

PRESIDENT'S NEWS DIGEST

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MESSAGE FROM THE PRESIDENT

Welcome to the 27th issue of the 2nd year of the President's News Digest.



I would like to start this edition by reminding our programmes coordinators of their important roles in achieving the highest standards for their programmes. A programme coordinator is responsible for looking after his/her programme by ensuring that all course portfolios, syllabus and any other materials are up to date and that all staff teaching on the programme are delivering to the the highest quality. All issues related to resourcing the academic programme and ensuring its relevance and quality are the responsibility of a programme coordinator.

In an academic life, this is the starting point in any academic career progression as holders of this post tend to achieve well at a later stage by developing leadership skills reflected by the quality of teaching and support for students. Programme coordinators should take pride in achieving full confidence for their programmes which will help raise the University's profile and its reputation. All course portfolios, grade distribution, quality of teaching, and many other aspects should be fully scrutinised by the programme coordinator before they are audited by any other parts of the University. This is a leadership role and all programme coordinators should be fully committed to achieving the highest standards.

In the accreditation handbook, a great emphasis is put on the role of programme coordinators and I am sure that the accreditation visiting panel will scrutinise this role. The quality of input like teaching material, course portfolios, quality of staff and students is important but it is without any doubt that they will focus on output like achieving learning outcomes, quality of graduates, their employability rates and feedback from employers by benchmarking our programmes against many others. It is therefore of crucial importance to recognise the important role of programme coordinators and give them every support as they are the first line of responsibility in delivering top quality education and an excellent learning experience to our students.

Last week the University was buzzing with so many activities and events and external visitors. On Sunday, 30 April, the President, Director of Admin and Finance, and Director of Marketing and Public Affairs met with colleagues from the Education Zone to explore opportunities for promoting our programmes with British Universities. Our student recruitment remains a top priority and I am pleased to inform you that last week we had a couple of students registering on our new programmes.

On Monday 1 May, we had a break for Labour Day. I would like to take this opportunity to thank every staff and worker in the University for their contribution and loyalty to the university and to recognise them on the occasion of Labour Day. A very small gesture to distribute cup cakes to all staff on that day has a significant importance as it saying "Thank You" to all of you.

On Tuesday 2 May, the President received HE the Yemeni Ambassador to Bahrain. This was a courtesy visit organised by our colleague Dr Abdul Qawi to introduce the University to HE the Yemeni Ambassador.



On Wednesday 3 May the Chairman of the BOTs, the President, and Director of Admin and Finance visited Dr Abdul Ghani Alshuwaikh, Secretary General of the HEC, to pay condolences on your behalf for the sad loss of his father, may God bless his soul and send him to heaven.



On 3 and 4 of May, the University had a stand at the exhibition for training and education before entering the workplace in order to promote our existing and new programmes. HE, the Minister for Labour and Social Development visited our stand on 4 May and was met by the President and colleagues from Marketing and Public Affairs who briefed him about our academic programmes. The President appeared for a short interview on Bahrain TV while they were covering the event.

On Wednesday 3 May, the President and Director of the President's Office received the Director of Alliance Francaise and a group from the French Embassy to explore opportunities for collaboration, especially delivering some French language sessions and courses to our staff and students. Of course any extra curricular activities will be well received by the accreditation panel.



INTERVIEW OF THE WEEK

We would like to feature the interview this week with:



Name: Hamzah Ramadan

Position: Head of the English Language Resource Centre, Full Time Lecturer, Certified Translator

1. Tell us about yourself: (Your childhood, academic background)

I was born in Amman the capital of the Hashemite Kingdom of Jordan, raised with a father and mother who supported me with the necessary information related to life. They insisted to give me the freedom to make my own decisions and choose my path in life without any interference from their side. My parents always believed that human beings learn from their experiences and the harder the experiences, the better the outcome on the human's life. Such policy from my parents' side reflected deeply on my way of thinking and provided me with enough unlimited space to think without any prejudice and to be objective.

I went to Saudi Arabia after finishing my high school and I finished my B.A in English Literature. I will never ever forget the support of the Saudi government because they gave me a scholarship to study for my degree.

I came to Bahrain in 1987 and worked the Ministry of Interior for 27 years in the translation and teaching field. During this period, I finished my Masters in Applied Linguistics.

On the evening of 3 May, The President, Mr Mohamed Alkhaja and Ms Edyta , attended the official establishment of "This is Bahrain" as a organization under the Royal Patronage of HM the King represented by HE, the Minister for Labour and Social Development.



On Thursday 4 May, we were visited by Prof Paul Ivey from LSBU to explore opportunities for solidifying our partnership and to make sure that the launch of our Engineering College is a great success.

