88) If the student received an academic warning – first or second – and then manages to raise his/her cumulative GPA to the required minimum, the effect of the warning shall cease to exist, and if his/her cumulative GPA decreases at a later stage, a new academic warning shall be issued to him/her independent of the previous warning or warnings.

Article (89) The student shall be dismissed academically from the university in the following two cases:

First case: If he/she is unable to raise his/her cumulative GPA in the semester following the second academic warning.

Second case: The end of the maximum period stipulated in Article (18) of this Law.

Article (90) The following are excluded from the academic dismissal, due to academic warning, for the class of 2015 and before:

a– A student who has successfully completed (75%) or more of the number of credit hours required to graduate from the program remains under academic probation, regardless of his/her cumulative GPA, so that he/she can raise the cumulative GPA to the minimum required for graduation, and he/she will



be dismissed only when he/she exhausts the maximum period of the program.

- b**– A student, at the undergraduate level, who obtains a semester GPA of (2) or more out of (4) or a cumulative GPA between (1.67) and (1.99) out of (4.00), in the semester following the semester in which he/she received the second academic warning, is allowed to continue study as a special student for one semester. If he/she obtains a semester GPA of (2) or more or a cumulative GPA between (1.67) and (1.99) in that, he/she is granted the opportunity of a second semester as his/her last chance, and if he/she obtains a cumulative GPA of (2) or more, the academic warning is lifted, otherwise he/she will be dismissed from the university.
- c**– A student at the associate diploma level, with a semester GPA of (1.50) or more out of (4.00) or a cumulative GPA between (1.33) and (1.49) out of (4.00), in the semester following the semester in which he/she received the second academic warning, is allowed to continue studying as a special student for one semester. If he//she obtains a semester GPA of (1.50) or more or a cumulative GPA between (1.33) and (1.49) in that semester, he/she is given a second semester opportunity as his/her last chance, and if he/she obtains a cumulative GPA of (1.50) or more, the academic warning is lifted, otherwise he/she will be dismissed from the university.

Re-enrollment



Article (91) First– A student who is dismissed from the academic program in accordance with Article (89) of this regulation, and who permanently withdraws from the university, may submit a petition to return to study at the university, according to the student case study form designated for this, in the following cases:

- a– Academic dismissal from the academic program due to a minimum GPA.
- b– Exhausting the period specified for the completion of the program, and the additional semester granted by the University Council upon the Deanship’s recommendation.
- c– Final withdrawal from the university that does not meet the conditions mentioned in Article (31) of this regulation, in the following cases:
 - a– The student who is not academically warned and who passed three or four semesters since his/her final withdrawal.
 - b– The student who is academically warned.

Second– A student who is academically dismissed from studying in the bachelor's program may apply for re-enrollment in the Associate Diploma Program (Exit program), by submitting a student case study application, and paying the fees specified for that, on the specified dates, and the Deanship must refer the application to the concerned college to study it, and submit its recommendation in this regard, in accordance with the conditions and controls stipulated in this regulation.



Article (92) The student's petition to return to study shall be considered according to the following controls:

- 1– Petitions for re–enrollment (student cases) shall be submitted within ten working days starting from the day following the date of announcing the final results of the semester, and the University Council may extend the application period.
- 2– The submitted application must be accompanied by the student's transcript, the justifications for accepting his/her excuse, and the supporting documents for his/her re–enrollment, with a non–refundable payment of BD 30 for studying the application.
- 3– It is not permissible to apply for re–enrollment of the student (student case) more than twice as a maximum, and applications for re–enrollment to the bachelor's program that are submitted after more than two years from the date of the student's dismissal from the study program are not accepted.
- 4– The student submits a student case study electronically through the Student Information System (SIS) with the information, documents and transcript attached. The application is then referred to the concerned dean, including the supporting documents, who transfers it electronically to the student cases committee at the college to study it and submit a report on it, and the dean must then refer the application and the report to the student cases committee at the university level with his/her opinion on re–enrollment.
- 5– When the student cases committees consider applications for re–enrollment to the bachelor's program, it must be taken into account that the criterion for recommending approval is that the applicant is able, within one semester,



to raise his/her average or finish his/her courses according to the program's study plan, so the recommendation is positive if the student's average is (1.9 out of 4) or above, but if his/her average is less than that without being less than (1.67 out of 4), it is recommended to be referred to the associate diploma program.

