



UNIVERSITY OF BAHRAIN

E-Learning and Distance Education Regulation

Authority/Owner of Regulation: Vice President for Academic Affairs, Information
Technology & Digital Education Directorate

Effective Date: 6 February 2023



Regulation Information

Title:	E-Learning and Distance Education Regulation	
Regulation Description:	The purpose of this regulation is to govern the educational process for e-learning and distance education modalities, targeting all relevant groups, including students and academic staff.	
Regulation Scope:	☒ Academic ☐ Administrative ☐ Research ☒ Student ☐ general	
Regulation Status	☐ New Regulation	☒ Revision of existing regulation
Approval Authority:	University of Bahrain Council	
Authority/ Owner of Regulation:	Vice President for Academic Affairs, Information Technology & Digital Education Directorate	
Relevant Sustainable Development Goals (SDGs)	☐ 1. No Poverty ☐ 2. Zero Hunger ☐ 3. Good Health and Well-being ☒ 4. Quality Education ☐ 5. Gender Equality ☐ 6. Clean Water and Sanitation ☐ 7. Affordable and Clean Energy ☒ 8. Decent Work and Economic Growth ☐ 9. Industry, Innovation and Infrastructure	☒ 10. Reduced Inequalities ☐ 11. Sustainable Cities and Communities ☐ 12. Responsible Consumption and Production ☒ 13. Climate Action ☐ 14. Life Below Water ☐ 15. Life on Land ☐ 16. Peace, Justice and Strong Institutions ☒ 17. Partnerships for the Goals



Approval Date: 6 February 2023

Effective Date: 6 February 2023

**Approval Date of
Last Revision:** 14 May 2026

**Date of Next
Revision:** May 2031

**University Council
Approval Number:** 204/2026

Document Number: UOB-VP-AA-RE-005

**Confidentiality
Classification:** ☐ Top Secret
☐ Secret
☐ Restricted/Limited
☒ Public

Related Documents: Study and Examinations Regulation, Graduate Studies Regulation, University of Bahrain Student Misconduct Bylaws, Academic Anti-Plagiarism Regulation, Intellectual Property Rights in Electronic Content Regulation.



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Chapter I

General Provisions

Article (1)

Definitions

University: University of Bahrain.

Council: University of Bahrain Council.

Course Instructor: The individual assigned to teach the course (a faculty member, teaching assistant, or adjunct/collaborating instructor) or assigned to supervise it.

College: One of the university's colleges; for the purposes of this regulation, the term also applies to the Academic Centre.

Directorate: Information Technology and Digital Education Directorate.

Conventional/Traditional Education: An educational modality in which the student is present within an integrated educational system that includes the essential elements of the educational process through direct, real-time contact between the course instructor, the student, and other students on the university premises.

Distance Education: An educational modality that does not require the course instructor and the student to be in the same location, and in which various electronic technologies are used to achieve communication and interaction between them.

Synchronous Distance Education: A form of distance education in which the course instructor and the student connect at the same time in an interactive educational environment through virtual lectures, discussions, and learning activities.

Asynchronous Distance Education: A form of distance education that enables the course instructor to make academic materials and learning resources available to the student at any time, without requiring real-time connection between them.



Self-Learning: The process by which the student undertakes learning using available materials or resources, or any other sources, to achieve the clearly defined course objectives and competencies without direct assistance from the instructor.

Blended Learning: An educational modality that integrates conventional/traditional education and distance education simultaneously.

Academic Program: Includes all local and hosted academic programs offered by the university.

Virtual Classrooms: A virtual environment for synchronous distance education linked to the Learning Management System, simulating a traditional classroom. It enables the student to interact with the course instructor and other students in the virtual class, as well as to participate in discussions and other educational and assessment activities—whether audio and/or video—presented electronically by the course instructor, and to follow what is written on the virtual whiteboard.

Approved Educational Platform: The educational platform adopted by the university that meets the following conditions:

1. Login is performed using a single sign-on mechanism, via the central electronic authentication system, using the university ID or official university email and password.
2. It is subject to the Department's supervision in terms of operation and management.

Learning Management System (LMS): The primary platform used at the university to manage distance teaching and learning processes, including the monitoring of instruction, educational and assessment activities, and examinations, and linked to the Student Information System. Through the LMS, the following can be achieved:

1. Aligning the academic content presented (lectures, assessment activities, and examinations) with learning outcomes to ensure their coverage in the course and their effective and fair application.
2. Displaying grades and assessment activity results.
3. Generating periodic reports whenever needed to evaluate the educational process at the university.