On the evening of Thursday 4 May, the Chairman of the BOTs, the President, Professor Paul Ivey, VP Academic Affairs, Dean of Arts and Science, Director of Admin and Finance, and many colleagues from the College of Law attended the pleasant wedding of HH Sheikh Nader Bin Mohamed Bin Salman AlKhalifa, who is studying law with us. We wish HH Sheikh Nader every happiness and congratulate him for getting married.

I would like to conclude this edition by reminding our colleagues that this is the last week before you submit your abstracts to our international conference in November. This is a golden opportunity to publicize and disseminate your research. I am expecting no less than 20 top quality abstracts from our colleagues in order to demonstrate the volume and quality of our research.

INTERNATIONAL YOUTH CONFERENCE

On Wednesday and Thursday 26 & 27 April 2017, sixty students from ASU attended the ninth International Youth Conference that was under the patronage of His Majesty, the King's



Representative for Charity Works and Youth Affairs, Supreme Council for Youth and Sports Chairman and Bahrain Olympic Committee President, HH Shaikh Nasser bin Hamad Al Khalifa and was organized by Youth and Sports Affairs Ministry in coordination with the United Nations Development Programme and the League of Arab states.

It took me additional time to finish because I was working full time in the office. It is a pity that I did not have the time nor I was permitted to finish my Ph.D. I became very much interested in simultaneous translation and finished a Diploma at Bahrain University in this field.

2. Tell us about your job at ASU

I am the Head of the English Language Resource Centre. We have an excellent Centre for teaching languages at the university. My colleague Dr. Abdulla Momani, and I try to guide the students and the staff and help them to learn English language by borrowing books from our Centre.

I also teach full time English language in the General Studies Department under the guidance of Dr. Abduljabbar who does not hesitate to offer me all the necessary help, advice and guidance in the teaching field and translation.

I enjoy translating different documents and the email of the University in spite of the fact that this is not part of my job description. I would like also to seize this opportunity to express my best thanks to my colleagues at our section The Head of the General Studies Department Dr. Abduljabbar, Garth and Yvonne Johnson who are always with a great support to me and never hesitated to guide me whether in the teaching field, or in preparing my course portfolio or in the exams. Ms. Zainab stood by my side since my arrival and helped me too.

3. Tell us about your aspirations for the University

1. Encourage the students and the academic staff to learn English as an entrance to understanding the western culture because language is the access to any culture.



ASU students attended the conference with the supervision of Ms. Hadeel Bucheeri and Mr. Thaer Ramini from the Deanship of Student Affairs. The conference came under the

slogan “Give Back” and focuses on the United Nations Sustainable Development Goals (SDG)s and the role of the youth in achieving them.

The students were happy to attend such event in which they benefited immensely.

SIGN LANGUAGE WORKSHOP



On 23 April 2017, the Cultural Club and the Student Council in the Deanship of Student Affairs organised a “Sign Language” workshop that was delivered by one of our students Ms. Abeer Saloom and Mr. Turki

Alajmi. The workshop was very successful; a large number of students and staff learnt the Alphabet letters, numbers, family

members, basic practical words. All attendees enjoyed the extremely interactive session and managed to spell their names, communicate their age and some basic information. Everyone who attended the workshop is looking forward to the next advanced stage of sign language workshop.

ACHIEVING INTERNATIONAL PROFESSIONAL CERTIFICATE



During the period of 23-27 April 2017, Dr Ahmed Azzam Elmasri and Mr Ammar Yousif Ahmed attended a training programme on Virtual machine (VCA) VMware Certified Associate 6 Data center Virtualization based on the recommendation from the College of Arts & Science.

The aim of this training was to promote the skills of the teaching staff when acquiring International Professional Certificates in the IT field.

Virtualization is a new concept in IT world and massively used in the big and medium size companies in Bahrain and the Gulf.

2. If we succeeded in achieving this goal, we will all be acquainted to put up and cooperate with the other British universities that we had signed contract with.

3. Try as much as possible to create a multi environment by not building walls with any new different cultures that new students come up with. Our University must not be limited to the values and customs of what is common in our society instead those who come with new ideas must be given the chance to expose themselves and defend their points of views.

4. What do you enjoy most about your job?

I enjoy the challenge of the burden of work and the struggle to get as much done as possible. This kind of environment makes me very excited and eager to continue without any limits till I feel that I cannot tolerate any more stress physically and it is time to go, relax and meet friends in one of the clubs I am a member in.

5. Tell us about your hobbies

I enjoy reading books about teaching English and translation in particular books about “collocation” in English because such books are with great value to both the students and the translators. I adore riding one of my motorcycles whenever I come to the office. It makes me feel very relaxed even in the hot weather. I enjoy meeting my friends in clubs and I am a member in a couple of clubs i.e. the British Club and Rotary club. I do exercise on regular bases since I was a child by walking, riding my bicycle and going to the gym. I take care of my lovely dog “Polo”.