6- The Student Cases Committee at the university level, formed by a decision from the President, considers the re-enrollment applications it receives, in light of the opinion of the concerned colleges regarding re-enrollment, and the justifications contained in the petition request, whether social, health or academic justifications, and it must submit its final report thereon to the President, indicating the reasons for accepting or rejecting each case, and the number of re-enrollment times. The University Council may discuss the cases submitted to it and take its decision thereon.

7- The Student Cases Committee at the university level, informs the applicants of the results of deciding on their applications with acceptance or rejection, and the Deanship shall, in implementation of the decision issued to re-enroll the student, notify him/her of the re-registration approval, so that the accepted applicants can register their courses at the beginning of the semester following the semester in which he/she submitted their applications. Tuition fees shall be 80 dinars per credit hour, in the event of the student's re-enrollment after his/her dismissal due to exhausting the maximum duration of the program, for acceptable batches starting from the first semester 2021/2022 and the following.

A student may not postpone his/her studies if given an opportunity to re-enroll except with an excuse accepted by the University Council.



- 8– In the event that the student was applying for a grievance against the result of a course, and he/she is re-enrolled due to his/her high average after considering the grievance, the student case application that he/she submitted will be canceled and the application fees will be refunded. The student case application is also canceled and the application fees are refunded if he/she has submitted a student case application for exhausting the maximum period of the program at the time when the Deanship submitted a list to the University Council with the names of students who have exhausted the maximum period, and it was approved to re-enroll them and grant them an additional semester.
- 9– In the event that the dismissed student, due to exhausting the maximum period of the program, has submitted a student case application, but he/she has been re-enrolled by a decision of the University Council based on the report of the Deanship, then the student status application that he/she submitted will be canceled and the application fees will be refunded.

Chapter Five: Final provisions

Article (93) The Deanship shall use and update electronic and other means to implement the provisions of this regulation.

Article (94) Without prejudice to the provisions of this regulation, each college may, upon the recommendation of the concerned department council, set



procedures and controls consistent with the specificity of its programs, provided that they are approved by the University Council.

Article (95) In the absence of a provision in its internal regulations, the provisions and procedures of the academic departments apply to the centers and programs that offer courses at the university in a manner that does not conflict with its own provisions.

Article (96) Each college shall have a guide that includes information on the study programs offered by the college, stating the compulsory and elective courses for each program separately, and their distribution to the semesters, the prerequisite for each course, the practical training system, graduation research, and the practical applications of the courses.

Article (97) All information related to the student is considered personal, including the results of the exams, and may not be shared with others except with a verified proxy signed by him/her, and the results of the exams shall be announced in ways that do not jeopardize the student's privacy.

Article (98) Security measures are taken into account to save and modify the student's electronic data received according to the university's information technology policies and procedures (IT Policies and Procedures). And save all



university students' files, information and electronic data according to the latest available technical means to ensure their security and confidentiality.

Article (99) The provisions of the Behavioral Violations Regulations for UOB Students shall apply to any violation of the provisions of this regulation committed by the student.

Article (100) The Deanship provides basic data, information and statistics on the performance indicators of university students to the concerned authorities, and these indicators and curves are measured by the competent authority, and submitted to the concerned academic departments and colleges and decision makers in order to improve the educational process.

Article (101) Distinguished university students should be given a greater degree of comprehensive care that motivates them to continue to excel, and the Vice President may develop appropriate mechanisms to determine the quality and forms of care.

Article (102) Students with special needs shall be taken into account in the arrangements related to the re-examinations, tests, courses' registration and attendance, as well as the selection of halls that suit their health status, in accordance with the University Council's regulations and decisions in this regard.



Article (103) Special programs subject to agreements between the university and government and private agencies are treated as stipulated in these agreements.

Article (104) Students Tuition fees are determined in accordance with the decisions of the University's Board of Trustees.

The University Council is responsible for interpreting the provisions of this regulation, and its decisions in this regard are complementary to it, and the new decisions of the University Council related to it are included in the regulation and updated as soon as possible.

Article (105) This regulation shall enter into force as of the date of its approval by the University Council.



UNIVERSITY
OF BAHRAIN