Assessment Methods: The means used to measure the level of knowledge, skills, and competencies acquired by the student to achieve the learning outcomes of a specific course. These include various assessment activities (such as tests, assignments, projects, reports, case studies, oral discussions, video presentations, etc.) as well as final examinations.

Educational Materials: Readable, audible, and visual learning resources used in teaching a specific course.



The E-Learning and Distance Education Regulation aims to achieve the following:

1. Establish a regulatory framework for e-learning and distance education at the university.
2. Ensure the quality of e-learning and distance education at the university.
3. Support the sustainable use of educational technology to develop the university's teaching and learning programs, thereby contributing to national sustainable development goals and societal progress.
4. Provide opportunities for diversity in offering academic and training programs through the various modalities of e-learning, self-learning, and distance education.
5. Preserve learning resources and better utilize time, effort, and resources through the use of educational technology to improve the educational process in academic and training courses.
6. Ensure the continuity of the educational process at the university when conventional teaching and learning methods are disrupted.
7. Minimize the impact of emergency circumstances and events on the educational process and ensure the readiness and smooth transition from one educational modality to another whenever necessary.

Chapter II

Scope of Application of E-Learning and Distance Education

Article (3)



The Council shall determine the educational modality used in courses—whether conventional/traditional, blended, or distance education—based on the recommendation of the Department and College Councils, in accordance with the nature of the subject matter, its content, its objectives, and the competencies to be acquired from the course.

Article (4)

Course Modality

Courses shall be offered via distance education or blended learning according to the following percentages:

Course Modality	Percentage of Content Delivered Electronically (of course hours)
Traditional (Technology-Enhanced)	Less than 25%
Blended	From 25% to less than 50%
Distance (Online)	50% and above

This is subject to the following rules:

1. The application of blended and distance modalities is restricted to courses whose nature permits this.
2. These modalities may be applied to practical, applied, and laboratory courses, provided that all requirements for virtual labs and simulations are available.
3. All tests and examinations must be held in person on the university campus (except in exceptional cases for which a decision has been issued by the University Council).

Article (5)

Program Modality

Academic programs at the university are classified by modality based on the percentage of credit hours delivered online out of the total credit hours of the study plan, according to the following table:

Program Modality	Percentage of Credit Hours Delivered Electronically (of total study plan hours)
Traditional (Technology-Enhanced)	Less than 25%
Blended	More than 25% and less than 50%
Distance (Online)	50% and above



Article (6)

The College shall prepare an emergency plan, to be approved by the Council, which determines the optimal educational modality for courses in exceptional circumstances when conventional teaching methods are disrupted. The plan must take into account the nature of the courses and be updated and reviewed according to the program life cycle.

Article (7)

The emergency plans referred to in Article (6) of this regulation shall be activated by a decision of the Council, based on the recommendation of the relevant College, for all or some of its courses, during a semester or part thereof, when conventional education is disrupted due to circumstances arising from crises, disasters, epidemics, system failures, or other events.

Article (8)

All courses shall be offered through the Learning Management System. Each course shall be assigned one or more course sections (virtual classrooms), which shall be considered equivalent to physical course sections in the traditional education environment and shall be subject to the same provisions insofar as they do not conflict with their nature. The course instructor shall use the virtual classroom to post the course syllabus, educational materials, assessment methods, and assessment activity grades for students.

Article (9)

The Learning Management System shall, as a general rule, be the approved platform for core teaching and learning processes. The course instructor may use any of the approved educational platforms for extracurricular activities and communication with students, and may also use supplementary platforms provided they are approved by the Council.

Article (10)

Subject to the provisions of Articles (7) and (8) of this regulation, priority during exceptional circumstances shall be given to courses of a special nature (such as laboratories, practical training, practicums, projects, clinical examinations, etc.) to be taught in university buildings or training sites using traditional education or one of the blended learning modalities, as circumstances permit, while observing health and safety requirements and precautionary measures. Should it be entirely impossible to conduct studies in buildings and training sites, these courses shall be taught through virtual laboratories and remote workshops.

Article (11)



For multi-section courses that require pre-recorded and pre-prepared lectures, the lectures may be unified across the course. A coordinator shall be appointed for each course to be responsible for this.

Article (12)

For courses offered in a modality requiring physical presence on campus, a student may, in exceptional circumstances accepted by the Department Chair, be permitted to attend part or all of the lectures remotely during the semester until the exceptional circumstance ceases. The student must attend all assessment activities and examinations according to the same mechanism applied to the rest of the students in the course.

