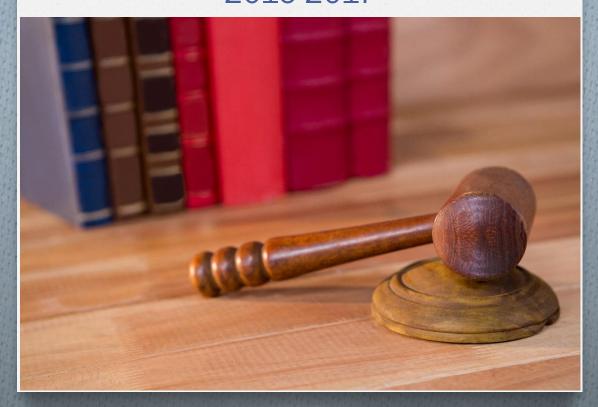


College of Law

Programme Handbook 2016-2017



PROGRAMME HANDBOOK 2016-2017 COLLEGE OF LAW

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Vision:

The vision of Applied Science University is to be one of the leading private universities supporting practical learning and research in Bahrain and the Gulf.

Mission:

ASU is committed to offering an education that is accessible to academically competent students of Bahrain, the Gulf and beyond, and to deliver academic programs of quality that graduate students equipped with knowledge and skills relevant locally and regionally. ASU is further dedicated to the promotion of a culture of learning and research for its students, staff and faculty, strengthening academic and professional partnerships, and developing networks locally, regionally and globally to engage meaningfully with Bahrain and Gulf Community at large.

Values:

- 1. **Integrity**: ASU's community values honesty, fairness and academic integrity as fundamental to its vision and mission, and will recognize, affirm and uphold this value in a responsible and committed manner.
- **2. Collaboration and Team Spirit**: ASU's community recognizes collaboration and team spirit to be at the heart of the institutional culture and will promote these values in a dedicated manner.
- **3. Loyalty**: ASU's students, faculty and staff cherish loyalty and commitment and recognize these values to be inherent in their culture of cooperation and dedication.
- **4. Social Responsiveness and Community Engagement**: ASU's students, faculty and staff value their partners, networks and communities and intend to engage with them, in a thoughtful, respectful, responsible and meaningful manner.
- **5. Quality**: ASU's community values, quality as an ideal and standard that should characterize its processes, outcomes, people and partners.

Message from the Dean

Dear Students,

The College of Law was established in order to enable students to successfully gain valuable qualifications in the field of Law. It offers an extremely high standard and is considered one of the best law colleges in Bahrain. Its success is due to our outstanding academic curriculum, which is based on scientific developments in the legal and judicial fields regionally and internationally.



Dr. Khaldoun Said Otaishat

ASU College of Law programmes are subject to comprehensive periodic revision in order to encourage student success and increase their cognition and critical thinking skills. Students are taught to apply their skills by linking theory to practice. Over time, this develops their capabilities and creative talents in order to fulfil the needs of the labour market and students' employment prospects. Our graduates have certainly proved that they are competent in their professions.

Each student is of a great importance to us with regard to both academic and social aspects. We offer our students all the attention and guidance they need. The college's policy is to listen to the opinions of the students and to give them opportunities to contribute and solve challenging problems. We want our students to fulfill their aspirations by providing a supportive educational environment.

Law has a great influence on human activity and, for this reason, the university attracts experienced and distinguished academic staff. They are able to assist students, consider their needs, and communicate well with them at all levels.

I would like to welcome you and wish you every success in your studies in the College of Law.

Vision of the College:

The College of Law seeks to be a locally and regionally distinguished centre in research, legal study, and the provision of outstanding and capable graduates.

Mission of the College:

The College of Law seeks to promote a professional legal culture characterised by the legal skills and abilities of its graduates, which will enable them to access the labour market with adequate and appropriate capabilities. The college also seeks to spread awareness of legal culture among citizens locally and regionally in order to establish a community and state of law, including institutions, where people know their rights and duties.

Objectives of the College:

- 1. Form legal personality and develop legal awareness among students.
- 2. Expand opportunities for students in all areas and expand their scientific understanding by using the latest educational technology and methods.
- 3. Build links between the theoretical study and practical application of law through a variety of educational methods within the university, and through internships and practical training outside the university.
- 4. Establish close ties among students and faculty members through educational and academic supervision in order to create opportunities to enhance the student culture and awareness.
- 5. Promote cooperation between the university and the local community and provide access to the local community through training, continuing education, seminars, lectures, and conferences.
- 6. Contribute to develop Bahraini laws and the laws of the states of the Gulf Cooperation Council (GCC).
- 7. Encourage scientific research and provide in-depth scientific studies to serve the Kingdom of Bahrain and the Gulf Cooperation Council.
- 8. Provide the Kingdom of Bahrain and the Gulf Cooperation Council with legal qualified cadres to meet the needs of the labor market.

Establishment of the College:

The College of Law was established along with the other faculties of Applied Science University by resolution WD 140-2006 issued on July 5th, 2004, by the Minister of the Council of the Kingdom of Bahrain authorizing the academic work of University for the academic year of 2005-2006. Faculty began teaching in the Bachelor in Law Programme at the beginning of the academic year 2005-2006 in its current location in Aleker.

Professional work opportunities for graduates of the College of Law:

There are a wide range of career and professional 'administrative' work opportunities for graduates of the College of Law. The most important job fields for students of law are:

- 1. The Diplomatic Corps
- 2. The legal and judicial institutions of the state
- 3. The private sector, such as companies and offices of legal consultancies different types
- 4. The practice of the legal profession
- 5. The professions of public prosecution and judiciary posts
- 6. Bachelor of Law Degree holders may also pursue higher studies and then work as teaching faculty at universities.

List of Departments and Programmes

The College of Law comprises of the following Academic Departments:

1. Department of Public Law

Head of Department: Dr. Ramzi Mahmoud Nayef Hilat

Fifth floor, Office No. 503 Office Phone No. 16036123

Fax: 16036214

Email: ramzi.hilat@asu.edu.bh

2. Department of Private Law

Head of Department: Dr. Mohanad Ahmed Alsenori

Fifth floor, Office No. 502 Office Phone No. 16036126

Fax: 16036214

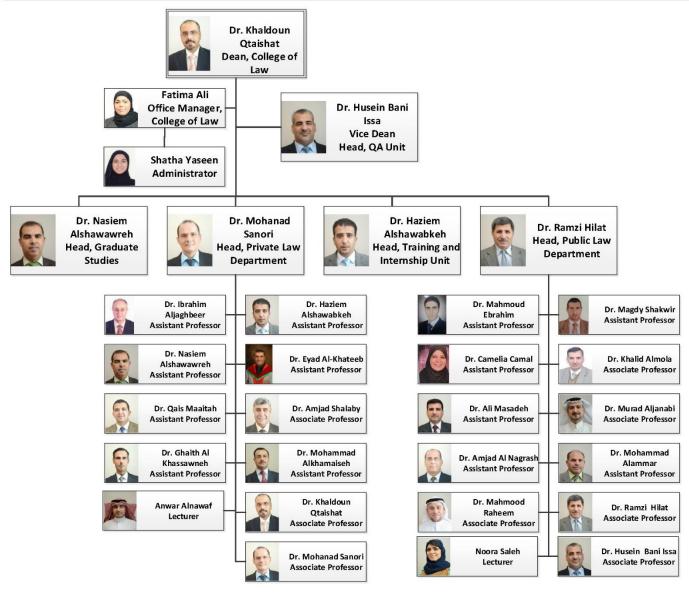
Email: mohanad.alsenori@asu.edu.bh

The College of Law provides the following academic programmes which come under the above departments:

- 1. Bachelor of Law
- 2. Master of Law
- 3. Master of Commercial Law



COLLEGE OF LAW



College Staff - Contact Details

No.	Name	Direct No.	E-mail
	College Counci	l Members	
1	Dr. Khaldoun Said Saleh Qtaishat	16036120	Khaldoun. Qtaishat @asu.edu.bh
1	Dean	10030120	Krialdoun.Qtaishat@asa.cad.bh
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2	Vice Dean, Head of QA Unit	10030122	nussain.baniessa@asu.edu.bn
2	Ramzi Mahmoud Nayef Hilat	16026122	warani hilat Qaasa ada bh
3	Head of Public Law Department	16036123	ramzi.hilat@asu.edu.bh
4	Mohanad Ahmed Sanori	16036126	mohanad.alsenori@asu.edu.bh
4	Head of Private Law Department	16036126	monanad.aisenon@asd.edd.bh
5	Nasiem Khalid Ahmad Alshawawreh	16036257	Nasiem.Shawawreh@asu.edu.bh
5	Head of Graduate Studies in Law College	16036237	Nasiem.Snawawren@asu.edu.bn
6	Haziem Salem Mohammed Alshawabkeh	16036124	hazim.shawabkeh@asu.edu.bh
В	Head of Training and Internship Unit	16036124	nazim.snawabken@asu.euu.bn
7	Amjad Ali Mohammad Al Nagrash	16026127	amiad alpagrach@asu.adu.bb
/	Representative of Academic Staff in Public Law Department	16036127	amjad.alnagrash@asu.edu.bh

	Administrators				
No.	Name	Direct No.	E-mail		
1	Fatema Mohamed Ali Mohamed	16026121	16036131 fatime in a hi 0	fatima janahi@asu adu bh	
1	Office Manager of the Dean	16036121	fatima.janahi@asu.edu.bh		
2	Shatha Ghani Zayyan Ahmed Yaseen	10020110	16036116 shatha.vaseen@	shatha.yaseen@asu.edu.bh	
	Department Secretary	10020110	Silatila.yaseeii@asu.euu.bii		

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No.	Name	Direct No.	E-mail		
1	Ramzi Mahmoud Nayef Hilat Associate Professor of Administrative Law Head of Department	16036120	Khaldoun. Qtaishat@asu.edu.bh		
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11	Magdy Hassan Abouelfadl Shakwir Associate Professor of Islamic Studies	-	magdy.shakwir@asu.edu.bh		
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	Faculty Members – Department of Private Law				
No.	Name	Direct No.	E-mail		
1	Mohanad Ahmed Sanori Associate Professor of International Private Law Head of Department	16036126	mohanad.alsenori@asu.edu.bh		
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8	Qais Khaleel Sallam Maaitah Assistant Professor of Commercial Law	16036207	qais.maaitah@asu.edu.bh		
9	Eyad Mo'Aied D. Al-Khateeb Assistant Professor of Civil Law	-	eyad.alkhateeb@asu.edu.bh		
10	Ibrahim Radwan Bakhit Aljaghbeer Assistant Professor of Civil Law	16036196	ibrahim.aljaghbeer@asu.edu.bh		
11	Anwar Abdulwahab Mohamed Alnawaf Lecturer of Civil Law	16036133	anwar.alnawaf@asu.edu.bh		

BACHELOR IN LAW

Bachelor in Law

Programme Leader

Dr. Ali Masadeh

Fifth floor, Office No.516 Office Phone No. 16036263

Fax: 16036214

Email: ali.almasadeh@asu.edu.bh

Programme Details

Programme Title	Bachelor in Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2016 - 2017
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

- Provide Bahrain and Gulf society with graduates who are able to work efficiently in the judiciary, public prosecution, judicial enforcement, legal profession and any other sectors that are related to the legal field.
- Prepare graduates with basic and advanced knowledge of the law branches and who have acquired a sufficient cognitive, practical, and transferable skills which qualify them to access the business market and participate in serving and improving the community.
- Prepare graduates capable of performing scientific research, undertaking continuing education, and using the latest technology qualified to proceed with postgraduate studies.
- Prepare graduates committed to the ethics of the legal profession respecting justice, religious, moral and patriotic values.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period : 3 years Maximum Study Period : 8 years

Total Credit Hours : 135 Credit Hours

No. of Courses : 45 Courses

Credit Hour per Course : 3 credit hours

The Courses are set at levels 1, 2, 3, 4 indicating progressively more advanced studies. A student cannot register in a course unless he/she has passed the pre-requisites of that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the programme.

Study Plan

<u>Year 1</u>

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW 111	Introduction to Law	-	3
LAW 181	Introduction to Islamic Law	-	3
ARB 101	Arabic Language	-	3
CS 104	Computer Skills	-	3
HR 106	Human Rights	-	3
	Total		15

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW 112	Sources of Obligation	LAW 111	3
LAW 141	Administrative Law I	LAW 111	3
ENG 101	English Language I	-	3
LAW 121	Principles of Commercial Law	ENG 101	3
LAW 131	Criminology and Punishment	-	3
	Total		15

Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ENG 102	English Language II	ENG 101	3
LAW 151	Constitutional Law I	111 LAW	3
LAW 281	Law of Personal States	181 LAW	3
LFS 102	Thinking and Communication Skills Development	-	3
LAW 132	Public Penal Law	131 LAW	3
LAW 210	Rules of Obligation	112 LAW	3
	Total		18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW 161	Public International Law	-	3
LAW 212	Nominated Contracts (Sale and Rent)	LAW 210	3
LAW 201	Methods of Scientific and Legal Research	-	3
LAW 241	Administrative Law II	LAW 141	3
-	University Elective	-	3
LAW 231	Private Penal Law – Part I	LAW 132	3
	Total		18

Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW 220	Commercial Companies and Bankruptcy Law	LAW 121	3
LAW 313	Private International Law	LAW 212	3
LAW 232	Private Penal Law – Part II	LAW 231	3
LAW 413	Civil and Commercial Procedure Law	LAW 210	3
LAW 282	Inheritances, Wills and Waquf	LAW 210	3
-	Programme Elective	-	3
	Total		18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW 311	Labor Law and Social Securities	LAW 281	3
LAW 381	Fundamentals of Islamic Jurisprudence	LAW 282	3
LAW 414	Real and Subordinate Rights	LAW 212	3
1	Programme Elective	-	3
LAW 251	Constitutional Law II	LAW 151	3
LAW 431	Procedure of Criminal Law	LAW 232	3
	Total		18

Year 4

Seventh Semester									
Course Code	Course Title Pre-requisite								
LAW 411	Insurance Contracts and Guranatee	LAW 212	3						
LAW 321	Commercial Papers	LAW 121	3						
LAW 432	Practical Applications in Public Law	LAW 431	3						
HBH 105	Bahrain Civilization and History	-	3						
LAW 341	Administrative Judicial System	LAW 241	3						
-	- Programme Elective -								
	Total		18						

Eighth Semester								
Course Code	Course Title Pre-requisite							
-	Programme Elective	-	3					
LAW 371	Public Finance and Taxation	LAW 241	3					
LAW 410	Compulsory Execution and Evidence	LAW 413	3					
LAW 415	Practical Applications in Private Law	LAW 413	3					
LAW 401	Internship	90 Credit Hours LAW 413 LAW 431	3					
	Total	·	15					

b. Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 7 college compulsory courses and 26 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
LFS102	Thinking and Communications Skills Development	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG101	English Language I	-	3
ENG102	English Language II	ENG101	3
HR106	Human Rights	-	3

University Elective Courses (3 Credit Hours/ 1 course to be chosen)

Course Code	Course Title	Course Title Pre-requisite				
ISL101	Islamic Culture	Islamic Culture -				
ISL102	Islamic Ethics	-	3			
ISL103	Islam & Contemporary Issues	-	3			
LIB101	Introduction to Library Science	-	3			
MAN101	Man and Environment	-	3			
SOC101	Introduction to Sociology	-	3			
SPT101	Special Topics	-	3			
CS205	Computer Applications	CS104	3			
BA161	Introduction to Entrepreneurship		3			

College Compulsory Courses

	conege compaisor	,	
Course Code	Course Title	Pre-requisite	Credit Hour
LAW111	Introduction to Law	-	3
LAW121	Principles of Commercial Law	ENG 101	3
LAW131	Criminology & Punishment	-	3
LAW141	Administrative Law I	LAW 111	3
LAW151	Constitutional Law I	LAW 111	3
LAW161	Public International Law	-	3
LAW201	Methods of Scientific and Legal Research	-	3

Programme Compulsory Courses

Programme Compulsory Courses									
Course Code	Course Title	Pre-requisite	Credit Hour						
LAW 112	Obligation Sources	LAW 111	3						
LAW 132	Public Penal Law	LAW 131	3						
LAW 181	Introduction to Islamic Law	-	3						
LAW 210	Rules of Obligation	LAW 112	3						
LAW 212	Nominated Contracts (Sale and Rent)	LAW 210	3						
LAW 220	Commercial Companies and Bankruptcy Law	LAW 121	3						
LAW 231	Private Penal Law – Part I	LAW 132	3						
LAW 232	Private Penal Law – Part II	LAW 231	3						
LAW 241	Administration Law II	LAW 141	3						
LAW 251	Constitutional Law II	LAW 151	3						
LAW 281	Law of Personal States	LAW 181	3						
LAW 282	Inheritances, Wills and Waquf	LAW 281	3						
LAW 311	Labor Law and Social Securities	LAW 210	3						
LAW 313	Private International Law	LAW 212	3						
LAW 321	Commercial Papers	LAW 121	3						
LAW 341	Administrative Judicial System	LAW 241	3						
LAW 371	Public Finance & Taxation	LAW 241	3						
LAW 381	Fundamentals of Islamic Jurisprudence	LAW 282	3						
LAW 401	Internship	90 Credit Hours + LAW 413 + LAW 431	3						
LAW 410	Compulsory Execution and Evidence	LAW 413	3						
LAW 411	Insurance Contracts and Guarantee	LAW 212	3						
LAW 413	Civil and Commercial Procedure Law	LAW 210	3						
LAW 414	Real and Subordinate Rights	LAW 212	3						
LAW 415	Practical Applications in Private Law	LAW 413	3						
LAW 431	Procedure of Criminal Law	LAW 232	3						
LAW 432	Practical Applications in Public Law	LAW 431	3						

Programme Elective Courses (12 Credit Hours/ 4 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 171	Principles of Economics	-	3
LAW 213	History of Law	1	3
LAW 222	Maritime Law	LAW 121	3
LAW 261	International Organizations	LAW 161	3
LAW 262	Humanitarian International Law	-	3
LAW 271	Political Economics	-	3
LAW 312	Intellectual Ownership	LAW 210	3
LAW 322	Law of Competition and Preventing Monopolistic Practice	LAW 121	3
LAW 323	International Trade Law	LAW 121	3
LAW 330	Commercial and Electronic Crimes	LAW 232	3
LAW 331	National Security Crimes	LAW 132	3
LAW 342	Law of Nationality and Aliens Status	LAW 313	3
LAW 351	Judicial Constitution	LAW 251	3
LAW 372	Statics of Legal Professional	-	3
LAW 421	Law of Banking Institutions and Banking Operations	LAW 121	3
LAW 422	Arbitration in Civil and Trade Cases	LAW 413	3
LAW 423	Law of Energy and Petroleum Contracts	LAW 212	3
LAW 424	Commercial Electronic Law	LAW 212	3
LAW 433	Forensic Medicine	LAW 231	3

Programme Learning Outcomes

Unde	erstanding and Knowledge
A.1.	Familiarize with basic knowledge of the legal fields, legitimacy and have knowledge of the
	theoretical base of legal text and its case law.
A.2.	Familiarize with the work of entities, which are related to legal work and its jurisdiction of courts,
	public prosecution, judicial police and legislative councils.
A.3.	Familiarize with the history and civilization of the Kingdom of Bahrain and its political and
	economic system.

