



PRESIDENT'S NEWS DIGEST

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MESSAGE FROM THE PRESIDENT

Welcome to the 28th issue of the 2nd year of the President's News Digest.



I would like to start this edition of the News Digest by highlighting once again the importance of teaching in the classrooms. Teaching is a type of performance whereby an audience of students is entertained by a knowledgeable and engaging lecturer. In many ways, teaching is in part art and in part science. The art of teaching is related to somebody's ability to keep an audience interested in a subject or a lecture . A good teacher is someone who is able to make a complicated formula or phenomena easy to follow. He/she has the skills to design an interactive lecture using technology whenever possible. The science of teaching is associated with a set of rules designed to deliver the syllabus week by week based on clear learning outcomes, references to good materials, and well designed assessment methods. A good teacher can combine art and science in one lecture to ensure smooth delivery, good understanding by the learners, and full interactivity with the students. The days of traditional teaching are over. Students nowadays are learners who are exposed to a wide variety of tools, technologies and methods. The social media generation is much more demanding and doesn't believe in spoon feeding and broadcasting. This new generation of learners expect more use of technologies, interactive methods of teaching and most importantly reliance on comprehension rather than memorization. It is our duty in the University to change in a fast moving world. Our staff have to cope with the new reality and devise modern, innovative and exciting teaching methods that deliver memorable learning experiences.

Within this spirit, the academic staff development unit in the University is organizing the good teaching conference on 22 and 23 May. In this conference, our intention is to help our colleagues learn from each other as part of continuous process improvement. Every lecturer will give a 10 minutes presentation followed by 5 minutes of questions and feedback. It is important to consider the following: start with a clear statement or slide about the intended learning outcomes, use appropriate technology or other means, make reference to the syllabus, ensure interactions with the audience, demonstrate a good knowledge of the subject area, and conclude with what was achieved during the lecture.

CONTACT US



Office No: (+973) 16036161

Email: tania.kashou@asu.edu.bh

Feedback will be provided by the audience of how to improve on the aforementioned points. This conference will help our colleagues be prepared for the accreditation visit building on the very useful good teaching workshop which was organised few weeks back.



On 7 May, the Chairman of the Board of Trustees, Mr Ghazi Nass member of the BOTs, and the President visited HE the Minister for Education in his office and in the presence of the Secretary General of the HEC and the

Assistant Secretary General. HE the Minister was briefed about future plans for the University and our strategic directions. HE the Minister was full of praise of the University, but highlighted to us that we should follow the HEC rules in recruiting full time and part time staff and not to add any extra charges for any activity without the HEC permission. Our colleagues in Admin and HR have already started to address these issues and a letter was sent to the HEC with practical solutions to all the issues raised at the meeting.

On 10 May, the Chairman of the BOTs, the President, and VP for Admin, Finance and Community Engagement, visited the Assistant Secretary General of the HEC as a follow up visit and to discuss our new programs with British Universities.

On 8 May, the President, Dean of Students Affairs and Dr Adel Al-Samman met Dr Sana Almansoori from the University of Bahrain to discuss opportunities for collaboration with their Centre on Teaching Excellence and Leadership which will help our staff achieve a postgraduate certificate in teaching and HEA fellowship status

On 10 May, the University Council met and discussed many academic issues related to postgraduate studies and how we can improve our practices. In addition, the Council discussed our next year budget and put a recommendation to the BOTs for its approval.



On 11 May, the President received a copy of a new book from the recently appointed Assistant Dean of Student Affairs, Dr Shamsan. His book is entitled " strategies for innovative

teaching" which is very topical. Many congratulations to Dr Shamsan.

INTERVIEW OF THE WEEK

We would like to feature the interview this week with:



Name: Dr. Ammar Abdullah Jalamneh

Position: Director of the Library
Lecturer/ Assistant Professor at ASU

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

I was born in Irbid in the Northern part of Jordan. I am the youngest among my brothers and sisters in the family. I am married and have three sons and one daughter.