A student facing documented exceptional circumstances may submit a request to apply the blended learning or distance education modality to a course in which they are enrolled, for the duration of the semester in which the request is made only.

This provision does not apply to courses of a practical nature, including laboratories, field training, practicums, graduation projects, and thesis defenses.

The request shall be submitted to the relevant Department Chair for their opinion, then forwarded to the College Dean to submit a justified recommendation to the University Council. The change shall not take effect until approved by the Council, and the course classification shall remain unchanged.

Chapter III

Coordination and Cooperation among University Units in Distance Education

Article (13)

The Department shall be responsible for providing technical support to the university's colleges; training course instructors, students, and technicians nominated by the colleges; and



providing usage guides for the approved educational platforms and disseminating them to the university's colleges.

Article (14)

The Unit for Teaching Excellence and Leadership (UTEL) shall be responsible for delivering training workshops for course instructors on best practices and teaching methods in e-learning and distance education to achieve optimal results. The Deanship of Students' Affairs shall be responsible for providing support and guidance to students.

Article (15)

Colleges, deanships, centers, departments, and other units shall undertake the task of providing support educational services electronically to ensure the success and efficiency of the educational process.

Article (16)

The College shall coordinate academic schedules in collaboration with the Deanship of Admission and Registration, such that distance education courses are offered during time periods that differ from those designated for courses offered via conventional/traditional education or other e-learning modalities. Alternatively, each college may designate shared spaces or areas equipped for students to attend remotely delivered lectures, in a manner commensurate with the number of students enrolled in those courses. Students attending these lectures in shared spaces shall be instructed on the necessity of using earphones and microphones connected to their personal laptop computers.

Article (17)

Each College shall establish a committee called the "E-Learning and Distance Education Committee," composed of representatives from the academic programs and departments. Its task shall be to monitor and follow up on the e-learning and distance education process in cooperation with the College's quality assurance officer and to submit a periodic report of its activities and recommendations to the College Dean or the official in charge of the Academic Center.

Article (18)

Course coordinators and department chairs shall assist part-time adjunct instructors and newly appointed faculty members to ensure the quality and alignment of the educational materials and resources they present or provide to their students electronically.



Chapter IV

Obligations of the Course Instructor

Article (19)

In addition to the obligations stipulated in university regulations and bylaws, the course instructor shall, particularly in the field of e-learning and distance education, undertake the following:

1. Pursue training and acquire the necessary knowledge and skills to use the Learning Management System and other approved educational platforms at the university, including communication tools, virtual classrooms, and various examination and assessment tools.
2. Attend training workshops provided by the university and follow periodical publications pertaining to e-learning and distance education.
3. Announce the course progress and assessment activities through the approved educational platforms.
4. Adhere to the regulations governing intellectual property rights for electronic content at the University of Bahrain.
5. Verify student attendance and interaction in the Learning Management System at all times, through the student's use of their university ID or official university email and university password, while ensuring that cameras are turned on during virtual distance lectures.
6. Adhere to the university academic calendar, the lecture times specified in the course schedule, the course's teaching load, and its academic content. The instructor may not merge course sections except with the approval of the University President, based on a request from the relevant Department Chair and a recommendation from the concerned Dean.