Teaching and Learning Methods

- 1. Theory lectures
- 2. Discussion and exchange of views
- 3. e-learning and technology in teaching
- 4. Using the library and the available electronic database
- 5. Inviting law professionals to lectures (Guest Speaker)

Assessment Methods

- 1. Written examinations (mid-term and final)
- 2 Quizzes

Subje	Subject-Specific Skills (practical)					
B.1.	Apply theoretical knowledge to real issues in legal fields.					
B.2.	Provide legal advice, make negotiations, make an optimal choice between various available alternatives and plead the courts and the judicial authorities to carry out investigative procedures efficiently.					
B.3.	Prepare research, follow regulations, pleadings, contracts and other legal papers.					

Teaching and Learning Methods

- 1. The study of the judicial implementations
- 2. Team work (working in groups)
- 3. Mock trials
- 4. Field trips
- 5. Practical training in different judicial bodies
- 6. Research papers and judicial studies
- 7. Use of the library and the available electronic databases
- 8. Case Studies and how to implement them in class
- 9. Homework

Assessment Methods

- 1. Written examinations (midterm and final)
- 2. Summary of research, worksheets
- 3. Students' reports on field trips
- 4. Evaluations by external bodies where the student was trained
- 5. Practical examinations
- 6. Homework

Critic	cal- Thinking Skills
C.1.	Explain legal rules and derive provisions from it.
C.2.	Analyse, specify, establish an origin, criticise and compare legal provisions and jurisprudence
	cases.
C.3.	Specify and identify problems and analyse and devise solutions, and identify interpretations of
	legal jargon.

Teaching and Learning Methods

- 1. Discussions and exchange of views
- 2. Presenting scientific material
- 3. Brainstorming
- 4. Research papers and judicial studies
- 5. Case Studies and how to implement them in class

Assessment Methods

- 1. Written examinations (midterm and final)
- 2. Presentations and discussions of student research, worksheets, legal cases
- 3. The participation of the student on the Moodle (E-learning)
- 4. Student interaction in class and participation in group work and logical discussions
- 5. Homework

Trans	Transferable Skills						
D.1.	Ability to continuously self-learn, continue legal scientific research, and use a computer and						
	modern communication methods.						
D.2.	Exercise behaviors, ethics and morals of the various legal professions.						
D.3.	Work within a team and communicate with others using correct legal language.						

Teaching and Learning Methods

- 1. Discussions and exchange of views
- 2. Presenting scientific material
- 3. Team work (working in groups)
- 4. Mock trials
- 5. Practical training in different judicial bodies
- 6. e-learning and technology in teaching
- 7. Research papers and judicial studies
- 8. Use of the library and available electronic database
- 9. Providing students with a list of English terms and expressions related to the course of study.
- 10. Inviting law professionals to lectures (Guest Speaker)

Assessment Methods

- 1. Written tests (midterm and final)
- 2. Quizzes
- 3. Presentation and discussion of student research, worksheets, legal cases
- 4. Students' reports on field trip
- 5. Assessment by external legal authorities at which the students are being trained
- 6. Contribution by students in teams and participation in rational discussions
- 7. Practical applied examinations

Curriculum Mapping

	Course Code												
LAW 111							arning	Outcor	nes				
		A.1	A.2	A.3	B.1	B.2	B.3	C.1	C.2	C.3	D.1	D.2	D.3
	Introduction to	\checkmark						√					√
	Law												
	Principles of	✓			✓			√					✓
	Commercial Law												
	Criminology &	\checkmark	✓							✓			\checkmark
	Punishment												
LAW 141	Administrative	\checkmark	✓		√			✓					√
	Law I												
	Constitutional	\checkmark	✓					✓					√
	Law I												
	Public	\checkmark			√			✓					√
	International Law										,		
	Methods of						✓			✓	√		
	Scientific and Legal												
	Research	√						/	√				√
	Obligation Sources	<u>√</u>			√		✓	✓ ✓	· ·				✓
	Public Penal Law	<u>√</u>		/	v		V	V					٧
	Introduction to	V		✓									
	Islamic Law	√			✓			/	√				√
	Rules of Obligation	<u>√</u>			∨	√		✓ ✓	∨				✓ ✓
	Nominated	V			V	V		V	V				V
	Contracts (Sale and												
	Rent)	√	✓		✓	/	/	/	/	✓			/
	Commercial	v	v		v	v	\ \ \	\ \ \	v	v			v
	Companies and												
	Bankruptcy Law	√			✓			/	/				/
	Private Penal Law	•			•			*	•				•
	– Part I Private Penal Law	√			✓			✓	✓				✓
	– Part II	•			•			*	•				•
	Administrative	√	✓		✓			✓	✓				✓
	Law II	•	'		*				ľ				ľ
	Constitutional		/		✓			/	/				/
	Law II	•	`										
	Law of Personal	√			√		√		✓				√
	States												
	Inheritances, Wills	√			✓		✓		✓	✓			✓
	and Waquf												
	Labor Law and	√	√		√		✓	√	√	√			√
	Social Securities												
	Private	√			√	√		√	√	√			√
	International Law												
	Commercial papers	√			√	√	√	√	√	√			√
	Administrative	√	√		√	√	√		√	√		√	√
	Judicial System												
	Public Finance and	√	İ	√	✓	√	√	√	√			√	
	Taxation												

LAW 381	Fundamentals of	 ✓	1		-			I	 ✓				\
LAW 301	Islamic												
	Jurisprudence												
LAW 401	Internship				-	/	√			√	/	-	
LAW 410	Compulsory	/	/		· /	1	· /	/	/	· /	-	· /	/
LAW 410	Execution and	`			,			'	`			'	
	Evidence												
LAW 411	Insurance and	-			_	_		V	-	V			/
LAVV 411	Contracts ad	`			,			'	`				
	Guarantee												
LAW 413	Civil and	_	_		_	_		_	-			-	_
LAW 415	Commercial	`			,			'	`			'	
	Procedure Law												
LAW 414	Real and	_			-	/		/	/	/			/
LAVV 414		`			,			'	`				
LAW 415	Subordinate Rights Practical		√		-	/	 		/	√	-	/	/
LAW 415	Applications in the				'	'			•		,	'	,
	Private Law												
LAW 431	Procedure of	/	√		/	√	√	/	/		/	/	/
LAVV 431	Criminal Law							,				,	
LAW 432	Practical		/		/		√			√	/	-	
LAW 432	Applications in the												
	Public Law												
ARB 101	Arabic Language												√
ENG 101	English Language I												✓
ENG 102	English Language												√
LIVO 102													
CS 104	Computer Skills										✓	1	
HBH 105	Bahrain Civilization	✓										†	
11011 103	and History												
LAW 152	Human Rights	✓		√								†	
LFS 102	Thinking and									√		<u> </u>	✓
113 102	Communications												
	Skills Development												
	JKIII3 DEVELOPITIETIL		1		1	1	1		1		1		

	Elective Major Requirements and Elective University Requirements												
Course	Course Code		Learning Outcomes										
Number		A.1	A.2	A.3	B.1	B.2	B.3	C.1	C.2	C.3	D.1	D.2	D.3
LAW 171	Principles of	√		✓						√	√	✓	✓
	Economics												
LAW 231	History of Law	√					✓	√	√	√			✓
LAW 222	Maritime Law	√	√		√	√	√						√
LAW 261	International	√	√	√			√	√	√				✓
	Organizations												
LAW 262	Humanitarian	√		✓						√	√		✓
	International law												
LAW 271	Political Economics	√	√		√			√	√				✓
LAW 312	Intellectual	√			√			√					✓
	Ownership												

	I								_				
LAW 322	Law of	√			✓		√	✓					✓
	Competition and												
	preventing												
	monopolistic												
	practice												
LAW 323	International Trade	\checkmark	√		√			\checkmark					\checkmark
	Law												
LAW 330	Commercial and	✓			√		√	√	√				\checkmark
	Electronic Crimes												
LAW 331	National Security	√	✓		✓	✓		✓	✓	✓			✓
	Crimes												
LAW 342	Law of Nationality	✓	√		✓	√		✓	✓	√			√
	and Aliens Status												
LAW 351	Judicial	✓	√		✓	✓	✓	✓	✓			✓	✓
	Constitution												
LAW 372	Statics of Legal						√			√	√		✓
	Professionals												
LAW 421	Law of Banking	✓	√		✓	✓				√		✓	✓
	Institutions and												
	Banking												
	Operations												
LAW 422	Arbitration in Civil	✓			✓		√	✓	✓				√
	and Trade Cases												
LAW 423	Law of Energy and	✓	√		✓	√	√			√			✓
	Petroleum												
	contracts												
LAW 424	Commercial	√			√		√	√	√				√
	Electronic Law												
LAW 433	Forensic Medicine	✓	√		✓	✓	✓	✓	✓	√			✓
ISL 101	Islamic Culture			√									✓
ISL 102	Islamic Ethics			✓									\checkmark
ISL 103	Islam and			√									✓
	Contemporary												
	Issues												
LIB 101	Introduction to	√									√		
	Library Science												
MAN 101	Man and	√											
	Environment												
SOC 101	Introduction to	√		√									
	Sociology												
SPT 101	Special Topics	✓		√	✓								
CS 205	Computer										√		
	Applications												

Course Descriptions

University Compulsory Courses

ARB 101 - Arabic Language

The course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax and semantics of Arabic. It also covers stylistic and literary features through analyzing and discussing certain selected texts from the Holy Quran and other literary masterpieces.

(Pre-requisite: None)

LFS 102 - Thinking and Communication Skills Development

The course introduces students to the concept of thinking, its characteristics, forms and importance in the educational process. It also deals with the application of modern strategies and theories interpreted for different kinds of thinking. It also deals in detail with aspects of communication skills aiming to improve the students' skills so they are able to communicate successfully in various situations and for various purposes.

(Pre-requisite: None)

CS 104 - Computer Skills

The course covers the following topics: basic concepts of information technology, using computers to manage files: word processing, spreadsheets, presentations and databases.

(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain

The course deals with the history of Bahrain from 1500 until 1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the rule of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.

(Pre-requisite: None)

ENG 101 - English 1

The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is designed to meet the needs of general and everyday English skills and is integrative to basic language skills. The course concentrates on the grammatical structures of simple English sentences and the vocabulary students need in their studies to follow lectures and to read references.

(Pre-requisite: None)

ENG 102 - English 2

The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is a continuation of ENG101 and is integrative to the four language skills in the frame of general English. The course takes students from pre-intermediate to upper-intermediate level and provides practice for English language structures and communication skills. Students develop and present their own ideas through the practice of in reading, writing, listening and speaking skills needed to communicate in both professional and personal situations.

(Pre-requisite: ENG 102)

HR 106 - Human Rights

The course discusses the basic principles of human rights. It acquaints the students with the nature of human rights, their realms and sources, focusing on the international legal provisions concerning human rights included in the following documents: United Nations Charter, International Declaration of Human Rights, International Accord on Civil and Political Rights, International Accord on Social and Economic Rights, international agreement against torture and inhumane, disrespectful punishment, and protection mechanisms and constitutional organization of public rights and freedoms in the Kingdom of Bahrain.

(Pre-requisite: None)

University Elective Courses

ISL 101 - Islamic Culture

The course deals with the concept of culture in general and the concept of Islamic culture in particular. It studies the characteristics of Islamic culture, its sources, fields of study and role in the creation of the Islamic character. It also deals with the so-called cultural invasion, its types, methodologies and other related issues.

(Pre-requisite: None)

ISL 102 - Islamic Ethics

The course stresses the importance of ethics in Islam and the value Islam gives to ethics in general and work ethics in particular. It draws general comparisons of the treatment of ethics along different ages in the history of Islam and offers insights to the possible tools to enhance work ethics according to Islam.

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

The course deals with the way Islam deals with contemporary issues such as the phenomenon of fanaticism, determination of Islamic calendar, alms tax (Zakat) on money and jewelry, democracy and government systems, and other scientific and cultural developments.

(Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

The course introduces students to the library sciences. It gives a general historical review of the development of libraries through the ages and sheds light on the importance of libraries in the development of knowledge and sciences. It also reviews the services that library provides.

(Pre-requisite: None)

MAN 101 - Man and Environment

The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws the students' attention to the importance of environment and the necessity to take care of it.

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

The course introduces the students to sociology, the scientific study of society. It emphasizes social interaction processes and their impact on members of any society. It also provides students with the knowledge of the main social phenomena and the components of social structure.

(Pre-requisite: None)

SPT 101 - Special Topics

The course deals with special contemporary topics that are of importance to university students, topics of economic, social, historical or political character.

(Pre-requisite: None)

CS 205 - Computer Applications

The course covers using Microsoft Word for report writing, Microsoft Excel to create a simple accounting sheet and Microsoft Access to create a simple information system (database).

(Pre-requisite: CS 104)

BA 161 – Introduction to Entrepreneurship

This course aims at studying the concept and explaining the elements of entrepreneurship giving the students the required knowledge and skills to turn ideas into applied projects, according to the rules of company establishment code. Moreover, the student will gain the needed skills for entrepreneurs such as planning, organizing, marketing and financing through a bundle of local, regional and international case studies in entrepreneurship.

(Pre-requisite: None)

College Compulsory Courses

LAW 111 - Introduction to Law

First is the theory of legal rule. This course tackles the concept of legal rule, its characteristics, the differences between legal rule and other social norms, the scope of legal rule and its various types and divisions, the study of the sources of legal rule dividing the legal rule into official and explanatory sources, and, the study of the mechanism of the application of legal rule.

Second is equity jurisprudence. This facilitates the study of equity through its definition showing its properties, types, basics and people and the study of proving the legal personality of man and how it comes to an end; kinship, its types, effects and the civil status of the person; legal capacity, its types, legal protection of the equity, and the divisions of the sources of rights into legal facts and legal actions.

(Prerequisite: None)

LAW 121 - Principles of Commercial Law

This course provides the general principles of commercial law, to what extent it is influenced by globalisation, and its importance for other specialties such as accounting, business management and others. It also covers research on the theory of commercial processes and the practical results according to real life implementation. In addition, it explains commercial contracts, especially for road transport, commercial mortgages and contracts of commercial mediation (agency, brokerage, commission and commercial representation). With respect to the merchant, it encompasses conditions, his/her professional commitments and, finally, commercial premises.

(Prerequisite: ENG 101)

LAW 131 - Criminology and Punishment

This course examines crime, the criminal, the dangers of crimes, the external and internal factors that drive a person to committing crimes, the theory of punishment and the various schools of jurisprudence, precautionary measures, punitive treatment and the scientific methods used in the implementation of penal punishment.

(Prerequisite: None)

LAW 141 - Administrative Law I

This course deals with the definition of administrative law; its connection with constitutional law, other laws and the science of public administration; and its independence, origin, development, basics, and the scope of its application, characteristics and attributes. It also investigates administrative organisation; the theory of legal persons, its types, centralisation and decentralisation; administrative concentration and non-concentration; and the applications of all of this in Bahrain. Moreover, this course covers administrative activities in terms of public facilities, their types and how they are managed; administrative control and types, boards and purposes; the limits of the authorities for administrative control; control over them; and the applications of all of this in Bahraini law.

(Prerequisite: LAW 111)

LAW 151 - Constitutional Law I

This course aims at revealing the general theory of constitutional law; defining it, its terminology and the application of its rules. In addition, it defines the constitution in terms of terminology, form, topics and its relationship with other laws. It covers the resources for written and non-written constitutional rule, the types of constitutions, the ways they are developed, the sublimity of constitutions and the ways of controlling the constitutionality of laws, modifying constitutions, suspending and applying them, and the development of constitutional life in Bahrain.

(Prerequisite: LAW 111)

LAW 161 - Public International Law

This course deals with the definition of public international law, the basis of its obligation, its resources and relationships with other laws. Other countries and international organisations are studied in terms of the elements and types of countries, the recognition of such countries and organisations, rights and duties, the responsibilities of the country and its disappearance, and regional, continental and world organizations.

(Prerequisite: None)

LAW 201 - Methods of Scientific and Legal Research

The course includes an overview of legal research and its concepts and methods, starting from the stage of preparation - selecting the subject of the research, the stage of gathering sources and references, the stage of reading and contemplation, the stage of legal writing and, finally, the stage of printing and discussion.