I finished my BA in Arabic Literature then obtained my Master's degree in Libraries and earned my PhD in Libraries and Information Sciences.

2. Tell us about your job at ASU

I joined ASU in 2010 as Director of the Library and lecturer in the General Studies Department in the College of Arts and Science.

3. Tell us about your aspirations for the University

In the time being, my focus goes to two main things:

1. Expand our university library and make it one of the best libraries in private universities, particularly in Bahrain and generally in the Arab region.

2. Achieve all the listed targets related to accreditation, which is our main objective at the present time.

I am pleased to inform you that 2 of our students achieved first and second places in the Table Tennis Universities Tournament organised on 13 May by Gulf University. Our student, Luay Jamal, achieved second place and our student, Rashid Sanad, achieved first place. Many congratulations to our winning students and to all ASU and many thanks to Ms Mohammed Najjar of the Deanship of Students Affairs for his dedication and hard work, he kept me informed yesterday after every game with some video snaps to watch our students playing as I couldn't make it to watch them. This achievement will undoubtedly help our accreditation efforts. On behalf of Prof Waheeb and myself, I would like to congratulate our winning students and all of you. It is so pleasing to see our University shining in such events.

I would like to conclude this edition by informing you that more than 70 abstracts from nearly 15 countries were submitted to our forthcoming conference on sustainable futures which will take place in November. This is the best international exposure of our University. In order to help our colleagues and external researchers requests, the organizing committee after consultation with LSBU have decided to extend the submission of abstracts until the 31st of May as a final deadline. I sincerely hope that colleagues will submit abstracts to support our conference in order to raise the international status of the University and to promote a strong research culture in ASU.



9TH IEEE GCC CONFERENCE



Professor Siddeeq Ameen and Mrs. Salma Abouamod from the MIS Department have participated in the 9th IEEE GCC Conference which was held from 8 to 11 May 2017, under the patronage of his royal highness Prince Khalifa Bin Salman Al Khalifa, the prime minister of Bahrain.



Professor Siddeeq Ameen, Dean of Research and Graduate Studies had the honour to chair the session of "Wireless Sensor Networks" that took place on 11 May 2017. On the other hand, Mrs. Salma Abouamod, Research Assistant and Library Specialist, participated with a research paper titled "Acquisition Budget Allocation Using Decision Support System" on 10 May 2017. The paper discusses the improvement of the decision making process for the library's books budget allocation using DSS that is based on Decision Tree, a Business intelligence tool for classification technique of data mining.

4. What do you enjoy most about your job?

I enjoy the challenge of work in getting things done as much as possible. This kind of environment makes me very excited and eager to continue without any limits until 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 very much enjoy reading topics related to my field in addition to literature books in particular Arabic novels written by well-known writers. I also enjoy doing sports on regular basis.

6. Tell us about your favourite food

I like the Jordanian food, in particular Mansaf and Maqloba (Upside down).

7. Tell us about the book you are reading now

الأساليب الحديثة لإدارة المكتبات ومراكز المعلومات
بالجودة الشاملة من تأليف مجموعة من الخبراء
المتخصصين

(The Modern Methods for Managing Libraries and Information Centers by Comprehensive Quality) written by a Group of Specialized Experts

8. Final words

I hope that our university will gain accreditation and be the best private university in the region. I would like to seize this opportunity to express my thanks to the management of the University for supporting our library.

The conference had many innovative and intellectual sessions about new and trending subjects in the field such as Big Data Management, Internet of Things (IOT), Renewable Energy and Advanced Teaching and Learning Technologies.

WORKSHOP ON “WHAT IS INTERNATIONAL COMMERCIAL ARBITRATION?”