7. Compensate for lost or missed instructional time—if necessary—in exceptional circumstances, provided it does not conflict with other lecture times.
8. Be present with students from the beginning of the lecture until its conclusion in the classroom or virtual classroom if the course is offered via one of the synchronous e-learning modalities.
9. Allocate office hours for interaction with students using one of the approved platforms to answer their questions and inquiries.
10. Provide the course syllabus and study plan from the first week of the semester and upload them to the Learning Management System. These shall include course topics and resources, expected learning outcomes, teaching methodology and mechanism, assessment methods, learning outputs, detailed grade distribution, dates and methods of tests and examinations, and office hours.
11. Activate teaching strategies appropriate to the learning outcomes in e-learning and distance education, and activate interactive learning tools such as discussion rooms, interactive quizzes, and mechanisms to improve student performance levels within the Learning Management System.
12. Provide sufficient learning resources to ensure the achievement of learning outcomes and upload them to the Learning Management System platform, and upload lecture slides and textbooks (if any) for each course. Additional materials, including supporting video clips and live-stream recordings, may be uploaded without infringing upon intellectual property rights.
13. Provide assessment methods appropriate to the learning outcomes and apply them effectively and fairly via the Learning Management System or in person, clarifying the procedures at the beginning of the semester, and using a test blueprint to ensure coverage of all learning outcomes.
14. Inform students of the methods used in tests, examinations, and various assessment tools. If these are to be administered electronically or remotely, the instructor must train students on them a sufficient time before the assessment or final examination by providing a similar trial test or assessment at least one week prior to the actual test, assessment, or examination, using the same technical features as the actual assessment.
15. Announce the results of assignments, applications, and mid-semester tests through the Learning Management System within a reasonable period from the date of their administration, taking into account the deadlines for course withdrawal stipulated in the Study and Examinations Regulation, and announce the results of other coursework before the final examination period.
16. Provide electronic feedback to students—if necessary—on their performance through the Learning Management System.
17. Refrain from using any platforms or educational means other than those approved or authorized by the university, and commit to using the Learning Management System for students' performance of assignments, tests, examinations, or practical applications, or for communicating grades to them. Subject to Article (9) of this regulation, other approved supplementary platforms may be used for providing feedback to students, discussions, and extracurricular activities.
18. Avoid sources of noise during virtual lectures and maintain an appropriate and clear tone of voice throughout the lecture duration.



Chapter V

Obligations of the Student

Article (20)

In addition to the obligations stipulated in university regulations and bylaws, the student shall, in the field of e-learning and distance education, undertake the following:

1. Train and acquire the knowledge to use the approved educational platforms and the various examination and assessment tools in the Learning Management System; attend training workshops provided by the university; and review periodical publications pertaining to e-learning and distance education.
2. Adhere to the rules and conventions in effect at the university.
3. Comply with the attendance and absence rules applied at the university regarding remote lecture attendance via the Learning Management System, according to the times specified in the course schedule, and ensure that the camera is turned on during virtual distance lectures unless there is an acceptable excuse, as determined by the course instructor, that necessitates otherwise.
4. Attend the virtual classroom from a suitable location free from noise.
5. Respect the intellectual property rights of others and adhere to the provisions of the University's Intellectual Property Rights in Electronic Content Regulation.
6. Refrain from publishing or leaking educational materials or their explanations to others by any means, except after obtaining written consent from the course instructor and without prejudice to intellectual property rights.
7. Refrain from publishing, transmitting, or leaking any content of assignments, assessment activities, or examinations, or answers thereto, to others, or assisting in such acts, whether within the Learning Management System or on other platforms or communication channels.
8. Refrain from attending or participating in platforms or course sections other than those in which the student is enrolled, except for acceptable reasons following approval from the relevant department.
9. Refrain from publishing conversations between the student and other students or the course instructor on any medium, or transmitting them to others, except after obtaining written consent from the course instructor.
10. Refrain from allowing or enabling others to record lectures, listen to them, monitor them, or copy some or all of the academic content from the educational platform, except with prior written consent from the course instructor, while observing copyright.



11. Refrain from deliberately resorting to the use of tricks or software on the device designated for study and examinations that would disrupt the functioning of the exam monitoring software or the screen-lock software during examinations.

Chapter VI

Regulations for Examinations and Assessment Methods

Article (21)

Subject to the provisions of the University's Study and Examinations Regulation, assessment activities and final examinations for students shall be held in accordance with the College's conventional education plan, unless the Council decides to activate the College's emergency plan for a necessity it deems appropriate under Article (5) of this regulation, in light of the University's general policy, and with due regard for all precautionary and necessary measures.

Article (22)

If it is decided that assessment activities or final examinations are to be held electronically or remotely via the Learning Management System, the electronic verification and monitoring tools approved by the Department must be used to monitor students' performance during examinations and their adherence to the rules of academic integrity. The course instructor must verify the student's identity during the examination, and the student must present their university ID card to the course instructor; if unavailable, their personal identity card shall be accepted. The use of electronic monitoring software in remote assessment activities and final examinations shall be the general rule, unless the Council decides otherwise for a necessity it deems appropriate.

Article (23)

In the event of transitioning from the conventional/traditional system to another modality during the course of a semester due to an exceptional circumstance, the College Council may—based on the recommendation of the relevant academic department—change the weight



distribution of the remaining tests and assessment activities in the course. These weights must be explained to students in the first week of implementing the new educational modality, without prejudice to any rights the student has acquired or obligations incurred under the application of the conventional education system.

Article (24)

Subject to the provisions of the Study and Examinations Regulation regarding the total weight of the final examination grade, the College Council may—based on the recommendation of the relevant department—determine different percentages for laboratories, workshops, practical training, graduation projects, or courses of a special nature.