(Prerequisite: None)

Programme Compulsory Courses

LAW 112 - Sources of Obligation

This course deals with what is called in Bahraini civil law "resources of personal rights". It tackles, in a general introduction, the definition of Civil Law, its different topics and the basics of its general directions. In addition, it covers some of the voluntary sources of obligation, such as the contract, its definition, elements, conditions, validity, interpretation, effects and termination; the individual will as general source of obligation; and the promise of a reward as the most remarkable practice of the theory of individual willingness. Moreover, it comprises non-volunteer sources, the most important of which is the harmful deed (illegal action) in terms of the responsibility of the individual for his/her own actions and/or others' actions; efficient deeds (wealth without reason) on a general basis, including preferences and paying what is not required, which is considered to be a practice of the theory of being wealthy without reason; and, finally, law as a direct resource for commitment.

(Prerequisite: LAW 111)

LAW 132 - Public Penal Law

The purpose of this course is to define penalties law, its aims and development, the associated crimes, its types, its elements, participation in it and its reasons. This course also includes the study of criminal penalties, punishments, precautionary measures, types and methods of its expiry.

(Prerequisite: LAW 131)

LAW 181 - Introduction to the Islamic Law

This course defines Islamic Sharia, its characteristics, the definition of Islamic jurisprudence and its properties, and the roles of jurisprudence and prosperity. In addition, it explains some of the rules of Islamic jurisprudence, examining the sources of Sharia, whether traditional or mental, the contracting party, eligibility, guardianship, sections of the contract, alternatives, crimes, penalties, and the theory of crime and punishment.

(Prerequisite: None)

LAW 210 - Rules of Obligation

This course is for those interested in studying the rules of obligation, which is called the "Effects of Right" in Bahrain's civil law, and deals with the effects of obligation in terms of the methods of execution and the legal ways of protecting the execution. It also covers the characteristics of obligation in terms of conditions, duration, voluntary obligation, substitute obligation and joint liability. This course also tackles the ways for and effects of the transition of obligation. Finally, it addresses the methods for the lapse of obligation of commitment and its equivalents.

(Prerequisite: LAW 231)

LAW 212 - Nominated Contracts (Sale and Rent)

This course generally encompasses nominated contracts and especially focuses on the two most important contracts: sale and rent. It covers nominated contracts in terms of their characteristics and the differences between these contracts and non-nominated contracts, in addition to adapting contracts. It includes study of the purchase contract in terms of its formation and what is related to it; selling through a sample and selling on the condition of an experiment; and the obligations of both the vendor and purchaser, and what is related to such obligations. Moreover, it deals with various types of sales, such as the forward sale, the heritage sale and selling other's property. It also covers the lease contract in terms of its elements, conditions, and the obligations of both the lessor and the lessee. Finally, it includes Bahrain's law of owners and leaseholders, since this is a special, exceptional law that is applicable to the rental of real estate in Bahrain.

(Prerequisite: LAW 210)

LAW 220 - Commercial Companies and Bankruptcy Law

This course deals with the provisions related to the law of commercial companies, and their development and types in terms of their characteristics, formation, management, dissolution, liquidation and expiration. In addition, it covers the establishment of commercial companies and their various forms in the Bahraini Law of Commercial Companies No. 21 of 2001, namely a general partnership, limited partnership, joint venture, public shareholding, closed, holding company, limited liability company, single person company, company limited by shares, company with foreign capital and foreign company.

(Prerequisite: LAW 121)

LAW 231 - Private Penal Law - Part I

This course is considered to be a detailed study of some of the offenses against the right of humans to life, namely murders, their different kinds, aggravating and mitigating circumstances. In addition it covers offenses against the right of humans to the safety of their bodies, including the crimes of abuse, and their aggravating and mitigating circumstances. This course also deals with the most important crimes against ethics and morals, including the crimes of adultery, rape, and indecent assault, and crimes against dignity and reputation.

(Prerequisite: LAW 132)

LAW 232 - Private Penal Law - Part II

The course covers the elements of the crimes of bribery, embezzlement, influence, peddling, forgery, theft, fraud and breach of trust. It also details other related crimes, the punishment of each, their aggravating and mitigating circumstances, and other new crimes such as money laundering.

(Prerequisite: LAW 231)

LAW 241 - Administrative Law II

This course encompasses administrative decisions in terms of their definition, elements, the criteria upon which they are distinguished from other businesses, elements, types, validity, implementation and expiry. In addition it covers the administrative contract in terms of its definition, elements, methods of its conclusion, types, management authorities towards the contracted and the obligations of the contracted towards the administration, the rights of the contractor with respect to the administration and the expiry of the administrative contract. Furthermore, it includes the general situation in terms of the concept and the definition of the public employee in Bahrain, in terms of its components, the nature of the relationship between the employee and the state, the conditions of appointment to a public job, the duties of the employee, his/her rights, conditions of employment and termination of employment. Finally, it deals with public funds in terms of their identity, characteristics, uses and protection.

(Prerequisite: LAW 141)

LAW 251 - Constitutional Law II

This course includes the study of the definition of the state, its elements, its specifications, the theories explaining the sovereignty of the state, and types of states in terms of kind and formation. This is in addition to studying the origins of the state, its origination, the nature of the authority in the state, and the theories that have emerged to explain this. Furthermore, it covers the roles of both the traditional and developed countries in satisfying the needs of the community. It also tackles the principle of the state's compliance with the law, the elements of the traditional state and the applications of this in the constitution of Bahrain as well as studying the government, its various interpretations, and types of governments and kinds of rule (democratic, non-democratic and mixed). In addition, this course examines the types of democracy in terms of people's participation in the governing authorities, the interrelationships among them, the development of the fields of authorities, their purposes, the intellectual doctrines that give their own interpretation for that, the statuses of individuals, public freedoms, the equality principle and its components, political parties and the applications of all this in Bahrain's political life.

(Prerequisite: LAW 151)

LAW 281 - Law of Personal States

This course tackles the laws of marriage, its effects, and divorce in Sharia and law. It explains the concept of marriage; the wisdom behind it; its preliminaries; the marriage contract in terms of its concept, components, conditions, words and sections; and the methods of separation between the couple, divorce and its provisions.

(Prerequisite: LAW 181)

LAW 282 - Inheritances, Wills and Waquf

This course aims to introduce the provisions of legacies, inheritances, bequests and endowment, and it deals with the concept of inheritance, the rights related thereto, inheritance in terms of its legitimacy, conditions, causes and impediments, and heirs and their entitlements, support, rebut, obscuration and separation. It also deals with wills in terms of their concept, provisions, legitimacy and conditions. This course also explains endowment in terms of its conditions, validity, how to use the endowed money, guardianship of the endowment, its provisions and the end of the moratorium.

(Prerequisite: LAW 281)

LAW 311 - Labor Law and Social Securities

This course deals with the general principles of labour law in terms of its definition, importance, development, its international organisation, the sources of its independence and the scope of its application. It also includes the personal labour contract, its elements, how it is held, its duration and its effects. Furthermore, it also handles the legal organisation of group work relationships, especially collective work agreements, labour unions, the settlement of collective work disputes and social insurance law, focusing on the rules related to the types of insurances applicable in the Bahrain (e.g. elderly people, incapacity, death, work injury) and sources of financing these types of insurance.

(Prerequisite: LAW 210)

LAW 313 - Private International Law

This course defines private international law, its sources, the conflict of laws (the law related to the judgment of relations containing a foreign element), adaptation, obstacles to implementing foreign law, attribution rules in personal status, property rights status, contractual obligations, tort liability, the conflict among the international judiciary (showing the international judiciary connected to the courts of Bahrain), the issue of implementing foreign sentences and the awards issued by the foreign arbitral institutions.

(Prerequisite: LAW 212)

LAW 321 - Commercial Papers

This course handles the definition of commercial securities, their characteristics, their functions, the basics of the Exchange Act and its concept, the differentiation between commercial papers and securities, transferred properties and banknotes. It also tackles the different types of commercial papers and covers them in detail, starting with the promissory note, pointing out how it is created and accepted, and how it is fulfilled, dealt with and refused. Finally, this course studies the check in terms of its origination, its types, how it is fulfilled and dealt with.

(Prerequisite: LAW 121)

LAW 341 - Administrative Judicial System

This course deals with the principle of legitimacy, how it is applied and the subordination of the general administration to law. It also addresses the sources of written and unwritten legitimacy, balancing the principle of legality through the study of the theory of discretion, the theory of special circumstances and the theory of sovereignty. In addition, it introduces the systems of judicial control over the work of the public administration, nonsuit, its characteristics, the consequences of a judgement of nonsuit in Bahraini law, the formal conditions of the nonsuit for cancellation (known as the conditions of accepting the lawsuit), the objective conditions (known as the reasons for the cancellation), the compensation claim, the basis for the responsibility of the state, the applications of this responsibility in Bahrain, and the procedures for filing a nonsuit and rendering a sentence on it.

(Prerequisite: LAW 241)

LAW 371 – Public Finance and Taxation

This course tackles the definition of public finance in terms of its origination, its evolution, and its close and mutual relationship with other sciences that affect and are affected by it. It also studies overhead expenses in terms of the definition, elements, different classifications, and determining their different economic and social effects. In addition, it examines the various revenues of the state, including taxes, fees, charges, general loans and the issuance of new cash; it addresses the identification of these various revenues, their characteristics, their importance and all the other issues related to or resulting therefrom. It also deals with the study of the general budget of the state in terms of its definition, elements, importance, preparation, approval and implementation. In addition it covers income tax, taxes on capital, taxes on consumption, and customs in Bahrain and the comparative legislations.

(Prerequisite: LAW 241)

LAW 381 - Fundamentals of Islamic Jurisprudence

This course defines the fundamentals of Islamic jurisprudence, its subject matter, origin, and the difference between the rules of Islamic jurisprudence and other jurisprudence. It also deals with the study of the legitimate sentence, original and dependent evidence, and the method of deducting legitimate provisions from this evidence. The study also briefly discusses the semantics. In addition, this course covers the significance of words, interpretive judgement, its divisions and conditions.

(Prerequisite: LAW 282)

LAW 401 - Internship

This course focuses on training the students in one of the legal communities, to enable students to translate the theoretical ideas they have learnt through the study of some of the courses in the college into practice, reflecting the mechanisms of dealing with and handling lawsuits, whether civil, commercial or criminal. This leads to achieving the desired objectives of the internship, which are represented by the student's ability to deal with the legal text in terms of practical application, and providing the students with the skills to deal with the client, the suit, the court and the opponent. This enables the student to move from the purely theoretical material of the course to the practical side, in terms of application. This course requires the student to prepare a special report on their internship, in which the student explains the work that he/she has been trained in, the outcomes of the training and to what extent he/she has benefited from it.

(Prerequisite: 90 credit hours + LAW 282 + LAW 431)

LAW 410 – Compulsory Execution and Evidence

This course tackles the legal means by which individuals can obtain their rights by force through implementation on the debtor's assets. The course also identifies the standards and regulations set by the legislator in order to achieve a balance between the interests of the creditor and the debtor, and shows the judicial institutions that carry out this task, their powers and the jurisdiction of the related courts.

(Prerequisite: LAW 413)

LAW 411 - Insurance Contracts and Guarantee

1. Insurance Contract

This course points out the meaning of insurance; its definition and its legal specifications, as it is considered to be one of the aleatory contracts; insurance types, including air, land and maritime insurance; and differentiating between insurance against damages and insurance for individuals, showing that insurance against damages is divided into insurance of items and insurance against civil responsibility. This course is also for those interested in studying how to conclude an insurance contract legally and practically, and also the insurance document itself, its date, interpretation, the appendix of an insurance document and its effects. In addition, it covers the different parts of an insurance contract, the insured and the beneficiary, the obligations of each of them, the dangers insured against, the amount of insurance and the expiration of the insurance contract.

2. Guarantee Contract

This course encompasses the guarantee contract, the personal insurance contract, the definition of a guarantee, guarantee specifications, comparison of this type of contract with the other kinds of contracts, the elements of guarantee, achieved guarantee, limited sponsorship, self-sponsorship and the effects of sponsorship, and guarantee expiry.

(Prerequisite: LAW 212)

LAW 413 - Civil and Commercial Procedure Law

This course is for those interested in the definition of the law of civil procedure, its development, its sources and its relationship to other laws. This is in addition to studying the judiciary organization in terms of the formation of the courts, litigation, the judiciary, the rules of jurisdiction, the study of the theory of a case, litigation, and judicial sentences and methods of appealing against them.

(Prerequisite: LAW 210)

LAW 414 - Real and Subordinate Rights

The curriculum of this course consists of two parts:

The first part includes the study of original property rights: property rights, disposal rights, usufruct rights, uses rights, residence rights and easement rights.

The second part involves the study of dependent property rights, namely an insurance mortgage, a possessory mortgage and privilege rights.

(Prerequisite: LAW 212)

LAW 415 - Practical Applications in Private Law

This course concentrates on the theoretical principles in the laws of evidence and civil procedures, which pave the way for their application in practice. It also includes an analysis of judicial sentences, commenting on them, and studying the principles endorsed by the Court of Cassation in Bahrain. This leads to knowledge and application of preparing the pleadings in the different instances, regulations of appeal, drafting the judicial ruling and the application of the temporary summary measures. This is in addition to training students on how to attest the power of attorney, the organisation of communications, preparing memoranda for a travel ban and the application of procedures for the implementation of judicial rulings. This course also includes the presentation of the judicial applications related to some of the contracts, and determining the legal status of a foreign partner, international jurisdiction, the acquisition of a foreign judgement of the executive formula, the briefing on the proceedings of the courts and the public ethics of the legal profession.

(Prerequisite: LAW 413)

LAW 431 - Procedure of Criminal Law

This course deals with the definition of the Code of Criminal Procedures; the public suit in terms of its parties, conditions and reasons for its lapse; the study of the rules of jurisdiction, nullity and evidence; the study of criminal proceedings throughout the stages of investigation, inference, preliminary investigation and the trial; and the study of criminal provisions and methods of appealing against them.

(Prerequisite: LAW 232)

LAW 432 - Practical Applications in Public Law

This course deals with the principles of legal writing, judicial work, judicial control, the principles of the legal profession and the practical application of criminal judicial work through training trials in the mock courtroom.

(Prerequisite: 431)

Programme Elective Courses

LAW 271 - Principles of Economics

The course tackles the definition of the basic concepts of microeconomics and macroeconomics, in terms of the economic problem, its elements, the theory of supply and demand, the factors influencing them, the theory of production, consumer balance, the theory of markets, the economic activity of the national economy as a whole, and relationships linking the overall variables in the economy, such as the gross national product (GNP), national income, total consumption, total savings and total investment. This course also deals with inflation, its definition, causes, effects and methods of treatment. This is in addition to studying the problem of unemployment, its types, its negative effects and the relationship between inflation and unemployment. Finally, it covers the definition of the concept of money, banks, and their development and functions.

(Prerequisite: None)

LAW 213 - History of Law

This course is for those interested in studying the origin of the legal basis, the justifications of its rise, and the systems that prevailed in primitive societies, such as the patriarchal system, the rule of force and other systems that were prevalent at the time. It also tackles the most important of the old laws that have had a clear impact on contemporary ordinances. Perhaps the most notable of these old laws in this regard are the laws that existed in Mesopotamia, such as the Code of Ishtar, the law of Aishnohna and the Code of Hammurabi. In addition, this course includes the study of Roman law in terms of its origins, development, the stages it underwent, the sources upon which it had relied and the most important provisions of that law.

(Prerequisite: None)

LAW 222 - Maritime Law

This course deals with the issue of maritime law, in terms of its emergence, its subject matter and skills. It also studies the ship as a tool of navigation, identifies important persons in navigational history, identifies ways of making full use of and investing in a ship, discusses maritime accidents suffered by a ship, and, finally, covers marine insurance.

(Prerequisite: LAW 121)

LAW 261 - International Organizations

This course deals with the historical development of the idea of international organisations and the creation of the League of Nations, in terms of its aims, membership, organisations and functions. The course also deals with the definition of international organisations, their legal personality, international employers, and their privileges and immunities. The course also covers the creation of the United Nations, its branches, the General Assembly, the Security Council, the Economic and Social Council, and the International Court of Justice. In addition, the course includes regional organisations such as the Arab League and the Gulf Cooperation Council.

(Prerequisite: LAW 161)

LAW 262 - Humanitarian International Law

This course covers the definition of international humanitarian law, its characteristics, and its original and substitute sources, including the decisions of the international organisations and court rulings. It also tackles the historical development of international humanitarian law and the emergence of the idea of this law. In addition, it deals with the nature of this law, the international protection for the victims of armed conflicts and the protection of prisoners of war.

The course also examines the international protection of the civilian population, the differentiation between combatants and non-combatants, detainees' rights in occupied territories, and the public and private protection of civilian objects. The course also addresses the mechanisms of the application and implementation of international humanitarian law, the means of protecting the presidents of states, heads of governments, members of the diplomatic and consular missions, and personnel of humanitarian organisations. In addition, the course tackles the international humanitarian law of Islam in terms of its general rules, characteristics, sources, the way of protecting civilian targets in Islam, the way of protecting the funds of the enemies and the way of protecting the cities.

(Prerequisite: None)

LAW 271 - Political Economics

This course deals with the study of the origin and development of the science of political economy, how it relates to political concepts and the relationship of economics to other sciences. It also addresses the definition of the economic system, the elements of the economic system including the productive forces, production relationships, distribution relationships, the difficulties facing the study of economic systems, the basis for evaluating economic systems and the types of economic systems.

(Prerequisite: None)

LAW 312 - Intellectual Ownership

This course is concerned with the study of the issue of intellectual property in terms of the emergence, concept and scope of intellectual property rights, the importance of intellectual property rights, the protection of these rights, copyright, the legal regulation of intellectual rights, the legal organisation of intellectual rights and updating the laws of intellectual property rights. In addition, this course includes the study of industrial and commercial property, and their most important applications (patents, trademarks, industrial designs, etc.).