On 26 April 2017, Ms Noora Musalam, Manager of the Career Development and Alumni Affairs Office in the Deanship of Student Affairs organised a workshop in collaboration with the College of Law, entitled “What is International Commercial Arbitration?” The workshop was coordinated with the Bahraini Society for Lawyers and delivered by Mr. Fares Al Shomari. The event was well organised, successful and attracted a large number of attendees, including; the Head of Bahraini Society for Lawyers Mrs. Huda Al Mehzaa, academic staff from the College of Law, members of the Deanship of Student Affairs, alumni club members, student council members, and a large number of students and graduating students. The attendees enjoyed the workshop and suggested to have more of such interesting workshops.



ONE TWO THREE! ASU WON THE 1ST AND 2ND PLACE IN THE FIRST UNIVERSITIES TABLE TENNIS TOURNAMENT

On 13 May 2017, the Gulf University hosted the first Universities Table Tennis tournament, which was under the Patronage of Shaikha Hayat Bint Abdulaziz Al Khalifa, Supreme Council for Youth and Sports member, Bahrain Olympic Committee board member and chairwoman of the women’s sports committee.



The Deanship of Student Affairs including three students from ASU represented and participated in this tournament. Yousif Ghunaim from College of Law, Luay Jamal and Rashed Sanad from College of Administrative Sciences, played against other students from nine different universities in Bahrain.



Luay Jamal & Rashed Sanad were qualified in the semifinal matches and in the final game, Rashed Sanad won the 1st place and Luay Jamal won the 2nd place.



Indeed ASU and the Deanship of Student Affairs are very proud of the students and their achievements. This would not have been such a success without the great supervision and support from Mr. Mohammed Al Najjar and the enthusiastic encouragement of their fellow Student Council members.



POLICY OF THE WEEK

Admissions and Registration Manual



Policy statement

- I. The University aims to offer admissions to students of the highest intellectual potential, irrespective of social, racial, religious and financial considerations.
- II. The University aims to ensure that each applicant is individually assessed, without partiality or bias, in accordance with the policy on Equal Opportunities.
- III. This policy upholds the principle that entrance requirements should ensure that students are accepted into a program that gives them a prospect of academic success.

Admissions requirements for Bachelor's Degree

1. University Admissions requirements:

A. The student should obtain a Secondary School Certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain with an average of no less than 60% or equivalent (Except for the Bachelor of Law Programme where the minimum high school average required is 70%).

B. Students with averages below 60% may be admitted in the University, provided that they meet one of the following criteria:

1. They are athletes and artists who represent the Kingdom of Bahrain internationally.
2. Those with at least one year of practical experience following their secondary school certificate.
3. In addition to that, the University Council has the right to decide on applicants with averages below 60%.
4. The number of students admitted according to this point (B) can be no more than 5% of the admitted students.

2. All students admitted to the University should take a compulsory placement test –determined by the University- to determine their English language level.

Admissions requirements for Master's Degree

The student admissions requirements of the Master's Degree Programme:

A. Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain

B. The bachelor's degree programme should be in the same specialty as the master programme or a similar qualifying field according to the study plan of that specialty; otherwise, the student should pass a number of remedial courses approved by the University and specified by the Concerned Department.

C. The student should be the holder of a Bachelor's Degree with a GPA of not less than Good or its equivalent to be admitted.

D. It is required for the applicant to any of the master's programmes delivered in Arabic and English to have the TOEFL certificate or its equivalent with a mark not less than (450). Otherwise, the student commits during the first year to study and pass two remedial courses taught in English determined by the college. Exempted from this, students who pass the English placement test.

E. The student should pass an interview conducted by a committee in the Academic Department.

F. The student should pass any tests conducted by the Academic Department when required.

G. The student submits two recommendation letters one of which is preferred to be from a faculty member from the University where the student has graduated.