The programme was organised by NIT (National Institute of Technology) an authorised training provider, add funded totally by Tamkeen.

On the final day Dr Ahmed and Mr Ammar attended and successfully passed the International professional exam. Passing the exam will qualify them to be VCA professional experts. This achievement and the information they acquired will contribute to graduates attribute in promoting students in Computer Science Department to be in better position for the job market. Both delegates would like to thank ASU Academic and Admin management, the Deanship of the college in providing them with this opportunity, and allowing them to achiev this success.

STUDENTS AT RISK WORKSHOP



On 27 April 2017, a workshop dedicated for students at risk was conducted through collaboration of the two Deanships; Deanship of Student Affairs and Deanship of Admissions and Registration, where presentations were delivered on the following topics: time management, the role of academic

advisors, revision techniques for exams, how to reduce fear during the exams period followed by general interactive discussions.

ASU PARTICIPATES IN BAHRAIN EXHIBITION FOR TRAINING AND EDUCATION PRE EMPLOYMENT EXPO



On 3 and 4 May 2017, Applied Science University participated in the Bahrain Exhibition for Training & Education Pre Employment Expo 2017 at Sheraton Hotel which was held under the patronage of His Excellency Shaikh Khalid bin Abdulla Al Khalifa, Deputy Prime Minister of the Kingdom of



Bahrain. The two-days event aimed to provide training, education and employment opportunities for Bahrainis that match their interests and career aspirations.

The Exhibition was inaugurated by HE Jameel bin Mohammed Ali Humaidan, Labour and Social Development Minister in the presence of Prof Ghassan Aouad, President of the University,

6. Tell us about your favourite food

I enjoy the Oriental food but I try to avoid it as much as possible because I do not want to gain extra weight and that is why I prefer to eat western food whenever I can get the chance.

7. Tell us about the book you are reading now

My focus is the Accreditation. Whenever I have the time I try to go through the University prospectus, programme handbooks, students and staff handbooks. As a previous government employee, all of these topics are new to me and they are consuming all of my time. Also, I make a copy of the email messages of Prof Ghassan, Dr. Assem in order to write messages using the same style.

8. Final words

God “whom I believe in” has a purpose for your pain, a reason for your struggle, and a reward for your faithfulness, trust him and never ever give up.

QUOTE OF THE WEEK

“Ethics is knowing the difference between what you have a right to do and what is right to do”.

Potter Stewart

Professor Paul Ivey Pro Vice Chancellor / Research & External Engagement of London South University and Ms. Ruqaya Mohsin Director of Marketing and staff from the Directorate of MKT & Public Affairs.

The exhibition attracted secondary students, university graduates, and jobseekers along with training and recruitment managers. During the exhibition, ASU showcased its academic programmes and provided career advice to interested participants and visitors and was praised by the minister and the visitors for its reputation among other private universities and the quality of the programmes it provides.



EMERGENCY EVACUATION DRILL



An Emergency Evacuation Drill was carried out on 27 April 2017, at Applied Science University. Prior to Emergency Evacuation Drill, a detailed training was conducted on 26 April 2017 for staff and Emergency Response Team members. The training outlined the emergency response team members responsibilities, the use of appropriate type of fire extinguishers and what action to be taken in the time of emergency.

The purpose of the Emergency Evacuation Drill was to:

- Make sure that everyone in the building is aware of how to exit the building in the quickest, easiest and safety way in case of an fire.
- Comply with the Civil Defence mandatory requirements.
- Ensure that all are familiar on how to evacuate safely and in an orderly manner to prevent panic in the event of an actual emergency.
- Identify the weaknesses of system and positive and negative reaction of staff during the emergency.
- Improve the knowledge to use of fire extinguishers.

As per the plan, all team members were assembled at the Abdulla Nass Auditorium at 09:30 for pre-drill detailed briefing. All were informed again about their duties and responsibilities during the evacuation drill process. After briefing the team, members were released to their original work place to be alert for the sounding the fire alarm.

The Civil Defence office were informed about the planned drill on ASU Campus. At 10:15 the emergency bell sounded in the Campus. All the team members were active at their designated places and started evacuating the occupants from the Academic, Library and other adjacent buildings to the Emergency Assembly Point.



POLICY OF THE WEEK



Academic Misconduct Policy

Academic misconduct is unacceptable conduct of students at the University. It is defined by the University as any activity or attempted activity giving one or more students an unfair advantage to over their peers.

Academic misconduct is an overarching term used in this policy to cover misconduct, plagiarism, and examination rules and regulations. The range of offences related to misconduct includes: (a) Academic negligence, (b) Academic malpractice and (c) Academic cheating.

