

Disclaimer:

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



UNIVERSITY
OF BAHRAIN

Academic Advising Regulations at the University of Bahrain

Authority / Owner of Regulation: Vice President for Academic Programs and Graduate

Effective: Feb/28/2023



Regulation Information

Document Number:	Version: 01/2023
Title:	Academic Advising Regulations at the University of Bahrain
Regulation Description:	General Rules and Definitions - Academic Guidance Rules
Regulation Scope:	<input checked="" type="checkbox"/> Academic <input checked="" 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:	Dean of Admissions and Registration
Approval Date:	28-2-2023
Effective Date:	28-2-2023
Approval Date of Last Revision:	2023
Date of Next Revision:	2028
Reference Code:	
Document Number:	First version under resolution No. 832/2010 dated 29/12/2010
Confidentiality Classification:	Non-confidential
Related Documents:	Regulations of Study and Examination- Bylaws of Faculty Members - Misconduct Bylaws



University of Bahrain Council Decision
Number (121) of (2023)
Regarding Academic Advising Regulations at the University of
Bahrain

Approval of University President /
University Council:

Date: 28 - 2 - 2023

Article I

The Academic Advising Regulations at the University of Bahrain shall apply, superseding any conflicting provisions or prior decisions.

Article II

[The Vice President for Academic Programs and Graduate Studies, and all relevant authorities, each within their respective jurisdictions, are responsible for enforcing this regulation].



Chapter I

General Provisions and Definitions

Article (1)

These Regulations shall be called the "Academic Advising Regulations at the University of Bahrain."

Article (2)

The provisions of these Regulations shall apply to undergraduate and to postgraduate studies, unless otherwise specifically stated in this regard.

Article (3)

The following words and phrases shall have the meanings assigned to each of them, unless the context requires otherwise:

The Law:	Decree-Law No. (12) of 1986 Establishing and Regulating the University of Bahrain and its Amendments.
University:	University of Bahrain.
University Council:	University of Bahrain Council.
Vice- President:	Vice President for Academic Programs and Graduate Studies.
Dean:	Dean of the relevant college or equivalent.
Deanship:	Deanship of Admission and Registration.
Department Council:	Academic department council.



Head of the Department:	Head of the relevant academic department.
Academic Advisor:	Faculty member who advises and guides the student on matters related to their studies.
E-Advising:	An automated system through which the academic advisor guides the student via the Student Information System.
Study Plan:	A study plan that includes all the courses the student must pass to complete graduation.
Student:	A student registered in the University's undergraduate or graduate courses.
Student at Risk of Being on Probation:	A student whose cumulative GPA, during the stage following the orientation year, is between (2 and 2.33), or who has less than three semesters remaining before exhausting the maximum number of semesters (MD).
Office Hours:	A period during which a faculty member, or equivalent, is present in his or her office to provide academic advising to students.
Undergraduate:	Undergraduate studies in the diploma or bachelor's degree programs after obtaining a high school diploma or equivalent.
Graduate Studies:	Higher diploma, master's, and doctoral degrees after obtaining a bachelor's degree or equivalent.

Chapter II

Academic Advising Provisions

Article (4)



Academic advising is the educational process that assists students in making optimal choices for academic courses, instills university values, encourages them to pursue further academic and cognitive achievement, and provides them with research and study methods and techniques.

Article (5)

The Academic Advising Regulations aim to familiarize students with the following:

- a. How to set their educational goals based on their interests and abilities.
- b. The provisions contained in the relevant university regulations, academic options, and academic program requirements.
- c. The University's academic environment.
- d. The University's capabilities and academic resources that serve the educational process.

Article (6)

The head of the department shall appoint an academic advisor for each student upon their admission to the University.

Article (7)

The deanship, through the department head shall provide the academic advisor with the academic records of the students they advise.

Article (8)

The department head, after consulting with the dean, shall determine the academic advisor's academic advising load, taking into account the student density in the academic department, the teaching and research load, and any other loads the faculty member is responsible for.

Article (9)

The academic advisor shall carry out the advising tasks and duties assigned to him, the most important of which are the following:

- a. Maintaining thorough knowledge of the University's academic regulations to provide the student with accurate academic information.



- b. Staying informed of the academic calendar, including specified registration dates, drop, add, and withdrawal periods.
- c. Being present during the allocated office hours to provide academic advice to assigned students.
- d. Guiding the student on the best ways to implement the study plan and meet academic requirements.
- e. Giving students individualized attention and encouraging them to utilize office hours.
- f. Monitoring the student's academic status, communicating, and hold meetings when necessary.
- g. Carefully reviewing the student's academic record and signing the expected to graduate or final graduation form, by monitoring the courses he/she passed and those qualifying them for graduation.

Article (10)

The academic advisor shall submit an annual report to the head of the department regarding the advising process and any difficulties encountered. This report shall be presented to the department council, with the aim of submitting it to the college council if necessary.

Article (11)

The student must be aware of the Regulations of Study and Examination, their governing regulations, and graduation requirements. The academic advisor's assistance in academic matters does not exempt the student from this responsibility.

Article (12)

The student must consult their academic advisor during the announced office hours, to ask questions, present academic problems, and follow the advisor's academic guidance and advice.

Article (13)

The academic advisor may **petition** the department head to be exempted from academically advising a specific student, provided this request is supported by valid reasons. **Article (14)**

A student may petition the department head regarding their academic advisor, or request a transfer to another academic advisor's list. The deanship must be notified in the event of a transfer.



Article (15)

Academic advising is subject to the supervision of the department head. Failure to do so constitutes a breach of duty and constitutes a violation subject to disciplinary action under the University's Bylaws of Faculty Members.

Article (16)

The Office of the Vice-President shall oversee the e-advising system on the Student Information System.

Article (17)

Each academic advisor shall be linked to the student in the e-advising system, and the academic advisor's notification feature shall be activated to identify students at risk of probation.

Article (18)

If a student achieves a cumulative GPA between 2 and 2.33, they shall be considered at risk of academic probation and must receive academic advising before registering for courses.

Article (19)

The academic advisor must communicate with students who are under academic probation to provide guidance and direction before they register for courses and before the drop/add period, taking into account the course registration period announced in the academic calendar.

Article (20)

The academic advisor shall approve the student's proposed course schedule and direct them based on their academic record.

Article (21)

The head of the relevant department shall follow up on cases requiring academic advising before the drop/add period and direct the relevant academic advisors to provide academic advising.

Article (22)

The head of the department shall submit an annual report, including recommendations, on academic advising cases to the dean of the college, for submission to the vice president's office.



Chapter III

Final Provisions

Article (23)

The provisions of the University of Bahrain Student Misconduct Bylaws shall apply to any violation committed by a student during or as a result of academic advising.

Article (24)

The University Council shall have the authority to interpret the provisions of these Regulations, and its decisions in this regard shall be deemed complementary to it.

Article (25)

These Regulations shall take effect from the date of its approval by the University Council, and any provisions that conflicts with or contradicts it shall be repealed.