H. The applicant should have experience of not less than one year in a relevant professional field, except those obtaining a GPA not less than Very Good or the equivalent, provided that the number of admitted applicants with this exception does not exceed 50% of the total number of students

Admissions requirements for Students transferring from other Universities

Students may transfer to the University according to the following conditions:

1. Meeting the requirements of the admissions and registration of the University.
2. The student must be transferring from an accredited university, college, or higher education institute.
3. They are a full-time student, and evidence of this is provided.
4. The student is not dismissed for disciplinary purposes from their previous university directly before submitting the transfer request.
5. Every 15 credit hours completed by the transfer student is equal to one semester, provided that the course marks are not calculated in the semester and GPA averages.

Study Load (Postgraduate Students)

1. The study load for postgraduate students is 3-12 credit hours and 3 credit hours may be added for graduation purposes.
2. The duration prescribed for students to obtain a Master's Degree is not less than one calendar year and not more than 8 semesters, not including summer semesters.
3. The duration prescribed for passing the remedial courses is not calculated within the maximum duration prescribed to obtain a Master's Degree.
4. A postponement period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
5. A withdrawal period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
6. The University Council is entitled to look into an extension of the study period in exceptional circumstances.

Study Load (Bachelor Degree Students)

1. The minimum number of credit hours a student may register for is 12 credit hours per semester, and the maximum is 19 credit hours per semester.
2. A student is allowed to register less than 12 credit hours only once during his studies.
3. A student is allowed to register for extra credit hours, provided that these hours do not exceed 21 credit hours, and the following conditions are met:
 - His GPA is not less than 84%.
 - The student needs to study 21 credit hours to complete the requirements of graduation during that semester.
4. In the graduation semester, the student may register any number of credit hours required for graduation, without considering the minimum level of the prescribed study load.

Procedure for registering at risk students

I. The students will enter a period of Academic Probation or Default if they are unable to sustain the desired GPA or the minimum GPA requirements for their programs.

a. Bachelor's Program minimum requirements

- i. Minimum GPA requirement is 60% to be eligible for graduation
- ii. If the students overall GPA is below 50% then the student is dismissed from the program, except for the admissions semester and the transfer semester between programs in the university.

b. Master's Program minimum requirements

- i. Minimum GPA requirement is 75%
- ii. If a student's score in a course is below 70%, then the student is asked to repeat the course.

II. Further Details regarding the Academic Probation and Academic Warning can be found in the Students at Risk Policy and the bylaws.

Registration for students at risk is described below:

1. The Deanship of Admissions and Registration prepares a list of students with low GPA (less than 62%).
2. The SIS system Locks the records of students with low GPA (less than 60%).
3. The students with low GPA (less than 60%) are notified by the Deanship of Admissions and Registration and advised to seek advice from their academic advisors in order to unlock their records.
4. Students are directed by their academic advisors to choose and register courses appropriate to their study plan through SIS system.
5. Students with GPA 60% and above are directed by their academic advisors to choose and register courses appropriate to their study plan through SIS system.

REMINER OF THE WEEK

THE INSTITUTIONAL ACCREDITATION STANDARDS



AREA 6: Student Recruitment, Support, Guidance and Progression (8 Standards)

17. Publicity material, both printed and electronic, including the website, must provide a comprehensive, up-to-date and accurate description of the institution and its curriculum (7 KIs)

17.1. Text and images in printed material and on the institution's website must provide an accurate description of the institution's location, premises, facilities and the range and nature of resources and services offered.

17.2. Information on the programs available must be comprehensive, accurate and up-to-date and provide details of the status of the qualifications offered, including the awarding body and level of award.

17.3. The institution's website must provide content which is current and which provides support for existing and prospective students.

17.4. Information on staff qualifications and work experience must be made available to students.

17.5. Students must be given some indication of the type of careers graduates may follow and any professional body exemptions that may be available.

17.6. Students must be informed of the full cost of all programs, including costs of examinations and any required materials.

17.7. Students must be informed as to the necessary English requirements for entry on to programs.

18. The institution must take reasonable care to recruit and enroll suitable students for its courses (11 KIs)

18.1. Entry requirements for each program must be set at an appropriate level and clearly stated in the program descriptions seen by prospective students.