The course also focuses on the study of economic thinking in the earlier stages of capitalism (primitive systems, the system of slavery and the feudal system). In addition, it deals with the study of the capitalist economic system in terms of the factors of its inception, its fundamental properties, its evaluation and the basic characteristics of contemporary capitalism. It also encompasses the socialist economic system in terms of its properties and evaluation, the mixed economic system in terms of its definition and characteristics, and the Islamic economic system in terms of its definition and characteristics. Finally, the course covers economic development in terms of its essence, problems and means of financing.

(Prerequisite: LAW 210)

LAW 322 - Law of Competition and Preventing Monopolistic Practice

This course covers the provision of competition, and its concept and images under the economic systems of capitalism, socialism and the Islamic view of the same. The emphasis is placed on the methods of protecting legitimate competition, in light of the new world, which is based on sectarian freedom of trade and trade protection, under the world trade liberalisation agreements and free market economics; this is based on competition, whereby attracting the widest possible audience will achieve higher profits.

The competition achieved through the development of good products, increased quality, reduced costs and grants, and the development of efficient selling and distribution facilities, can lead to monopolistic tendencies and dumping, despite the levels of competition prevalent in the market.

(Prerequisite: LAW 121)

LAW 323 – International Trade Law

This course contains an introduction to international commercial law, the study of its properties and research into the standardisation of international commercial law. This is accomplished by conducting a study of the methods of standardisation and the factors that have assisted the organisations concerned in achieving their goals. The course also encompasses a comprehensive study on the sources of international commercial law, the individuals responsible for enacting the same and the conclusion of international commercial contracts. The course also focuses on the United Nations Convention on the International Sale of Goods (the Vienna Convention) and research in commercial arbitration.

(Prerequisite: LAW 121)

LAW 330 – Commercial and Electronic Crimes

This course is considered to be a detailed study of some cybercrimes, and it includes computer- and Internet-related concepts, introducing electronic crimes, their legal nature, the international efforts for confronting them and some of their forms, such as plagiarism, forgery of electronic documents, money laundering and immoral online crimes.

(Prerequisite: LAW 232)

LAW 331 - National Security Crimes

This course is considered to be a detailed study of some of the crimes against internal and external national security, including the crimes of treason, espionage, crimes against international law, crimes of aggression against the king of the country, crimes of aggression against the constitution and offenses against social peace.

(Prerequisite: LAW 132)

LAW 342 - Law of Nationality and Aliens Status

This course deals with the general theory of nationality, its conception, its development, and the nature of nationality law and its place among other laws. It also covers the position of nationality between the national and the international law, the positive and negative dispute of nationality and how to prove nationality. In addition, it includes the study of the laws of nationality in Bahrain, its applications, the status of foreigners in the national law of Bahrain, plus international law and comparative law.

(Prerequisite: LAW 313)

LAW 351 – Judicial Constitution

The course tackles the monitoring of the constitutionality of the laws and bylaws and the types of political and judiciary monitoring, as well as the means of moving lawsuits in jurisdiction. It also discusses the various means of monitoring over the constitutional opposite law, monitoring the constitutionality of laws and bylaws in the equivalent constitutional systems. Moreover, it handles the constitutional court in the Kingdom of Bahrain, plus the formation of

such court and the guarantees of its members, and the specialisation of the Bahraini Constitutional Court and then the litigation procedures at court and the effects of non-constitutionality sentencing.

(Prerequisite: LAW 251)

LAW 372 - Statics for Legal Professionals

This course contains the general principles of statistics, as well as introducing computer programmes used in statistical operations like Microsoft Excel and SPFF. It also introduces criminal statistics, their importance, types, and the review of samples of legal studies based on statistical fundamentals.

(Prerequisite: None)

LAW 421 - Law of Banking Institutions and Banking Operations

This course deals with the law of banks and banking transactions carried out by banks in Bahrain, such as bank accounts, the current account, documentary credit, bank guarantees, bank transfers and other banking transactions carried out by banks for the benefit of their customers.

(Prerequisite: LAW 121)

LAW 422 - Arbitration in Civil and Trade Cases

This course introduces the arbitration system in terms of its definition, types, function, advantages on the national and international levels, objections against it and its disadvantages, and the scope of its effect in terms of time and place. It also explains the concept of domestic and international arbitration, distinguishing arbitration from other similar means of resolving disputes, the agreement of arbitration, the terms of its validity, its legal effects, arbitration proceedings, the formation of the tribunal, the place of arbitration, the determination of the law applicable to procedures of arbitration, the start of the course of arbitration proceedings and the obstacles to arbitration procedures. In addition, this course discusses the issuance of an arbitration award through the identification of the law applied by the tribunal on the subject matter of the dispute, the manner of the issuance of an arbitration award, the reasons for the invalidity of an arbitration award and, finally, the implementation of an arbitration award.

(Prerequisite: LAW 413)

LAW 423 - Law of Energy and Petroleum Contracts

This course tackles the definition of the law of energy, its importance, its properties, research on petroleum contracts in terms of their concept and properties, and the mechanism for concluding these contracts in terms of the conditions, elements and their parties. It also studies the different forms of petroleum contracts, such as concession contracts, sharing contracts, entrepreneurial contracts and profit-sharing contracts. In addition, it deals with the effects resulting from the aforementioned contracts in terms of the rights and obligations of the two parties, and the conditions that may be included in these contracts with respect to their benefits and risks. Finally, it addresses the mechanisms that can be followed when settling the disputes that may arise between the parties of oil contracts.

(Prerequisite: LAW 212)

LAW 424 - Commercial Electronic Law

This course includes the study of the Bahraini Electronic Transactions Act No. 28 in 2002, through defining e-commerce, electronic contracts, the methods used in the conclusion of electronic contracts, the formation of electronic contracts through approval and acceptance, the laws applicable to electronic contracts, the methods of protecting electronic contracts, and the legal validity of electronic records and signatures.

(Prerequisite: LAW 212)

LAW 433 - Forensic Medicine

This course tackles the reasons for death using scientific methods, the means through which murder is committed, the stages of a dead body, old and new fingerprinting techniques, signs of pregnancy and abortion, wounds, types of poisons and their effects, plus the role of the investigator and his/her ethics.

(Prerequisite: LAW 231)

MASTER IN LAW

Master in Law

Programme Leader

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Programme Details

Programme Title	Master in Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2016 - 2017
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

- Provide students with in-depth legal knowledge in the disciplines of law to acknowledge the evolution of legal texts, their historical and philosophical origins, and the different trends in their interpretation.
- Develop the cognitive skills that enable students to analyze, consolidate, conclude, interpret, and create legal
 faculty, which enables them to form perspectives about contentious issues, to criticise legal texts, and to find
 out the strengths and weaknesses in them.
- Develop the student's ability to use academic research methodologies and their various techniques, and provide in-depth studies and research to contribute to the enrichment of knowledge and the development of legal systems locally and regionally.
- Develop the spirit of creativity in students and the ability to conduct in-depth self-study, to solve problems, to follow updates, and to be able to present and communicate.
- Provide local and regional academic community with competencies in the field of Advanced Legal Studies.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period : 2 years Maximum Study Period : 4 years

Total Credit Hours : 36 Credit Hours
No. of Courses : 9 Courses + Thesis

Credit Hour per Course : 3 credit hours (Thesis – 9 credit hours)

b. Levels and Courses

Study Plan

Programme Compulsory Courses (15 Credit Hours/ 5 Courses)

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 701	Research Methodology	-	3
LAW 711	Civil Law – In Depth	-	3
LAW 721	Commercial Law - In Depth (E)	-	3
LAW 731	Criminal Law - In Depth	ı	3
LAW 741	Administrative Law - In Depth	-	3

Programme Elective Courses (12 Credit Hours/ 4 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
	Group 1		
LAW 712	Philosophy of Law	-	3
LAW 713	Interpretation of Law	-	3
LAW 714	Evidence Law in Civil and Commercial Matters – In Depth	-	3
LAW 715	Origins of Civil and Commercial Procedures in Depth	-	3
LAW 716	Consumer Protection Act	-	3
LAW 717	Informatics Law (E)	-	3
LAW 722	International & Local Commercial Arbitration in Depth (E)	-	3
LAW 781	Jurisprudence of Transactions – In Depth	-	3
	Group 2		
LAW 732	Code of Criminal Procedure – In Depth	-	3
LAW 733	Special Criminal Legislations— In Depth	-	3
LAW 734	Economic Crimes	-	3
LAW 751	Constitutional Law and Political Systems- In Depth	-	3
LAW 752	Public Rights and Freedoms (E)	-	3
LAW 754	Administrative Contracts	-	3
LAW 761	Public International Law- In Depth	-	3
LAW 762	International Humanitarian Law- in Depth (E)		3

Thesis

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 700	Master's Thesis	24 Credit Hours	9

Programme Intended Learning Outcomes

Knowledge and Understanding That the student knows and understands all the legal issues in the branches of his study and demonstrates advanced and specialized knowledge of legal rules applicable locally and regionally, as well as knowledge of the historical and philosophical origins of knowledge. That the student masters all the controversial legal and jurisprudence issues in depth to enable the student to form opinion and trend regards these issues. That the student knows the advanced modern legal scientific topics related the contemporary state of affairs in-depth and the ability to consolidate these topics from the doctrinal, legislative and judicial aspects. A4 That the student knows the scientific research methods and its different techniques. **Intellectual Skills** That the student should be able to interpret law fundamentally in a way that enables him to understand the exact meaning of the texts, derive rulings from them and find out the reason behind the legislation. B2 The student should be able to analyze, originate and critique the theories, legal opinions, court rulings and form opinion about controversial issues. That the student should be able to make a scientific comparison between the different legal, judicial and jurisprudential trends **Practical Skills** The student should be able to link permanently, through his study, between theoretical study and The student should be able to study legal problems by identifying them and making in-depth scientific researches for them and stimulating the ability of innovation The student should be able to apply legal texts practically to discover the strengths and weaknesses in them The student should be able to carry out in depth specialized scientific thesis in the field of his C4 specialization Transferred Skills (Labour Market) The student should be able to discuss and present legal topics and opinions in a sound manner and sound language. The student should commit to scientific honesty and professional work ethics D3 | The student should be able to do in-depth self-study and to follow-up latest developments The student should be able to communicate in the labor market and have a good command of a

foreign language.

Curriculum Mapping

	Curriculum Map Relating to Learning Outcomes for Programme Modules															
NA salvila		Programme Outcomes														
Module Code	Module Name	Α	Α	Α	Α	В	В	В	С	С	С	С	D	D	D	D
Code		1	2	3	4	1	2	3	1	2	3	4	1	2	3	4
LAW 701	Research Methodology				Χ			Χ		Χ			Χ	Χ	Χ	
LAW 711	Civil Law in Depth	Χ	Χ			Χ	Χ			Χ			Χ			
LAW 721	Commercial Law in Depth (E)	Χ	Χ			Χ	Χ			Χ			Χ			Χ
LAW 751	Constitutional Law and Political Systems -	Х					Х			Х			Х			
	in Depth							Χ								
LAW 741	Administrative Law in Depth	Χ					Χ	Χ		Χ			Χ			
LAW 731	Criminal Law in Depth (E)	Χ					Χ	Χ		Χ			Χ			
LAW 712	Philosophy of Law	Χ		Χ		Χ	Χ		Χ	Χ			Χ		Χ	
LAW 713	Interpretation of Law	Χ					Χ			Χ					Χ	
LAW 722	International & Local Commercial					X	Х			X	X				X	
LAW 722	Arbitration in Depth (E)					^	^			^	^				^	
LAW 714	Law of Evidence in Civil and Commercial		X	Х		X			X				X			Х
	Provisions in Depth															
LAW 717	Law of Informatics (E)	Χ	Χ			Χ	Χ			Χ	Χ		Χ			
LAW 781	Jurisprudence in Depth	Χ		Χ		Χ				Χ			Χ		Χ	Χ
LAW 715	Origins of Civil and Commercial Procedure in Depth	Х	Х			Χ	Χ			Х			Х			
LAW 716	Consumer Protection Act	Χ	Χ			Χ	Χ		Χ	Χ			Χ			
LAW 732	Code of Criminal Procedure in Depth	Х	Х		Х		Х	Х		Х	Х			Х		Х
LAW 761	Public International Law in Depth	Χ				Χ		Χ		Χ						
LAW 762	International Humanitarian Law in Depth (E)	Х				Х		Х	Х							Χ
LAW 733	Special Criminal Legislations	Χ		Х		Χ	Χ		Χ	Χ			Х		Χ	
LAW 754	Administrative Contracts	Χ						Χ	Χ							
LAW 752	Public Rights and Freedoms (E)	Χ						Χ	Χ							Χ
LAW 734	Economic Crimes	Χ		Х				Χ			Χ		Χ		Χ	
LAW 700	Master's Thesis				Χ		Χ	Χ		Χ		Χ	Χ	Χ	Χ	

Course Descriptions

Programme Compulsory Courses

LAW 701 - Research Methodology

The curriculum of this course includes an overview of legal research, its concepts and methods, starting from the stage of preparedness, selecting the topic of the research, gathering sources and references, reading and contemplation, legal writing, and, finally, printing and discussion.

(Prerequisite: None)

LAW 711 - Civil Law in Depth

The curriculum of this course includes a general and a specific programme. The general programme deals with the study of the general theory of obligation in terms of its sources and provisions, and the study of contracts of sale, lease, agency and contracting. The specific programme contains a detailed and analytical comparative study of one of the topics of the general programme, such as the theory of nullification, the theory of civic responsibility or liability for a loss.

(Prerequisite: None)

LAW 721 - Commercial Law in Depth (E)

The curriculum of this course includes a general and a specific programme. The general programme deals with the study of the provisions of commercial law in general, such as businesses, the trader and his obligations, commercial contracts, bankruptcy, securities and bank transactions. The specific programme contains a detailed and analytical comparative study of one of the topics of the general programme, such as a bankruptcy, securities or bank transactions.

(Prerequisite: None)

LAW 731 - Criminal Law in Depth

The curriculum of this course includes a general programme and a specific one. The general programme analyses and studies in-depth the general theory of crime and punishment; introducing the penal code, its objectives and its development; and introducing crime, its types, the study of its elements, participating in it, the reasons for legalisation, studying criminal sanctions, precautionary measures and their types, and methods of its lapse. The specific programme contains an analytical, comparative study of one of the topics of the general programme, such as criminal liability or participating in a crime.

(Prerequisite: None)

LAW 741 - Administrative Law in Depth

The curriculum of this course includes a general programme and a specific one. The general programme deals with the general theories of administrative law, administrative management and administrative activity in terms of its essence, centralised and decentralised administrative organisation, the means for general functional management, administrative decisions and public funds. The specific programme contains an analytical, applied study of one of the topics of the general programme such as a public job, an administrative contract and managerial decisions.

(Prerequisite: None)

Programme Elective Courses

LAW 712 - Philosophy of Law

This course includes the topic of determining the basis of law, the nature of positive law, its application and problems, the idea of equity as another component of legal study in terms of essence, substance and nature and showing the relationship between the philosophy of law and the sources of the interpretation of law.

LAW 713 - Interpretation of Law

This course explains the meaning of interpretation, its necessity and the elements of legal text. It also shows the significance of the word and the concept in the text; the reasons for interpretation in terms of ambiguity, conflict and lack of texts and demonstrates the modes of verbal and deductive interpretation as well as the wisdom beyond legislations.

(Prerequisite: None)

LAW 714 - Law of Evidence in Civil and Commercial Provisions in Depth

This course tackles all the proof legally permissible as evidence or negation by opponents, the authority of the judge in considering such evidence or not, studying such legally permissible evidence, distinguishing legally permissible evidence from illegal evidence, distinguishing legally permissible evidence from other legal systems, and dealing with the manner of the implementation of national provisions after acquiring authentic res judicata.

(Prerequisite: None)

LAW 715 - Origins of Civil and Commercial Procedures in Depth

The curriculum of this course includes a general programme and a specific one. The general programme includes jurisdiction, the theory of a case and its procedures, the theory of judicial sentences, and appeals against these provisions and procedures for the implementation of judicial sentences within the procedure authorities. The specific programme contains a detailed and analytical study of one of the general topics, such as the theory of interest in the case and the theory of the judicial sentence.

(Prerequisite: None)

LAW 716 - Consumer Protection Act

This course deals with the concept of the consumer and the concept of his/her protection. It also introduces the idea of consumer protection within the stages of the contract, starting from the stage of calling for a contract and expands into the study of the obligations of the pre-contracting stage, through notification, the legal regulation of the elements of the contract under the protection that should be availed to the consumer, how to achieve contractual balance in consumption contracts, the guarantee for concealed defects and hazardous qualities, and the consumer's right to abstain from contracting. Finally, this course studies other aspects of protection, such as administrative protection, protection in international conventions, criminal protection and, finally, consumer protection in Islamic law.

(Prerequisite: None)

LAW 717 - Law of Informatics E

This course has four parts:

Part I is general dealing with the legal timework of information technology as highlighted by modern communication methods dealing with protections and communication and information. This part also includes ancestral rules which stipulate the model law and electronic trade and also the legal system for his information organization in the Kingdom of Bahrain. Part II of the course had an in depth topic such as the protection of personal data from the risks of modern technology liability for acts that may endanger personal interest in the field of information protection of intellectual property in modern communication and information.

(Prerequisite: None)

LAW 722 - International & Local Commercial Arbitration in Depth E

The study programme for this course includes the choice of in depth study and analysis of one of the commercial arbitration subjects e.g. studying the arbitration award's tribunal to the dispute, and the cases. The award may be considered invalid or alternatively valid and enforceable within a given mechanism.

LAW 781 - Jurisprudence in Depth

This course includes the realization of the provisions related to Islamic banks, their establishment and legal organization and activity, and the characteristics of these banks which make them different in addition to their management, practices, and monitoring by the Sharia compliance monitoring authority. It also covers the review of the legal rules stipulated in the Decree by Law for the establishment of the Bahrain Islamic Bank which was issued by the Bahraini legislator according to Decree by Law No. 2 of 1979 on the establishment of a Bahraini shareholding company under the name Bahrain Islam Bank B.S.C in the official gazette No. 1322 issued on 15/3/1979.