Article (25)

The academic department or the Academic Centre shall undertake the activation of proctoring schedules for midterm tests and final examinations held via the Learning Management System, whether in person or remotely. The distribution of proctors in these examinations shall be sufficient to ensure and guarantee their integrity and academic honesty.

Chapter VII

Technical Requirements for E-Learning and Distance Education Systems

Article (26)

The educational platforms specified by the University—through the Department—shall be the approved educational platforms at the University at the time this regulation is issued. Thereafter, the approval of educational platforms shall fall within the jurisdiction of the Council.



Article (27)

The Director General of Admin Services shall, in coordination with the administrative centers, procedurally follow up on the provision of the approved educational platforms at the University, provide the necessary support for the operation of e-learning and distance education systems, and ensure their continued functioning to achieve their integration and interoperability with other relevant technical systems at the University.

Article (28)

Prior to the actual implementation of any electronic educational platform, a pilot run must be conducted under the supervision of the Department, a sufficient period before its use, to ensure its proper and adequate functioning.

Chapter VIII

Communication Guidelines for E-Learning and Distance Education Courses

Article (29)

Both the course instructor and the student must adhere to appropriate attire when communicating or appearing on electronic platforms, in accordance with university rules and conventions, and observe general decorum and ethics throughout the duration of live broadcasting, recording, or virtual classroom attendance. Both parties must maintain the confidentiality of any information or secrets related to the private life of either party that they may become privy to, in order to balance the right to education with the right to privacy.

Article (30)



A student who has inquiries concerning the course shall communicate with the course instructor during official working hours via the approved educational platforms. The course instructor shall, during the first week of the semester, specify the means of communication on the course page within the Learning Management System and respond to student inquiries at the earliest possible opportunity.

Article (31)

During the e-learning and distance education process, the student must adhere to the behavioral rules and guidelines issued by the Deanship of Students' Affairs, whether in virtual, blended, or self-learning-based classes, including electronic discussion forums and communication messages or chats between the student and other students, and/or between the student and the course instructor.

Chapter IX

Access Authorizations for Electronic Course Content and Related Information

Article (32)

To facilitate the provision of technical support to students and instructors, the Department shall have access to the electronic content of courses and to the instructor and student data necessary for the task of providing technical support. No authorized employee with such access may alter or modify the academic content uploaded to the approved platforms by the course instructor or students, except with the written permission of the course instructor. The confidentiality of student information, including assessment results and grades, must be maintained.

Article (33)

To ensure the proper functioning of the educational process, the College Dean/Director of the Academic Center, or their nominee, and the Director of the College Quality Assurance Office shall have access to the electronic content and information related to the courses belonging to the College/Centre on the Learning Management System, approved educational platforms, and other analytical systems. The Department Chair shall have access to the electronic content



and information related to their respective academic department. None of the aforementioned may alter or modify the academic content uploaded by the course instructor or students, and the confidentiality of student information, including their results and grades, must be maintained.

Article (34)

The University President, the Vice Presidents, and the Competitiveness and Organizational Development Directorate shall have access to reports pertaining to the progress of the educational process in all colleges and academic centers through the information analysis systems linked to the Learning Management System and the Student Information System.

Student Appeals of Final Results in E-Learning and Distance Education Courses

Article (35)

The provisions concerning the appeal of a course result stipulated in the University of Bahrain Study and Examinations Regulation shall apply. To facilitate the referral of appeals to the Appeal Review Committees, the relevant Department Chair or Centre Director shall have access to the electronic content of the courses on the Learning Management System.

Article (36)

The Department Chair shall add the members of the Appeal Review Committee formed by the department to the relevant course section on the Learning Management System. The Committee may not alter the academic content uploaded to the Learning Management System by the course instructor or the student. It shall review, match, and verify the grades against the student's answers on the system, in accordance with the approved mechanism for examining appeals through conventional methods.



Chapter X

Final Provisions

Article (37)

Any breach by the student of the obligations stipulated in Articles (20), (29), (30), and (31) of this regulation shall constitute a conduct violation to which the provisions of the University of Bahrain Student Misconduct Bylaws shall apply.

Article (38)

The provisions of the University of Bahrain Study and Examinations Regulation shall apply to any matters not specifically addressed in this regulation, insofar as they do not conflict with the nature of e-learning and distance education.

Article (39)

This regulation shall come into effect as of the date of its issuance.