18.2. A formal application process must ensure that students meet the entry requirements and any claimed qualifications must be verified.

18.3. Prospective students must be properly briefed on the nature and requirements of the program(s) in which they are interested and provided with advice on choosing their program.

18.4. All application enquiries must be responded to promptly and appropriately.

18.5. Any recruitment agents must be properly selected, briefed, monitored and evaluated.

18.6. Students must receive a proper initial assessment, which includes language ability if appropriate, to confirm their capability to complete the programs on which they are enrolling.

18.7. Students with special needs must be identified in order that appropriate support mechanisms can be provided.

18.8. Admission criteria and process must be in line with HEC regulations and resolution.

18.9. The admissions policy must be reviewed regularly with relevant external stakeholders including employers.

18.10. The institution's application and recruitment process must be fair and transparent with evidence to show that equal opportunities, anti-discriminatory and inclusion issues are demonstrably addressed.

18.11. Data on student performance must be used to inform the improvement of the student selection process.

19. Students must receive pastoral support appropriate to their age, background and circumstances (6 KIs)

19.1. There must be a dedicated student support service which is provided by an adequate number of suitably qualified and trained staff, and which is accessible to all students and available to provide advice and counseling.

19.2. The support services must be evaluated regularly to ensure effectiveness and safety.

19.3. Students must receive an appropriate induction and information on the pastoral support available to them.

19.4. Students must be issued with a contact number for out-of-hours and emergency support.

19.5. The institution must have policies to avoid discrimination and a published procedure for dealing with any abusive behavior.

19.6. There must be effective systems to communicate with students out of class hours.

20. Students must receive appropriate guidance (4 KIs)

20.1. Students must be given an induction to the institution, their program of study and guidance on the use of facilities such as the library and IT.

20.2. Additional support or advice on alternative programs must be provided to students who are judged not to be making sufficient progress to succeed.

20.3. Students must have access to a fair complaints procedure of which they are informed in writing at the start of the course and offered guidance in submitting a complaint.

20.4. Students must have access to careers information, advice and guidance, including progression to further study, from a designated and suitably qualified and experienced member of staff.

21. Student progress must be measured and recorded regularly on the basis of adequate and explicit data and effective remedial action taken where necessary (5 KIs)

21.1. Assessment outcomes must be monitored to enable the identification of students who are not making satisfactory progress and there must be prompt intervention where appropriate.

21.2. There must be a clear and published policy on required student attendance and punctuality, effective procedures and systems to monitor and enforce it.

21.3. Accurate and secure records of attendance and punctuality at each session must be kept for all students, collated centrally and reviewed at least weekly.

21.4. Student absences must be followed up promptly and appropriate action taken.

21.5. Students must be allocated an academic counsellor with whom meetings are held at least once per semester to review and discuss progress.

22. International students must be provided with specific advice and assistance (3 KIs)

22.1. International students must receive appropriate advice before their arrival on travelling to and living in the Kingdom.

22.2. International students must receive an appropriate induction upon arrival covering issues specific to the local area and further information provided throughout the course of study.

22.3. Provision of support must take into account cultural and religious considerations. Where possible, students should have access to speakers of their first language.

23. Where residential accommodation is offered, it must be fit-for-purpose, well maintained and appropriately supervised (3 KIs)

23.1. Any residential accommodation must be clean, safe and of a standard which is adequate to the needs of students.

23.2. Any residential accommodation must be open to inspection by the appropriate authorities.

23.3. A level of supervision must be provided appropriate to the needs of students.

24. The institution must provide an appropriate social program for students and information on activities in the Kingdom (4 KIs)

24.1. Students must be provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.

24.2. The social program must be responsive to the needs and wishes of students and be affordable by the majority of students.

24.3. Any activities organized by the institution must be supervised by a responsible representative with suitable qualifications and experience.

24.4. Students must be encouraged to develop and participate in extra-mural activities

QUOTE OF THE WEEK

“Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy”.

Norman Vincent Peale