(Prerequisite: None)

LAW 732 - Code of Criminal Procedure in Depth

The curriculum of this course includes a general programme and a specific one. The general programme includes an in-depth study of the regulation of criminal procedures in their various forms, and criminal proceedings in the investigation stage and the trial stage, as well as appeals in criminal sentences. The specific programme contains a detailed and analytical study of one of the general topics, such as the theory of criminal nullification, the theory of evidence or the theory of jurisdiction.

(Prerequisite: None)

LAW 733 - Special Criminal Legislations

This course is a study of the most important special criminal legislations in Bahrain, plus the philosophy and rationale behind them. It also facilitates the study and in-depth analysis of the developed procedural phenomena that have been addressed by some of the special criminal legislations, crimes such as the transplantation of human organs and human trafficking, in terms of size, type, origin, different elements, penalties and their relationship with organised crime.

(Prerequisite: None)

LAW 734 - Economic Crimes

The curriculum of this course includes a general and a specific programme. The general programme includes an indepth analytical study of economic crimes through highlighting the concept, various legislative approaches related to them, their general provisions, their elements and the punishments associated with them. The specific programme deals with one of the economic crimes contained in Bahraini law through an in-depth, comparative study.

(Prerequisite: None)

LAW 751 - Constitutional Law and Political Systems in depth

The curriculum of this course includes a general programme and a specific one. The general programme deals with the essence of constitutional law, contemporary constitutional systems, and Bahraini and international constitutional systems. The specific programme deals with one of the topics of the general programme, such as supervision on the constitutionality of laws.

(Prerequisite: None)

LAW 752 - Public Rights and Freedoms

The material deals with definition of rights and freedoms, and their kinds and the historical developments for each one by knowing the rights and freedoms in Islam and how they developed in the modern era. It talks about the universal declamations of human rights and the outstations of Bahrain.

The material discusses the principle of equality and guarantee of the exercise of the rights and freedoms by talking about equality in law, before the law, equality in exercising political rights, public services, public costs and then discussing the guarantee of exercising the existence of the constitution of the state.

The course also includes the principle of separation between the authorities, and the principle of the gradation of legal rules, control over the constitutionality of laws, and control over administration work.

(Prerequisite: None)

LAW 754 - Administrative Contracts

This course tackles administrative contracts in terms of definition, types, conclusion, the obligations of the contractor and the management authorities, contractor's rights versus administration and the expiry of administrative contracts.

LAW 761 - Public International Law in Depth

This course includes an in-depth study of the theoretical explanation of international disputes and ways to resolve them in accordance with the rules of international law, the UN Charter and international agreements. It also includes the study of models for international issues, and resolving them through amicable means, through resorting to the International Court of Justice (ICJ) or through arbitration.

(Prerequisite: None)

LAW 762 - International Humanitarian Law in Depth E

- 1. Provides students with legal and important knowledge in respect of international humanitarian law, emergence and development of rules thereof.
- 2. Develops students' cognitive and practical skills in respect of availing international protection for victims in armed disputes and for prisoners and wounded persons, learning and applying the same in practice.
- 3. Develop students' skills in writing legal reports, utilising information data and technology.
- 4. Prepare qualified graduates who are capable to participate in legal services and academic activities within humanitarian institutions and organizations.

(Prerequisite: None)

Thesis

LAW 700 - Thesis

A research supervised work based on an approved topic in law or commercial law. This course is considered a capstone in the Master of Law or Commercial Law programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentations.

(Pre-requisite: 24 Credit Hours)

MASTER IN COMMERCIAL LAW

Master in Commercial Law

Programme Leader

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Programme Details

Programme Title	Master in Commercial Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2016 - 2017
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

- Providing students with in-depth legal knowledge in Commercial Law to provide and create a legal sense enabling them to form an opinion about controversial doctrinal issues, and to take a doctrinal position that leads to an in-depth self-study, and aid them in resolving legal problems in the field of Commercial Law.
- Preparation of legal academic competencies in the field of advanced studies in Commercial Law to meet the needs of the local and regional community.
- Developing the cognitive skills to help students analyse and reach conclusions; in addition to encouraging them to analyse and study legal texts to figure out their various interpretation, and to identify the points of strength and weakness in them.
- Growing the students' spirit of research and innovation, and training them to use scientific research methodologies, with an emphasis on the need to use modern means of technology in the field of academic research.
- Encouraging students to conduct research and studies in the field of judicial awards, and to discuss and analyse such awards as per the practices of the legal rulings in the field of Commercial Law.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period : 2 years Maximum Study Period : 4 years

Total Credit Hours : 36 Credit Hours
No. of Courses : 9 Courses + Thesis

Credit Hour per Course : 3 credit hours (Thesis - 9 credit hours)

Study Plan

Programme Compulsory Courses (18 Credit Hours/ 6 Courses)

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 701	Research Methodology	١	3
LAW 722	International and Local Commercial Arbitration - In Depth (E)	-	3
LAW 821	Commercial Companies - In Depth Study	-	3
LAW 822	The Laws of Stock Market, Securities and Investment	١	3
LAW 823	The Law of Finance and Banking Contracts	-	3
LAW 824	International Trade Contracts - In Depth Study (E)	-	3

Programme Elective Courses (9 Credit Hours/ 3 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 711	Civil Law – In Depth Study	-	3
LAW 712	Philosophy of Law	-	3
LAW 713	Interpretation of Law	-	3
LAW 714	Evidence Law in Civil and Commercial Matters – in Depth	-	3
LAW 717	Informatics Law (E)	-	3
LAW 733	Special Criminal Legislation	-	3
LAW 734	Economic Crimes	-	3
LAW 781	Jurisprudence of Transactions – in Depth	-	3
LAW 811	Alternative Means of Dispute Resolution (E)	-	3
LAW 812	Intellectual Property Laws – in Depth	-	3
LAW 820	Special Topics in Commercial Law	-	3
LAW 825	Commercial Papers – in Depth	-	3
LAW 826	The Law of Illegal Business Competition – in Depth (E)	-	3
LAW 827	Maritime Law – in Depth	-	3
LAW 828	Space and Aviation Law	-	3
LAW 829	E-Commerce Law – in Depth	-	3

Thesis

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 700	Master's thesis	24 Credit Hours	9

Students who obtained their degrees from other disciplines related to Business from a recognised university have to study some pre-Master courses, and get a pass rate of at least 70%.

Pre-Master courses

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 413	Civil and Commercial Code of Procedure	-	3
LAW 111	Introduction to Law	-	3
LAW 112	Sources of Obligation	-	3
LAW 121	Principles of Commercial Law	-	3

Knowledge and Understanding

- A1 That the student knows and understands all the legal issues in the commercial field and demonstrates advanced and specialized knowledge of legal rules applicable locally and regionally, as well as knowledge the historical and philosophical origins of knowledge.
- A2 That the student masters all the controversial legal and jurisprudence issues in depth to enable the student to formulate opinion and situation regards these issues.
- A3 That the student knows the advanced modern legal scientific topics related the contemporary state of affairs in-depth and the ability to consolidate these topics from the doctrinal, legislative and judicial aspects.
- A4 That the student knows the scientific research methods and their different techniques.

Intellectual Skills

- B1 That the student should be able to interpret law fundamentally in a way that enables him to understand the exact meaning of the texts, derive rulings from them and find out the reason behind the legislation.
- B2 The student should be able to analyze, originate and critique the theories, legal opinions, court rulings and form opinion about controversial issues.
- B3 That the student should be able to make a scientific comparison between the different legal, judicial and jurisprudential trends.

Practical Skills

- C1 The student should be able to link permanently, through his study, between theoretical study and practical reality.
- C2 The student should be able to study legal problems by identifying them and making in-depth scientific researches for them and stimulating the ability of innovation.
- C3 The student should be able to apply legal texts practically to discover the strengths and weaknesses in them.
- C4 The student should be able to carry out in depth specialized scientific thesis in the field of his specialization.

Transferred Skills (Labour Market)

- D1 The student should be able to discuss and present legal topics and opinions in a sound manner and intact language.
- D2 | The student should commit to scientific honesty and professional work ethics.
- D3 The student should be able to do in-depth self-study and to follow-up latest developments.
- D4 The student should be able to communicate in the labor market and have a good command of a foreign language.

Curriculum Mapping

	Curriculum Map Relating to Learning Outcomes for Programme Modules															
Module							Pro	ogram	me C	utcor	mes					
Code	Module Name	Α	Α	Α	Α	В	В	В	С	С	С	С	D	D	D	D
Code		1	2	3	4	1	2	3	1	2	3	4	1	2	3	4
	Progr	ramm	e Con	npuls	ory Co	ourse	S			•		•			•	
LAW 701	Research Methodology		Χ		Χ			Χ		Χ			Χ	Χ	Χ	
LAW 821	Trade Companies - in Depth	Χ		Χ				Χ	Χ	Χ			Χ		Χ	
LAW 722	International and Local Commercial Arbitration - in Depth (E)		Χ	Х		X			X				Χ			X
LAW 822	The Laws of Stock Market, Securities and Investment	Х		Х		Х				Х	Х		Х		Х	
LAW 823	The Law of Finance and Banking Contracts	Х		Х		Χ				Χ	Χ		Χ		Χ	
LAW 824	International Trade Contracts - in Depth (E)	Х		Х		Х				Х	Х		Х		Х	Х
		gram	me E	ective	e Cou	rses	<u> </u>			<u> </u>	<u> </u>	<u> </u>				l
LAW 812	Intellectual Property Laws – in Depth	X		Х		X				Х	Х		Х	Х	Х	
LAW 826	The Law of Illegal Business Competition – in Depth	Х		Х				Х	Х	Х			Х		Х	Х
LAW 811	Alternative Means of Dispute Resolution (E)	Х		Х					Х	Х	Х		Х		Х	Х
LAW 717	Law of Informatics (E)	Х		Χ		Χ				Χ			Χ		Χ	Χ
LAW 829	Jurisprudence in Depth		Χ	Х		Х		Х	Х	Χ			Χ	Χ	Х	
LAW 827	Maritime Law – in Depth		Χ	Χ		Χ		Χ	Χ	Χ			Χ	Χ	Χ	
LAW 828	Space and Aviation Law	Χ		Χ				Χ	Χ	Χ			Χ		Χ	
LAW 781	Jurisprudence of Transactions – in Depth	Х	Х			Х	Х			Х			Х			
LAW 711	Civil Law – in Depth	Х	Χ			Χ	Χ			Χ			Χ			
LAW 714	Evidence Law in Civil and Commercial Matters – in Depth	Х	Χ			Х	Х			Х	Х		Χ			
LAW 713	Interpretation of law					Χ	Χ			Χ	Χ				Χ	
LAW 712	Philosophy of Law	Х					Χ			Χ					Χ	
LAW 825	Commercial papers – in Depth		Χ	Χ				Х	Х	Х			Χ		Χ	
LAW 733	Special Criminal Legislation	Х		Х				Х			Χ		Χ		Х	
LAW 734	Economic Crimes	Х		Х				Х			Χ		Χ		Х	
LAW 820	Special Topics in Commercial Law	Х		Χ		Х				Х	Χ		Χ	Χ	Χ	
			Th	esis												
LAW 800	Master's Thesis				Χ		Χ	Χ		Χ		Χ	Χ	Χ	Χ	

Course Descriptions

Programme Compulsory Courses

LAW 701 - Research Methodology

The course includes an overview of legal research, its definition, and methods starting from the preparation phase, selecting the research topic, the process of gathering sources and references, the reading and meditation phase, the legal writing phase, and finally the discussion and printing phase.

(Prerequisite: None)

LAW 722 - International and Local Commercial Arbitration - in Depth E

The study programme for this course includes the choice of one of the Commercial Arbitration subjects, an in-depth study and analysis e.g. studying the issuance of the arbitration award, the provisions applicable to its validity, specifying the law applied by the tribunal to the dispute, and the cases where the award may be considered invalid or alternatively valid and enforceable within a given mechanism.

(Prerequisite: None)

LAW 821 - Trade Companies - in Depth

This course includes a general and a focused programme. The general programme includes the study of trade companies according to Bahraini Companies Law and their types: foreign companies, holding companies; and joint investment companies in terms of their composition, management and mergers, bankruptcy, its provisions and terms, and how to manage bankrupt funds, the bankruptcy authority, and finally, the preventive conciliation from bankruptcy. The focused programme includes detailed analytical and comparative study of a topic from the public programme, such as the company's contract: general partnership, the one-person company, the joint stock or holding companies, etc.

(Prerequisite: None)

LAW 882 - The Laws of Stock Market, Securities and Investment

This course discusses the provisions relating to the stock market, market objectives, its establishment, and the market's legal identity. It also includes market management, its board, its manager and staff, the competent authorities, the disciplinary committee and arbitration, market members, conditions of membership, and supervision. The course further contains the trading of securities in the market, market finance, and the mechanisms used by the market and adopted by the Bahraini legislature as per Decree No. 4 of 1987 on the establishment and organization of the Bahraini stock market and its internal regulations.

(Prerequisite: None)

LAW 823 - The Law of Finance and Banking Contracts

This course includes a general and a focused programme. The general programme includes the study of foreign investment, the host state for investment, the characteristics of multinational companies, investment companies, forms of contract, and the types of foreign investments, whether direct (shared with a national or wholly-owned by the foreign investor) or indirect (in the field of manufacturing and production, or in international licenses and concession contracts). Investment granting agencies, the conditions and procedures for investment projects, and the exemptions for investment projects, especially in terms of the Free Trade Agreement (rendering international trade free of customs duties, taxes and fees), in addition to means of foreign investment dispute resolution are also covered. Secondly, it includes the study of the stock market (stock exchange), the trading of securities (stocks and bonds), and how to protect the shareholders' rights. The focused programme deals with the detailed and analytical study of general programme topics such as direct and indirect foreign investment, and means of investment disputes resolution. It also reviews the International Bank for Reconstruction and Development Convention on the investment disputes resolution between states and nationals of other countries for the year 1965, or the Bahrain Stock Exchange and the procedures of trading.

LAW 824 - International Trade Contracts - in Depth E

The curriculum for this course includes a general programme and a focused programme. The general programme involves the study of the definition of the World Trade Organization and its goals and challenges, free trade in goods and services, faulty policies, the settlement of international trade disputes, the definition of the law of international trade and its subjects, multinational companies and how to conclude international trade contracts. It is intended to clarify international trade and the ruling standards of contracts, samples of some of the international commercial contracts (such as technology and contracts of industrial licensing for transfer and development contracts) for processing projects. It also contains a study on international trade in international conventions such as the United Nations Convention on the international transport of goods and law (UNCITRAL), and international commercial arbitration. The special programme contains a detailed study of the general programme topics, such as technology and contracts of commercial licenses and international transport of goods contracts.

(Prerequisite: None)

Programme Elective Courses

LAW 711 - Civil Law - in Depth

This course includes the study of the judge's authority to modify the contract – as an in-depth analytical study – in terms of studying the legal concept in amending contracts, and to distinguish it from other legal forms, and define the criteria in which the contract is amended, both in its conclusion or when there is a breach of its implementation or during the implementation phase.

(Prerequisite: None)

LAW 712 - Philosophy of Law

This course includes the topic of determining the basis of the law, the nature of positive law, its applications and problems, as well as the idea of the right as a component of legal study, in terms of its definition and nature, and the relationship between philosophy of law and fundamentals of the interpretation of law.

(Prerequisite: None)

LAW 713 - Interpretation of law

This course handles the meaning of interpretation, its necessity, elements of legal text, and the significance of words as understood in the text. It then displays the reasons for interpretation in terms of the ambiguity of the text, contradictions and shortcomings. It also includes ways of verbal and deductive explanation and the wisdom of the legislation.

(Prerequisite: None)

LAW 714 - Evidence Law in Civil and Commercial Matters – in Depth

This course discusses the study of evidence used for legal proving or denial by opponents and the authority of the judge to admit them or not. It is an in-depth analytical study of the legal proof of evidence which distinguishes it from other non-legal evidence and legal systems. It also addresses the implementation of national provisions after having gained the force of res judicata.

(Prerequisite: None)

LAW 717 - Informatics Law E

This course consists of four parts:

Part one is a general programme dealing with the legal framework of information technology, as highlighted by modern communication methods dealing with protection, communication and information. This part also tackles ancestral rules which stipulate model law, e-trade, and also the legal system for information organization in the Kingdom of Bahrain. Part II handles the topic in depth, and deals with cases such as protecting personal data from the dangers of modern technology and liability for acts that may endanger personal interest in the field of information protection of intellectual property in modern communication and information.

LAW 733 - Special Criminal Legislation

This course includes a study of the most important criminal legislations in the Kingdom of Bahrain, their philosophy and rationale. It also includes an analysis and an in-depth study of the novel procedural phenomena dealt with in some criminal legislations, such as the crimes of human organ transplant or human trafficking in terms of their size, type, foundation, penalty, dimensions and relations to organised crime.

(Prerequisite: None)

LAW 734 - Economic Crimes

This course includes a general and a focused programme. The general programme includes and highlights the study of economic crimes such as money laundering, forgery of banknotes, damaging the national economy, and their prevention/solutions. The focused programme deals with one of the economic crimes affecting the national security in addition to a detailed, analytical and comparative study of a topic from the general programme, such as money laundering, and means to counter this act in Bahrain. It also includes a study of one of the electronic crimes.

(Prerequisite: None)

LAW 781 - Jurisprudence of Transactions - in Depth

The course discusses the provisions relating to the definition of Islamic banks, their establishment, their legal regulation and activity and the characteristics that distinguish them from non-Islamic banks. It also addresses their management, activities and control by the Sharia Supervising Board. It further includes a presentation of the legal rules contained in the Decree of the Establishment of the Islamic Bank of Bahrain, issued by the Bahraini legislator as per Decree No. 2 of 1979, to establish a joint stock company under the name (the Islamic Bank of Bahrain) (B.L.L), and published in the Official Gazette No. 1322 issued on 15/3/1979.