Guiding Principles for the Policy

In order that students avoid Academic misconduct, the University provides the following:

Advice and guidance from Student Services Office, (b) support on academic writing and study skills from the academic advisor, (c) educational media campaigns, and (d) Facility for students and staff to use plagiarism e-detection software.

The main principles of the policy:

- The work undertaken by a student for assessment has to be his/her own work.
- Any information that has been originated by someone else, the student must specify the source.
- Staff are required to give students specific instructions on when, how and in what form they should submit/undertake any assessment and students are encouraged to seek clarification.
- For group work assessment, the assessment instructions must be made clear.
- The conduct of students during their exams must be such that there must be no suspicion that the work submitted is not their own, nor that they have sought to gain an unfair advantage over other students.
- The University operates specific instructions relating to the conduct of invigilators and students in examination settings. Invigilators shall act within the scope of this policy, but given the complexity of certain circumstances of academic misconduct, Invigilators are advised to use their own judgement and discretion. The decision of the senior Invigilator on whether or not academic misconduct has occurred must not be contested in the examination Room.
- Following an incident, and until the matter has been resolved, the senior invigilator and any Assistant Invigilators involved in the incident shall not engage in conversation with the student(s) concerned regarding the alleged academic misconduct unless a third party is present.
- Students accused of academic misconduct shall be innocent until judged to be guilty.
- Normally, students will be allowed to progress with their academic studies until the regulations relating to students misconduct cited in the Bylaws are applied.
- Students accused of academic misconduct shall have the right to be made aware of the accusation and appeal against it.
- The issue of proof shall be based on clear, strong and cogent evidence and kept within the University.
- Where a student is found guilty of academic misconduct, then a record will be kept of this and any associated penalty on the student's File (at Deanship of Admissions and Registration). One complete set of papers relating to each proven case will be retained in a separate file by the College to be referred to only in the event that a subsequent action, e.g. a request for a review by the student, necessitates reference to this material.
- At the commencement of their programmes, students must be advised of the University procedure for dealing with alleged academic misconduct and the penalties that may be imposed if they are found guilty of academic misconduct. Programme handbooks must make reference to the dangers and penalties of academic misconduct, and these references must be reinforced orally by staff. The extract inserted into handbooks is provided by the University. Colleges are not at liberty to alter this text.
- Staff who suspect that academic misconduct has taken place shall pursue the process outlined in the Bylaws.
- The VP Academic Affairs and Development Office and Colleges can provide advice to staff and students regarding the Bylaws and policy relating to Academic Misconduct.

REMINER OF THE WEEK

THE INSTITUTIONAL ACCREDITATION STANDARDS

AREA 5: Economy and Society Impact (3 Standards)



14. The institution's strategy must recognize the importance of promoting entrepreneurship and provide appropriate academic, physical and financial resources to support this (4 KIs)

14.1. The institution's strategic plan must demonstrate a commitment to promoting entrepreneurship and enterprise across the institution.

14.2. The institution must have or be developing policies and mechanisms which will facilitate funding for graduate and staff enterprise and provide appropriate facilities such as incubator support.

14.3. The strategy must demonstrate an awareness of and commitment to the Kingdom's employability agenda in that it encourages links with industry, encourages entrepreneurship and focuses on the knowledge economy.

14.4. The institution must ensure coverage in its curricula of the skills and competencies required by employers so as to prepare students for entry into the world of work. Views of employers must inform the review process.

15. The institution must proactively engage with the local and regional business community (5 KIs)

15.1. Employers must be encouraged to forge links with the institution so as to provide opportunities for internships and on-the-job training.

15.2. Students must be made aware of the current job market and provided with opportunities to engage with prospective employers.

15.3. The institution must engage with the wider community, such as employers and its alumni, in a formal and systematic manner in order to obtain feedback on the relevance of its curriculum and to identify areas for development and improvement.

15.4. The institution must collect data on the destination of its graduates to inform and improve its relationships with the world of work and its engagement with the Kingdom's employability agenda.

15.5. Where appropriate, students must be given the opportunity to attain relevant workplace experience.

16. The institution must demonstrate its commitment to community service and engagement (5 KIs)

16.1. Institutional strategy must take into account the Kingdom's national indicators and demonstrate a commitment to community and social outreach and lifelong learning.

16.2. The institution must demonstrate that it engages in community outreach and the provision of mutually beneficial services.

16.3. The institution must encourage its staff and students to engage with the local community around it through cultural, social and community service activities.

16.4. There must be a dedicated team which has responsibility for the institution's work in community service.

16.5. The institution must produce an annual report detailing the community services it has been engaged in.