(Prerequisite: None)

LAW 811 - Alternative Means of Dispute Resolution E

This course deals with the various alternatives disputants may resort to in order to resolve their differences other than litigation. The course paves the way for students to closely identify the methods they may utilise to tackle the dispute, whether by reconciliation, mediation or arbitration as a last resort. In doing so, the students come across the rules applicable to such dispute settlements, be it the model laws availed by (UNCITRAL), (ICC) or international institutions.

(Prerequisite: None)

LAW 812 - Intellectual Property Laws - in Depth

This course addresses the term of intellectual property and explains and analyses its most important applications, such as commercial brands. It includes brand property and protection, as well as patents, the proprietary system, legal protection, trade names and industrial designs.

(Prerequisite: None)

LAW 820 - Special Topics in Commercial Law

The course includes novel disciplines in one of the topics of commercial law.

(Prerequisite: None)

LAW 825 - Commercial papers - in Depth

This course includes a general and a focused programme. The general programme includes the study of commercial papers in terms of their definition, characteristics, and types (bill, check, bond order) and also the study of the electronic bill of exchange, electronic checks, documentary bills and magnetic cards. The focused programme includes a detailed analytical study of one of the topics from the general programme, such as commercial bank operations, due to the prevailing importance of banks in economic life. It addresses processes, such as deposits, bank accounts, current accounts, letters of guarantee, and letters of credit, in accordance with the decisions of the International Chamber of Commerce in Paris in the publications number (500 for the year 1993-and 600 of 2006)

LAW 826 - The Law of Illegal Business Competition - in Depth E

This course is designed to take up the provisions related to lawful competition, monopoly of nations' fortunes and risks attracted by such monopolies.

The course also deals with the ways and means to filter competition from the hurdles it faces by defining this concept in socialism, capitalism, and according to Islamic Sharia principles.

Furthermore, the course highlights the aspects of monopoly and their effects, identifying the tools utilised to protect lawful competition against monopoly on the national and international level.

(Prerequisite: None)

LAW 827 - Maritime Law - in Depth

This course includes a general and a focused programme. The general programme includes the legal system of shipping and the cassations, mortgages and maritime impounding in addition to the study of maritime personnel, accidents, and insurance and marine dispute resolution through arbitration. The focused programme includes a detailed and analytical study of a general programme topic, such as maritime sales CIF, FOB, maritime mortgage contracts and multimodal transport.

(Prerequisite: None)

LAW 828 - Space and Aviation Law

This course includes a general and a focused programme. The general programme includes the legal system of the aircraft in terms of its definition, personnel (air/land crew), air transport of people and goods according to the Chicago Convention, the responsibility of an air carrier for damages, fatal injuries and delays in the transport of people and goods according to the Warsaw Convention and the Montreal Convention. The focused programme includes a detailed and analytical study of a general programme topic, such as air carrier liability in Bahrain's Civil Aviation Act and the Montreal Convention of 1999.

(Prerequisite: None)

LAW 829 - E-commerce Law - in Depth

This course includes a general and a focused programme. The general programme includes the definition of e-commerce, e-contracts, how to conclude e-contracts and protections of

e-contracts. It also includes the means to evidence mail editors and their evidential force. The focused programme includes a detailed and analytical study of the provisions of the Bahraini Electronic Transactions Act of 2002, and discusses e-commerce related laws, such as the model (UNCITRAL) law on Electronic Commerce, and the unified (UNCITRAL) rules on electronic signatures.

(Prerequisite: None)

Pre-Master Courses

LAW 111 - Introduction to Law

This course is a general and integral introduction to the study of law. It deals in the first section with the general theory of law in terms of its definition, its origins, characteristics, basis, divisions, sources, interpretation and application. The second section deals with the general theory of the legal right in terms of its definition, types, its holders, placement, sources, use, and prescribed protection.

(Prerequisite: None)

LAW 112 - Sources of Obligation

This course includes a study of 'sources of obligations' in Bahraini civil law. It includes a general introduction to the definition of civil law and different themes, the foundations of public trends, and includes the study of voluntary sources of obligations. It deals with the study of the contract in terms of its definition, milestones, conditions of conclusion, validity, interpretation, effects and termination. Then it addresses the individual will as a source of obligation, and the promise of reward as the leading application of the theory of individual will. It also addresses involuntary sources such as the harmful act (unlawful act) in terms of the responsibility of the person about their acts, the acts of others, and the arising responsibility towards things. It also includes the study of the useful act (unjust enrichment) as a general rule and study gestation, undue payment, as an application of the theory of unjust enrichment, and finally the study of law as a direct source of obligation.

LAW 121 - The Principles of Commercial Law

This course includes studying the general principles of commercial law, the extent of its influence by globalization, and its importance to other disciplines such as accounting, business administration and others. It also includes the study of business theory and the practical effects of its application in reality. It includes the study of commercial contracts, especially road transport contracts, commercial mortgages, and commercial mediation contracts (the agency, the commission agency, brokerage, and commercial representation). It also discusses the natural and moral trader (the company) in terms of their conditions, professional obligations, career, and finally the business premises. (Prerequisite: None)

LAW 413 - Civil and Commercial Code of Procedure

This course includes a definition of the Law of Civil Procedure, its development, sources, and its connection with other laws. It also includes the study of the judicial organization in terms of the formation of the courts, the levels of litigation, the judiciary, and the rules of jurisdiction. It also addresses the case theory, the study of litigation, and the study of judicial awards and challenge methods.

(Prerequisite: None)

Thesis

LAW 700 - Thesis

A research supervised work based on an approved topic in law or commercial law. This course is considered a capstone in the Master of Law or Commercial Law programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentations.

(Pre-requisite: 24 Credit Hours)

BACHELOR DEGREE BYLAWS

Article (1):

These bylaws are called Bachelor Degree bylaws in the Applied Science University, and are applicable to all University colleges effective from the date of approval. They are applied to enrolled students registered to obtain a Bachelor Degree.

Article (2):

1. The following words and expressions, as indicated in this bylaw, have the meanings allocated below; unless the context signifies otherwise.

President: President of the Applied Science University

Council: University Council

College Dean: Dean of the College to which the student belongs

Study System: Credit Hours System

2. Credit Hours System:

The system of study is based on:

- a. Number of credit hours that should be completed by the student and passed according to the level determined by the University as a condition for graduation in any academic programme.
- b. Identification of academic fields in which such credit hours are distributed as per the provisions of this bylaw giving the student the freedom to select required courses based on his needs and readiness with the guidance from his academic advisor and within the range of minimum and maximum credit hours allowed per semester and according to the advising plan.

3. Credit Hours (Cr.):

Includes one theoretical hour of study per week or its equivalence in practical hours, within the full academic semester.

4. University Year:

The university year consists of two obligatory semesters and one optional summer semester.

5. Semester:

The duration of each semester is at least 14 weeks, including the examination period, and the duration of the summer semester is at least seven weeks, including the examination period. The University Council is entitled to change this duration as per public interest as viewed by the University Council, in a way that does not conflict with the bylaws and laws issued by the Higher Education Council.

6. University Requirements:

A set of compulsory and elective courses studied by all students in the University according to their approved plan of study.

7. College Requirements:

A set of compulsory and elective courses studied by all students in the College according to their approved plan of study.

8. Programme:

The total credit hours required to be studied by the student to obtain a Bachelor Degree in a certain specialty.

9. Programme Requirements:

A set of compulsory and elective courses studied by all students in the programme according to their approved plan of study.

10. Academic Level:

The academic level of the student is determined by the number of hours the student has passed successfully by virtue of the study plan.

11. Elective Courses:

These are a set of courses from which the student is entitled to select, as included in the elective courses list, and according to the approved plan of study in the University.

12. Compulsory Courses:

A group of courses that the student must complete as part of their approved study plan in the University.

13. Prerequisite:

An academic course that must be successfully completed by the student before enrolling in the more advanced course, according to the provisions of Article 8/2.

14. Study Load:

The number of credit hours registered by the student during the semester.

15. Study Plan:

- i. This specifies the total number of credit hours distributed accordingly throughout
- ii. The study period in order to obtain a Bachelor Degree.

16. Punctuality:

Attendance of lectures, discussions, and practical classes defined for each course in the study plan.

17. The Academic Advisor:

A faculty staff member who helps the student register the required courses after referring to their academic transcript and the study plan provisions, as well as the university bylaws, depending on the student's abilities and academic progress in the University.

18. Course Grade:

The total marks from the final exam, mid-term exam and classroom work, excluding courses that are on a (Pass) or (Fail) basis.

19. Semester Average:

The average of courses grades studied by the student in one semester, calculated to the nearest decimal points.

20. Grade Point Average (GPA):

The accumulative average of all the courses completed by the student, successfully or otherwise, as set in their study plan until the date at which the average is calculated. Courses that are not within the student's study plan are not included in the calculation of the GPA and are calculated to the nearest two decimal places.

21. Minimum Pass Mark:

The Minimum Pass Mark in the course is 50%, and the minimum final mark is 35% (University Zero Mark). This should take into account the fact that the mark should be a single overall integer mark.

22. Transcript:

A copy of the student's academic report, which the student receives at the end of each semester, indicating the number of credit hours studied, mark for each course, semester average and Grade Point Average (GPA).

23. Withdrawal:

1. Withdrawal from the course (W)

This refers to the student's withdrawal from the academic course within the specified period.

2. Emergency Withdrawal (WE)

This refers to the student's emergency withdrawal from all courses after the specified withdrawal period for compelling reasons, such as ill health, personal injury, or the death of a first or second degree relative.

3. Forced Withdrawal (WF)

This refers to the student's withdrawal from the registered courses in a certain semester in cases in which he has exceeded the permitted absenteeism percentage without providing an official excuse.

4. Automated Withdrawal (WA)

This refers to the student's withdrawal from the registered courses in a certain semester in cases which they have not attended any of the lectures of the course during the semester.

24. Academic Warning:

A formal warning given to the student in cases where he has a low GPA.

Article (3):

The University Council declares the study plan that leads to obtaining of a Bachelor Degree in the specialties provided by the University Department, based on the recommendation of Councils of Colleges and competent Academic Departments, as well as proposals from the competent committees, so that the credit hours required for obtaining degrees are as follows:

I. College of Administrative Sciences:

1.	Bachelor in Accounting	135 Credit Hours
2.	Bachelor in Business Administration	135 Credit Hours
3.	Bachelor in Accounting and Finance	135 Credit Hours
4.	Bachelor in Management Information Systems	135 Credit Hours
5.	Bachelor in Political Science	135 Credit Hours

II. College of Law

	achelor in Law	135 Credit Hours
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III. College of Arts and Sciences

1.	Bachelor in Computer Science	135 Credit Hours
2.	Bachelor in Graphic Design	139 Credit Hours
3.	Bachelor in Interior Design	138 Credit Hours

Article (4) Study Plan:

The study plan in each Bachelor Degree programme includes the following courses.

1. University requirements:

Number of credit hours needed to meet the University's requirements is 27 Cr., divided as follows:

a. University Compulsory Requirements: (21) Credit Hours:

Course no.	Course Name	Credit Hours
ARB101	Arabic Language	3
ENG101	English Language (1)	3
ENG102	English Language (2)	3
CS104	Computer Skills	3
HBH105	Bahrain Civilization and History	3
LFS102	Thinking & Communications Skills Development	3
HR106	Human Rights	3

2. University Elective Requirements: (6) Credit Hours:

One course is to be selected from the first group (3 credit hours) and one course from the second group (3 credit hours).

Group	Course no.	Course Name	Credit Hours
Final	ISL 101	Islamic Culture	3
First	ISL 103	Islam and Contemporary Issues	3
Group	ISL 102	Islamic Ethics	3
	SOC 101	Introduction to Sociology	3
Casand	MAN 101	Man and Environment	3
Second	LIB 101	Introduction to Library Science	3
Group	SPT 101	Special Topics	3
	CS 205	Computer Applications	3

3. Other courses may be added, and some of the courses mentioned above may be cancelled by a resolution of the University Council. The council forms a committee for each course, or a number of the required courses. These committees set the courses' curriculum according to the council's guidelines.

2. College Requirements:

The requirements of the College consist of the set of credit hours declared by the University Council, upon a recommendation from the College Council, as follows:

Colleges	Credit Hours
College of Administrative Sciences	27
College of Arts and Science	21 – 27
College of Law	21

3. Requirements of the programme and Supporting Courses:

The number of credit hours required is approved by the University Council upon a recommendation from the councils of colleges. These credit hours are distributed between compulsory and elective courses, as well as applied education and internships.

Article (5) Admission Requirements and Placement tests for new students:

- 1. University Admission 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.
 - 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
 - c. In some programmes, the students admitted from non-scientific secondary school fields should pass remedial courses.
- 2. All students admitted to the University should take a compulsory placement test –determined by the University-to determine their English language level. The levels admitted to the programmes are determined as follows, so that the admitted student studies the course listed according to their own ability level:
 - a. Programmes taught in English according to the following table:

Course	Level	Mark in the placement test
ENG 097	Elementary	0 - 34
ENG 098	Intermediate	35 - 50
ENG 111	Upper-Intermediate	51 - 120

b. Programmes taught in Arabic according to the following table:

Course	Level	Mark in the placement test
ENG 099	Remedial course	0 - 40
ENG 101	English 101	41 - 120

- 3. A student may be exempted from studying the English language courses in the following cases:
 - The student is exempted from the courses ENG 097 and ENG 098 for programmes taught in English, and the course ENG 099 for programmes taught in Arabic if they have obtained (5) or higher in an IELTS test, or 450 and higher in a TOEFL test.
 - The English language placement test is conducted in the semester in which the student is admitted. If the student does not attend the test, they will be given a mark of 0, and will not be allowed to postpone the test for any reason or under any circumstances.
 - Students transferred from other universities will be exempted from the English language placement test if they have taken an equivalent English course in their previous university.

Article (6) Credit Hours:

- 1. Each course consists of three credit hours, excluding some courses that have practical requirements (for example, laboratory work), in which case, the number of credit hours for a course may reach five hours. The University Council may assign fewer or more hours for some courses, if required.
- 2. The credit hours for each course are assigned on the basis that one hour of theoretical weekly lecture equals one credit hour. In the case of laboratory or practical hours, the assessment is made separately for each course, where one credit hour constitutes no less than two practical hours or two laboratory hours.

Article (7) Levels of Study:

1. The courses offered by each programme as well as the courses included in the study plans are classified into four levels, stating any prerequisites (if any) for each course. Each course is assigned a code that indicates its level.

- Moreover, every course must identify the number of lectures, weekly laboratory hours, and number of credit
- 2. The students registered at the University under the Bachelor Degree are classified into four levels: first year, second year, third year, and fourth year, according to the number of credit hours they completed. It should be the case that a second year student has completed 33 credit hours, whereas a third year student will have completed 66 credit hours, and a fourth year student will have completed 99 credit hours.

Article (8) Prerequisites:

- 1. The student is not allowed to study a course before studying its prerequisite courses.
- 2. The student is allowed to study a certain course and its prerequisite in the same semester if their graduation so requires, or if they have previously failed the prerequisite. This happens with the consent of the Dean of the College and with a recommendation from the Head of the Department and the academic advisor, provided that the student does not have more than one prerequisite to complete or to pass.
- 3. The meaning of studying a prerequisite which is mentioned in paragraphs 1 and 2 of this article: -the student should have registered, attended and taken the exams of the prerequisite irrespective of passing or failing it, provided that his grade is not less than 36%.

Article (9) Duration of Study:

- 1. The study duration to obtain a Bachelor Degree in any programme with a regular study load is four academic years.
- 2. Students are not allowed to obtain a Bachelor Degree in a period of less than three years.
- 3. The study duration to obtain the Bachelor Degree should not exceed eight academic years in all programmes.

Article (10) Study Load:

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. A student is allowed to register less than 12 credit hours only once during his studies. Moreover, he is allowed to register less than the aforementioned minimum number of credit hours more than once on condition that he is considered a part-time student and that it should not count towards the minimum period of obtaining the degree. 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.

Article (11):

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.

Article (12) Punctuality:

All registered students must regularly attend all lectures and actively participate in all classroom discussions. Furthermore, the course instructor keeps a record of the students' absence and attendance in the Students Information System.

Article (13) Absence and Excuses:

- 1. The student is not allowed to be absent for more than 25% of the course credit hours.
- 2. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of the Department in order to take the necessary action.
- 3. If the student is absent for more than 25% of the total course credit hours without a reasonable excuse that is accepted by the College Dean, they will not be allowed to attend their final exam and will be given the minimum

- pass mark, i.e. (WF, 35). The student will then have to retake the course, if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average for warning or dismissal purposes.
- 4. The Head of the Department submits to the College Dean a list of those students who are prohibited from taking the final examinations due to their absenteeism, to inform the Deanship of Admission and Registration to assign to those students the minimum grade for that course.

Article (14) Absence:

- 1. If the student is absent for more than 25% of the course hours due to illness or any reasonable excuse that is accepted by the College Dean, they will be considered as withdrawn from the course with a grade of (W), and the rules of withdrawal will apply. Students who represent the Kingdom or the University in social activities shall be permitted to be absent for no more than 30% of the total course hours.
- 2. It is necessary that sick leave be issued by an approved medical authority and a certificate be submitted to the Dean of College within a period of two weeks from the date of the absence.

Article (15) Examinations:

- 1. Any student absent from the final exam without an excuse that is accepted by the College Dean will be given a mark of zero.
- 2. The maximum number of (stamped) sick leave for out-patient students is five days if approved within two working days, whereas for in-patient students, approval must be sought within four working days from the period of absence.
- 3. If the student misses the final exam with a reasonable excuse that is accepted by the Dean of the College, the Dean is responsible for informing the Deanship of Admission and Registration of the need to assign a grade of "incomplete", where the course instructor will schedule a make-up exam within the first 2 weeks of the next semester. If this does not happen, the students' will not be able to retake the exam.
- 4. It is possible to consider the student who has missed the final examination with an acceptable excuse as withdrawn from the course, provided that he successfully passed the Mid-Term exam and the coursework, and are not registered for the make-up exam during the period determined in Paragraph 3 above, and that the student did not miss a make-up exam scheduled by the department without providing an acceptable excuse to the Dean.

Article (16) Course Description:

Faculty staff members prepare descriptions of their courses, which include the nature of the course, its objectives and timetable, the course requirements, exams and assessment dates, mark distribution, reading and references lists. These will be approved by the Department Council.

Article (17) Marks:

- 1. The final mark for each course is the sum of the final exam mark and the coursework mark.
- 2. The coursework includes the following:
 - Oral and written quizzes, reports, research, group discussions, presentations and class participation, and counts for 20% of the overall course mark.
 - A mid-term written exam which counts for 30%.
- 3. The final exam for each course is held at the end of the semester and counts for 50% of the overall mark. The final exam is a written exam that covers the course material and may include oral or practical tests or a submitted report and the College Council determines, based on a recommendation from the concerned Department, its percentage from the final exam mark. This has to be announced to the student at the beginning of the semester.
- 4. The distribution of the marks for practical courses, or those which have a practical element, are determined by the College Council based on recommendations by the Department Council.
- 5. The Final exam, Mid-term exam grades and coursework may be re-distributed if recommended by the Department Council and the College Council and given an approval from the University Council.

- 6. The marks are calculated and recorded for each course using percentages, and the credit hours of the course should be clearly stated.
- 7. The final grade for each course is calculated from 100 to the nearest whole number.

Article (18) Examination Questions:

The exam questions should be confidential and each faculty staff member setting them should coordinate with his Head of Department and College Dean. The faculty staff member should take full responsibility for the supervision, printing, copying, packing, and maintaining of the exam papers.

Article (19):

The course instructor is responsible for keeping a record of students' attendance of the exam, and the marking of papers.

Article (20):

The course instructor is responsible for accurately recording the students' marks in the Students Information System.

Article (21):

1. Mark Classifications are as follows:

Mark	Grade	Symbol in English
90 - 100%	Excellent	A
80 - 89%	Very Good	В
70 - 79%	Good	С
60 - 69%	Pass	D
50 - 59%	Poor	E
Below 50%	Fail	F

2. The Accumulative Averages are classified as follows:

Mark	Grade
92- 100%	Excellent with Honours
84 - less than 92%	Excellent
76 - less than 84%	Very Good
68 - less than 76%	Good
60 - less than 68%	Satisfactory

Article (22) Calculation of Semester and GPA Averages:

- 1. The calculation of any semester or GPA averages is done by multiplying the percentage for each course by the number of credit hours for each course divided by the total number of credit hours.
- 2. In cases where the student has failed, their mark will be recorded by the course instructor as 35%, including all marks that fall below 35%.
- 3. All courses completed by the student are documented in their academic transcript.

Article (23) Appeals:

1. Students have the right to appeal against their final examination mark for any course within ten days of the results being announced. The Dean is then entitled to investigate whether any mistakes were made in the calculating or recording of marks or unmarked marks. This is done by a committee formed by the College Dean, consisting of faculty members but not including the course instructor.

- 2. The student pays 10 Dinars for each appeal request.
- 3. The student has to right to appeal against his final mark for any course using the following steps:
 - a. The student submits an appeal request to the Deanship of Admission and Registration within 10 days of the results announcement. The student then pays 10 Bahraini dinars to be refunded if the mark is subsequently augmented.
 - b. The Head of the Academic Department forms a special committee that consists of two faculty members to review the coursework results and re-mark the final exam paper; provided that the student's course instructor is not a member of the committee. If the committee cannot agree on the same result, it will be transferred to a third member to make the final decision.
 - c. The committee depends on the mark distribution that was provided by the course instructor.
 - d. The committee submits its report to the Head of the Academic Department within one week of its formation.
 - e. If the mark is changed following the committee report, it will be approved by the concerned Head of Department and College Dean. The report will then be delivered to the Deanship of Admission and Registration to amend the mark prior to end of the Add/Drop period of the coming semester.
 - f. The Deanship of Admission and Registration notifies the student of the result.
 - g. The student is not allowed to request an appeal on a course that was already reviewed. The first appeal's decision will be considered as a final decision.

Article (24) Adding or Dropping Courses:

- 1. The student is allowed to withdraw from courses in which they are registered and add new courses within five working days of the beginning of the first and second semesters, and within three working days of the beginning of the summer semester. The courses dropped within those periods will not be included in the student's academic transcript.
- 2. Given the content of Clause (1) of this Article, the student is allowed to withdraw from a course within eight weeks of the beginning of the first and second semesters, and within four weeks of the beginning of the summer semester, provided that the student has not exceeded the percentage of the allowed absenteeism rate. The dropped course in this case would be included in the student's academic transcript with a note of 'withdrawn-W', and this course would not be included in the total credit hours they have studied in terms of passing, failing or graduation requirement. If the student has dropped the course after the mentioned period, the faculty member should include the student's result in his academic transcript. The withdrawal process should not decrease the number of credit hours registered by the student in terms of the minimum study load allowed according to these instructions, except in some compelling circumstances mentioned in these instructions.

Article (25) Withdrawal from and completion of courses:

- 1. In cases where the student has withdrawn from a course, the note 'W withdrawn' will appear next to the course on his academic transcript.
- 2. The note 'incomplete' will appear next to the course if the student does not complete the requirements, or misses the final exam with an acceptable excuse.
- 3. If the student obtains the result of 'incomplete' in some courses, their averages will be calculated when the marks of the courses are complete. The averages are considered retroactively from the date of the student having obtained the 'incomplete' result, when it comes to academic warning or dismissal.

Article (26) Honorary Board:

- 1. Each semester The President issues the names of students listed in the honorary board of the University. This includes names of students who have obtained semester averages of 92% and above, and the University honours them in a way that it deems appropriate.
- 2. The Dean places the names of the students who have obtained semester averages of 85% and above on the honorary board of the College, and notes this in their academic transcript, provided their load of study is no less than 12 credit hours.
- 3. The bylaws of the Honorary Board of the Excellent Students in the Applied Science University are applied to the students listed in the above Clauses 1 and 2.

Article (27) Academic Warning (placing the student under probation and dismissal):

- 1. The student is given a warning if his GPA is below 60% at the end of each semester, excluding his first semester at the University and the summer semesters. The Deanship of Admission and Registration notifies the student via the method it deems appropriate.
- 2. Students under probation should resolve the issues that have caused them to be put under probation within a maximum period of two regular semesters.
- 3. If the student cannot resolve the issues, by virtue of Clause (2) of this bylaw, they will be dismissed from the academic programme.
- 4. A student who has completed 75% of the required credit hours will not be dismissed. The student obtaining a GPA of between 59.5% 59.9% will also be excluded from dismissal.
- 5. Every student who exceeds the maximum permitted study duration in the university will be dismissed.

Article (28) Dismissal from Study:

- 1. Any student obtaining a GPA of less than 50% in any semester other than their first semester at the University, will be dismissed from the programme. This is applied after completing no less than 12 credit hours.
- 2. Any student dismissed from his programme and rejected by all other academic departments at the University will be dismissed from the University.
- 3. A student is not permitted to register and study in a programme from which he has previously been dismissed.
- 4. The student that is subject to an academic warning is not allowed to register for more than 12 credit hours in the semester, except with a recommendation from the Academic Advisor and Head of Department.
- 5. The student that is given an academic warning is not allowed to participate in any extra-curricular activities held at the University.

Article (29) Re-taking the Course:

- 1. Student must re-take any of the compulsory courses that he has failed. If a student fails an elective course, he is allowed to study another course according to the study plan. The student is also allowed to re-take any course in which they have obtained a mark below 65%, in order to raise his GPA. In all of the cases indicated, the higher mark will be calculated for the student and the lower mark will be ignored.
- 2. In cases where the student re-takes a course due to an earlier failure or for any other reason, the credit hours of this course will be calculated only once within the number of hours required for graduation.
- 3. If the student completes more courses than the required elective courses in their study plan, the courses with the highest grades will be included in the calculation of their accumulative average, taking into account Paragraphs (1) and (2) of this article.

Article (30) Postponement of Study, Drop-out and Withdrawal from the University:

- 1. The student is entitled to submit a postponement request prior to the commencement of the semester and provide reasons to convince the concerned body, according to the following criteria:
 - College Dean: if the postponement required is for a period of one semester and does not exceed four semesters, whether continuous or not.
 - College Council: if the postponement required is for a period exceeding four semesters, and for no more than six semesters, whether continuous or not.
- 2. A newly admitted or transferred student is not allowed to postpone a semester unless he has already completed one semester at the University (the credit hours of the foundation courses are excluded).
- 3. The period of the postponement is included in the maximum study duration specified for obtaining the Bachelor Degree.

Article (31) Attendance / Re-registration / Absence and Withdrawal from Courses:

1. If the full-time student is not registered at the University for one or more semesters, and does not obtain written consent from the College Dean for the postponement of his study for this period, his admission will be cancelled.

- 2. The University Council may re-register the enrolled student if he presents a reasonable excuse that is approved by the Council. After approval, the student may retain their entire previous academic transcript, provided that the postponement period is not more than four academic years and that they will be able to meet the graduation requirements within the permitted period.
- 3. The University Council, based on the recommendations of the College Council and the Deanship of Admission and Registration, will determine the study plan for the re-registered student.
- 4. The student, whose total excused absences exceed (25%) of the credit hours for semester courses, is considered withdrawn from the semester and the note 'Withdrawn W' will appear on their transcript. This semester will be considered postponed.
- 5. The student may submit a request to the College Dean to withdraw from all courses registered in a specific semester. If approval from the Dean is obtained, that semester will be considered postponed, and the student should submit such a request at least four weeks prior to the date of the final exams.

Article (32) Transfer from One Academic Programme to Another:

- 1. The student may transfer from one programme to another in the University, if there is a suitable vacancy, provided that his secondary school GPA qualifies him to study in such a programme.
- 2. When the student is transferred to another programme, he may be exempted from any courses of his choice that he completed in the previous programme if they are included in the study plan of the new programme. The marks of such courses are included in the student's semester and GPA average.
- 3. Each 15-credit-hour course selected, as per the previous clause, is calculated as one semester.
- 4. Transfer requests will be submitted to the Dean of Admission and Registration using the prescribed forms.
- 5. The transferred student receives the same treatment as the new student, for the purposes of postponement, warnings, and dismissal from the programme.

Article (33) Visiting Students:

1. The visiting student is enrolled in his original university, but is a temporary student at the Applied Science University and is allowed to study specific courses in a certain semester. After the end of this semester, the University is not obligated to admit or transfer this student to any academic programme.

The conditions for dealing with the visiting student are as follows:

- The student should be a full-time enrolled student in a university
- The visiting student should be studying at a recognised university as per the laws and bylaws of the Higher Education Council in Bahrain.
- The student should be nominated by his original university to study specific courses, and at the end of the semester, his results will be sent to the responsible body in his original university.
- A vacancy must be available in the courses that the visiting student is applying for.
- Visiting students are registered after the period of registration and add/drop, and only in those courses that have available seats.
- 2. Students desiring to study as visiting students in another university, recognised by the national committee for the equalization of certificates by the Ministry of Education of the Kingdom of Bahrain, should obtain prior consent from the Deanship of Admission and Registration in the University with the subjects to be studied based on recommendations from the relevant academic department. This consent requires a submission of study request in the other university supported by the following documents:
 - Description of the contents of the course to be studied as approved by the relevant body in the external university, to be submitted to the academic department concerned as per the controls declared by the University Council.
 - A letter obtained from the Dean of Admission and Registration in the University addressed to the relevant body in the host University.
 - The courses studied by the university student appear as "Pass" if the student has obtained a mark of no less than 70%.

Article (34):

If the student has already obtained a Bachelor Degree from the university and college that they are applying to, in another programme, the university may exempt the student from all requirements of the university and college. The student will only be required to complete the new programme requirements. If the new programme is in another college within the same university, the student may be exempt from the university requirements.

Article (35) Transfer from Other Universities:

Students may transfer to the University if there are vacancies available, provided that transfer requests are submitted to the Deanship of Admission and Registration on the dates announced in each semester, and according to the following conditions:

- 1. Meeting the requirements of the admission and registration of the University. In addition, the student must have an acceptable secondary school average or its equivalent for the programme to which he is transferred.
- 2. The student must be transferring from an accredited university, college, or higher education institute that is approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain. The courses completed by the transfer student will be included in their study plan, provided that the credit hours accumulated from their previous university are no less than the credit hours of their new course in the Applied Science University.
- 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.

Article (36) Re-enrolling the university

- 1. If a student that has withdrawn from the University desires to re-enrol, a new application should be submitted. In cases where they are applying for the same programme, their academic transcript should be fully kept, provided they complete the graduation requirements as per the study plan applicable upon their return to the University. The previous study period will be calculated within the maximum graduation period. If they are admitted to another department, the provisions of the clause regarding transferring from one programme to another will apply, provided the duration of study in addition to the withdrawal period does not exceed the maximum permitted graduation period.
- 2. The student academic transcript will not be considered if the student postpones his study for four or more years.
- 3. In all cases, the student should study at least 1/3 credit hours with the Applied Science University.

Article (37) Requirements to obtain a Bachelor Degree:

The Bachelor Degree is granted to students by the University Council after completion of the following:

- 1. Successfully passing all courses required for graduation in the study plan
- 2. Obtaining a GPA of no less than 60%
- 3. Spending the minimum duration required for graduation and not exceeding the maximum duration, as indicated in Article (9) of this bylaw

Article (38) Course Equivalence:

The conditions for transferring courses in cases where a student has transferred from a Higher Education Institution to the Applied Science University:

- 1. The number of credit hours transferred should not exceed 66% (2/3rds) of the Bachelor Degree requirements, where the minimum study duration for a transferred student is two academic semesters and a minimum of 30 credit hours. Courses with a grade less than C are not transferred.
- 2. The number of credit hours required in order to be transferred cannot be less than the number of the credit hours of the equivalent course.
- 3. The course is equivalent to only one course.

4. An official and approved academic transcript is required to verify the student's successful completion of the course.

Article (39) Issuing the Graduation Certificate:

The graduation certificates are awarded upon the completion of the requirements at the end of each semester.

Article (40):

- 1. In cases where the student's graduation is dependent on one or two compulsory courses that are not listed in the semester schedule, or whose timing clashes with another compulsory course, or where the student has failed in the same course twice, the Dean of the College, in consultation with the Head of Department, may allow the student to enroll in an alternative course(s) that is (are) equivalent to the original one(s). The Deanship of Admission and Registration should be notified accordingly.
- 2. If the student's graduation depends on one or two elective courses, and the student could not register them for a reason beyond his control, the Dean is entitled to approve the replacement of these courses with other appropriate courses of matching levels from the same or other college upon a recommendation from the concerned Head of Department. The Deanship of Admission and Registration should be notified.
- 3. In all cases, whether the matter is related to compulsory and/or elective subjects, the number of alternative courses should be no more than two courses.
- 4. If the student did not register for a compulsory or elective course because it was not offered or because it clashed with another course, they are allowed to register for an equivalent course upon the recommendation of the Head of Department and the approval of the Dean.

Article (41):

- 1. The Head of Department and the Academic Advisor are responsible for following up the academic status of the students in co-ordination with the Deanship of Admission and Registration, and to examine their fulfilment of the graduation requirements.
- 2. Any student who is expected to graduate at the end of any semester must fill out a graduation form with their department a semester before their graduating semester. This happens in coordination with the Deanship of Admission and Registration in order to avoid any unexpected mistakes.

Article (42):

The student must obtain a No Liability certificate from the University in order to complete their graduation procedures.

Article (43):

The student does not have the right to claim that they were not aware of these bylaws, University announcements, or anything published on the University noticeboard regarding these instructions.

Article (44):

The Bachelor Degree bears the due date.

Article (45):

1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.

- 2. Newly-admitted students who have applied to the University immediately after their graduation from secondary schools are entitled to a discount in their first semester. This discount relates to tuition fees only. Other fees such as books fees are excluded:
 - 30% for students who have obtained a GPA 95% and above.
 - 15% for students who have obtained a GPA 90-94.99%.
- 3. Tuition fees paid by students are as follows
 - a. Tuition fees per credit hour for students in bachelor's degree programmes in each of the following colleges:
 - i. College of Administrative Sciences

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor in Accounting	135	92.700 BHD
2	Bachelor in Business Administration	135	92.700 BHD
3	Bachelor in Accounting and Finance	135	92.700 BHD
4	Bachelor in Management Information Systems	135	92.700 BHD
5	Bachelor in Political Science	135	92.700 BHD

ii. College of Law

N	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor in Law	135	92.700 BHD

iii. College of Art & Science

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor in Computer Science	135	92.700 BHD
2	Bachelor in Graphic Design	139	92.700 BHD
3	Bachelor in Interior Design	138	92.700 BHD

- b. Other non-refundable fees:
 - 1. 10 BHD Application fee (paid once)
 - 2. 100 BHD Registration fee (paid once)
 - 3. 100 BHD Labs' fees per first and second semester for Computer Science, Interior Design and Graphic Design students.
 - 4. 50 BHD labs' fees per summer Semester for Computer Science, Interior Design and Graphic Design students.
 - 5. 5 BHD fees for English language placement test.
 - 6. 5 BHD fees for an official academic transcript.
 - 7. 5 BHD fees for issuing a graduation certificate.
 - 8. 5 BHD fees for a duplicate official academic transcript.
 - 9. 5 BHD fees for issuance student bona fide official student certificate.
 - 10. 10 BHD fees for course equivalence procedure.
 - 11. 10 BHD fees for appealing a final grade per course.
 - 12. 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the procedures established in the University Regulations).
 - 13. 5 BHD fees to issue a new ID card or a replacement.
 - 14. 10 BHD for each extra copy of the graduation transcripts and certificate.
 - 15. In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book
 - 16. 10 BHD students' locker rental fees per semester.

- 17. 150 BHD fees for graduation, annual book and graduation robe (except for those who do not wish to attend the graduation ceremony).
- 4. The newly-admitted student pays 650 BHD non-refundable for seat reservation and it consists of the following fees:
 - a. 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (45) of this Regulation.
 - b. 100 BHD one-time registration fee as mentioned in item (2) of paragraph (b) of Article (45) of this Regulation.
 - c. 5 BHD fee to issue a new university ID card and mentioned in item (13) of paragraph (b) of Article (45) of this Regulation
 - d. 535 BHD part of the tuition fees of the admission semester.
- 5. Financial instructions relating to the withdrawal of a student:
 - a. Enrolled students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.
 - b. Enrolled students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
 - c. Enrolled students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college
 - d. Enrolled students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
 - e. In case the student withdraws partially or totally after the end of the fourth week, he shall pay the entire amount of registered credit hours fees.
 - f. The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form submitted by the student to the Deanship of Admissions and Registration.
 - g. The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.
 - h. In case the student wishes to transfer to another programme after the regular add/drop period, he/she shall bear all the financial charges mentioned above.
 - i. The student has the right to withdraw totally or partially from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council without financial charges. If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.
 - j. The aforementioned regulations related to students' withdrawal do not apply to new students during admission semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

Article (46) Hours of Student Activities and Community Service:

- 1. Regulations for granting a credit hour to the extracurricular activities and community services of students:
 - a. The credit hour for student activities is an hour granted with a grade of 100% for participation in student activities through, for example, scientific student societies, students clubs, and student council committees, which are not considered to be an academic requirement.

- b. The student granted this credit hour should be an effective member of a scientific society, student club, or any authority that cares for student activities, voluntary activities and community services, in coordination with Student Affairs.
- c. The credit hour is not granted for student activities and community services for:
 - Students in the orientation programme.
 - Students receiving disciplinary action in the same semester.
- d. The credit hour for student activities and community services counts towards the GPA along with the results of the academic courses at end of each semester through which the activities are practised.
- e. The student is granted a maximum of one credit hour during their time of study in the University.
- 2. The criteria for granting the credit hour to student activities:
 - a. The eligible student is granted one credit hour if the hours of participation are not less than 30 hours in one semester, as indicated in the forms of activity prepared for this purpose by the Student Affairs Deanship.
 - b. The activity should be indicated in the University form, Student Affairs Deanship, Colleges, Student Council, Clubs, or Societies, etc.
 - c. The students should perform well in the activity they are doing as approved by the organised authority and the declaration of the Student Affairs Deanship.
- 3. Mechanisms for granting the credit hour for student activities and community services:
 - a. The responsible body for the activity fills out a form allocated for the activities that is prepared by the Student Affairs Deanship, so that each student has a file that includes their activities that is kept in the Student Services Office.
 - b. The Student Services Office records all student performed activities in one form by end of the semester, in coordination with the body responsible for that activity.
 - c. The responsible body of the activity approves the student activity form and refers it to the Student Affairs Deanship.
 - d. The Deanship of Student Affairs approves the student activity form, then it is referred to the Deanship of Admission and Registration before the end of the semester, for auditing and granting of one hour for activity, as per the system. The Deanship of Admission and Registration is entitled to return the forms to the Student Affairs Dean to be reviewed once more in case of any errors.
 - e. Student activity and community services are not granted retroactively for activity in previous semesters.

Article (47) Amendment to Provisions of the bylaws:

The University Council is entitled to amend the articles of bylaws according to recent updates and public interest, and per resolutions that do not reflect the bylaws and resolutions of the Higher Education Council in Bahrain.

Article (48) Instructions not indicated in the bylaws:

The University Council settles the cases not provided for in the instructions and in disputes that may arise due to the application of such instructions, so as not to conflict with the bylaws and resolutions of the Higher Education Council. In emergency cases that cannot be delayed, the President of the University replaces the University Council for the settlement thereof.

Article (49) Assignment to Implement the Provisions of bylaws Instructions:

The President of the University, deputies, academic and non-academic Deans are assigned to implement the provisions of these instructions.

MASTER DEGREE BYLAW

Article (1)

These bylaws are called Master Degree Bylaws of Applied Science University and are applicable to all colleges from the date of approval.

Article (2)

1. The following words in this bylaw have the meanings allocated below unless the context signifies otherwise.

University: Applied Science University

President: University President

University Council: University Council of Applied Science University

Council: College Council

Dean: Dean of Research and Postgraduate Studies

College: College Concerned

College Dean: Dean of College Concerned

Department: Department Concerned in the College

College Committee: Postgraduate Committee in the College Thesis Assessment Panel: Master's Thesis Assessment Committee

Study System: Credit Hours System

2. System of Study

The system of study is based on:

- The number of credit hours that should be successfully completed by a student according to the level determined by the university as a graduation requirement in any academic programme
- The fields of study on which such credit hours are distributed according to the provisions of the bylaws, giving the student the freedom to select required courses based on his needs and readiness with the guidance from his academic advisor and within the range of minimum and maximum credit hours allowed per semester.

3. Credit Hour (Cr.)

One theoretical hour of study per week or its equivalent of practical hours within the full academic semester.

4. Academic Year

The academic year consists of two compulsory semesters and one optional summer semester.

Semester

The duration of each semester is at least 14 weeks, including the examination period, and the duration of the summer semester is at least seven weeks, including the examination period.

6. Elective Courses

The courses that the student is entitled to select from a list of offered courses set by the College Council.

7. Compulsory Courses

Studying a course in one semester, covering a number of credit hours defined by the Department Concerned, and it may have a prerequisite.

8. Prerequisite

A course that a student should study and complete successfully before enrolling in a more advanced course.

9. Study Load

The number of credit hours registered by the student during the semester.

10. Study Plan

The number of credit hours required to obtain a Master's Degree.

11. Punctuality:

Attendance of lectures, discussions and practical classes defined for each course in the study plan.

12. Academic Advisor

A Faculty member who helps the student select the required courses after referring to his/her academic record and the study provisions as well as the university bylaws depending upon the student's abilities and his/her academic progress in the University.

13. Course Grade

The total marks for the final exam, the mid exam and classroom work, excluding the courses that are on a Pass or Fail basis

14. Semester Average

The average of courses grades studied by the student in one semester as included in the study plan. The average will be calculated to the nearest two decimal points.

15. Grade Point Average (GPA)

The accumulative average of all of the courses grades completed by the student, successfully or otherwise, as set in his/her study plan up to the date of this average. Courses not within the student's study plan are not included in the calculation of the GPA and are calculated to the nearest two decimal points.

16. Pass grade

The minimum passing grade of a course is 70% and the minimum grade is 50%.

17. Transcript

A copy of the student's academic record which the student receives at the end of each semester indicating the number of credit hours studied and the GPA.

18. Withdrawal

Withdrawal from the course (W): the student's withdrawal from a course during to the defined period.

19. Official Withdrawal (postponement of study)

The student's withdrawal from all courses registered according to the conditions defined by the university.

20. Academic Warning

The student is warned due to his/her low GPA.

21. Duration of Study

The time spent by a student registered in the University to achieve the requirements of graduation in a certain programme with a specific study load according to the provisions of such instructions.

22. Add/Drop and Courses Timetable

- Drop: drop from course(s) in the semester.
- Add: addition of course(s) in the semester.
- Courses Timetable: courses offered by Departments and Colleges.

Article (3) Application of Bylaws

The bylaws apply to all Colleges of the University, and its provisions are enforceable on enrolled students registered to obtain a Master's Degree.

Article (4) Specialties of the Colleges

The University Council approves study plans leading to obtaining a Master's degree in programmes offered by University Departments based on recommendations of College Councils and the Academic Department Councils Concerned and proposals of the study plan committee. Study plans must contain study courses and the credit hours required to obtain an academic degree are not less than 36 Cr.

Article (5) Admission Requirements

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

- 1. Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain
- 2. The bachelor's degree programme should be in the same speciality as the master programme or a similar qualifying field according to the study plan of that speciality; otherwise, the student should pass a number of remedial courses approved by the University and specified by the Concerned Department.
- 3. 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.
- 4. It is required for the applicant to any of the master's programmes 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 are students who pass the English placement test adopted by the University. The student should pass an interview conducted by a committee in the Academic Department.
- 5. The student should pass any tests conducted by the Academic Department when required.
- 6. 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.
- 7. 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.

Article (6) Procedures of Admission

- 1. The student submits an application form that includes the required information and attaches the documents mentioned in the form to the Deanship of Admission and Registration in the University. The documents required are:
 - a. Four recent personal photos
 - b. Authenticated copies of academic certificates with grades, including:
 - Secondary School Certificate or its equivalent
 - Bachelor's Degree Certificate
 - c. Copy of the passport
 - d. Copy of the CPR
 - e. Payment of application fees as specified by University
 - f. Validation of the Bachelor's Degree certificate accredited by the responsible bodies in the Kingdom of Bahrain.
 - g. Health fitness certificate from approved medical centre.
- 2. The student should pass a test and an interview to determine his/her academic level if the Department so requires, and pass remedial courses as specified by the concerned department in light of the qualifications obtained and the performance in the test and interview.

Article (7) Requirements for Academic Degree

The requirements to obtain a Master's Degree Certificate are at least 36 credit hours according to the plan of the Department Concerned that is approved by the College Council. These requirements are as follows:

First: Distribution of Credit Hours

- 1. 15-24 compulsory credit hours of study
- 2. 6-12 elective credit hours of study
- 3. Submission of applied project or thesis to be counted as 6 to 12 credit hours for all academic programmes

Second: Academic Year

- 1. The academic year consists of two semesters, the first semester and the second semester, and the duration of each is at least 14 weeks. A summer semester may be approved with a duration of not less than 7 weeks, and it is not considered as a semester for warning purposes
- 2. One credit hour equals at least 14 classroom hours in one semester
- 3. One practical credit hour equals at least two practical hours weekly in one semester

Article (8) Study Load

- 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.

Article (9) Passing Grade, Semester Average and GPA

First:

- 1. The passing grade in courses is 70% and the GPA is 75%.
- 2. A student is put on probation if the GPA is less than 75%.
- 3. A student put on probation should sort out the issue in a period not more than two semesters after the affected semester, and summer semesters are not calculated in this period.
- 4. Consideration of reviewing the final grade for any student on a certain course is allowed based on a written request or a written initiative from the course instructor to be sent to the Dean in a period not exceeding one week after the announcement of results. An internal committee should be formed by a resolution from the Head of Department to look into the review (the committee is formed of two members provided that the course instructor is not a member of this committee. A third member may be added in case one of the two opinions is required to be weighed). The College Dean Concerned notifies the Admission and Registration Dean of the committee's resolution within two weeks of issuance.

Second:

The marks for postgraduate studies are distributed as follows:

- 1. 30 marks for first exam (midterm)
- 2. 30 marks for participation and coursework
- 3. 40 marks for final exam
- 4. Some academic departments of a special nature, in which the scientific and/or applied aspect constitutes an important part of the courses requirements, may redistribute the mark so that mark of the final exam is not less than 30% with approval of the College and the approval of the University Council.

Third:

The grades of courses obtained by a student are classified according to the following table:

Mark	Grade	Average
90%-100%	Excellent	А
80%-89%	Very Good	В
70%-79%	Good	С
Less than 70%	Fail	F

Fourth:

The semester averages and GPA obtained by a student are classified according to the following table:

GPA	General Grade
94%-100%	Excellent with Honours
88%- less than 94%	Excellent
80%- less than 88%	Very Good
75%- less than 80%	Good
Less than 75%	Fail

Article (10)

Any course outside the plan of study, based on which a student is enrolled in the programme, is not allowed to be counted unless that course is equivalent to a programme's course by a resolution from the Equalisation (Credit Transfer) Committee in the College and in exceptional circumstances, together with considering provisions of equalisations and transfer indicated in Articles (15) and (17) of the bylaws.

Article (11) Remedial Courses

First:

The passing grade of the remedial courses is 60%.

Second:

The grades of remedial courses are recorded in the student's transcript (pass/fail).

Third:

The student should complete the remedial courses in the first year of the registered Master's programme.

Article (12) Registration of Master's Thesis

A registration application for a Master's Thesis may be accepted according to procedures prescribed in the bylaws: when the student passes equivalent to at least 50% of the courses in the plan of study, and the GPA is not less than 75% and with the approval of the College Council.

Article (13) Punctuality

- 1. If a student is absent from a certain course without an excuse accepted by the College Dean, for more than 25%, he/she will be prevented from taking the final exam. The mark in that course is deemed 50 and the course should be repeated if compulsory.
- 2. If the student is absent from a certain course with an excuse that is accepted by the College Dean, for more than 25%, he/she will be considered as withdrawn. However, students representing the Kingdom or University in official activities are allowed to be absent with a percentage not exceeding 30%.
- 3. Any absentee from the announced final exam, with an excuse that is accepted by the College Dean Concerned according to the approved policy, will be registered as incomplete. The course instructor will be notified of excuse acceptance to conduct a compensatory exam for the student in a period not exceeding

- the end of the following semester. If this semester is postponed officially by the student, in such a case, the exam will be held before the end of the semester following the one postponed.
- 4. Sick leave should be with a certificate issued and approved by a medical body. Such a certificate should be submitted to the College Dean Concerned within a period not exceeding two weeks from the date of the student's absence. In other compulsive cases, the student submits proof of the compulsive case within two weeks of absence.

Article (14) Postponement, Withdrawal and Interruption

1. Postponement

- a. A postponement request is accepted if the student has completed at least one semester in the academic programme.
- b. The student submits a postponement request in a form prepared by the Admission and Registration Deanship. Approval of postponement is issued by the College Dean Concerned. If the request is submitted after the end of the add/drop period, it will be subject to the provision of withdrawal, which state that there will be a non-refund of fees for withdrawn or postponed courses. The student's academic study is deemed postponed from the date of approval of the postponement request and not from the date of the submission of the request.

2. Withdrawal

- a. The student is allowed to drop courses and add new courses in the first week of the first and second semesters and within the first three days of the summer semester according to the calendar of the University. The dropped courses do not appear on the student's transcript.
- b. The student is allowed to withdraw from one or more courses within eight weeks of the beginning of both the first and second semesters, and within four weeks of the beginning of the summer semester. In this case, the course appears in the student's transcript as withdrawn (W). The credit hours of these courses are not calculated in the number of hours studied in terms of success or failure and graduation requirements. If the student did not withdraw during the said period, the course instructor should record the student's result in the transcript. As a result of this withdrawal, the number of credit hours registered is not allowed to be less than the minimum number of credits permitted according to such instructions unless in special cases, as provided for in the bylaws.
- c. Withdrawal from a course is made by submitting a form prepared for this purpose to be submitted by the student to the College Dean Concerned.
- d. The note 'incomplete' is registered next to the course whose requirements are not completed by the student or due to absence in the final exam with an acceptable excuse.
- e. The student should work for removal of the 'incomplete' note in a period not exceeding the end of the semester following the one in which this note is registered without calculating the summer semester, together with considering provisions of Article (13/3) of the bylaws.
- f. If a student obtains an incomplete result in some courses, averages will be calculated when the marks of courses are completed. Averages are considered retroactive from the date of obtaining an incomplete result in terms of placing a student under probation or dismissal.

3. Interruption

- a. A student is considered to have interrupted his studies in the following cases:
 - If study has started, the Add and Drop period has finished without registration.
 - If registration is cancelled due to non-payment of university fees despite having attendance in the attendance and absence records.
- b. A student who interrupted his studies loses his seat in the University and will not be allowed to return without the approval of the University Council.

Article (15) Transfer from a Programme to Another inside the University

A student may be transferred from a Master's Programme – if any – to another programme by a resolution of the College Dean(s) if the admission requirements are met for the desired programme to be transferred to, in terms of

the GPA, academic programme and availability of a vacant place. The joint courses which the student has studied in the programme transferred from, provided that all courses transferred credits from the previous programme are entered into the new GPA. The Head of Department(s) concerned will be notified.

Article (16) Warning and Dismissal

- 1. A student is warned in the following cases:
 - If the minimum GPA is not obtained at the end of any semester as defined in the bylaws
 - If the College Council viewed that the student has neglected working on his/her thesis, based on a report from the supervisor and recommendation of the College Committee
- 2. The student is dismissed from the Master's programme in the following cases:
 - If the minimum GPA is not obtained at the end of two semesters following the warning, excluding the first semester
 - If the student committed a violation requiring dismissal according to the bylaws applicable in the University
 - If the student failed in the defence of his/her Master's thesis twice or has registered twice for the thesis and did not attend the assessment session.
 - If the student has withdrawn from all courses registered in the first semester since starting study in the University
 - If a period of postponement or interruption exceeded two semesters
 - If the maximum limit for the duration of study is exceeded

Article (17) Transfer

- 1. Students transferred from other universities are admitted to study for a Master's Degree provided that the number of credits transferred does not exceed 12 credit hours, as long as these courses are similar to those listed in the programme. The grade in each course should not be less than C or equivalent, and the period of studying in the university is not less than two semesters.
- 2. The transferred credits are not calculated in the GPA if the transfer is from outside the University.
- 3. Only one semester is deducted from the maximum period of the graduation semester against every 9 credit hours calculated in favour of the student.
- 4. Any course studied from a lower programme level must not be calculated in the higher programme level.
- 5. Upon transferring from a higher education institution to another one, the number of hours transferred should not be more than 50% of the second university grade requirements with a maximum limit of 12 credit hours, provided that courses whose grade is less than C or equivalent are not calculated. The Credit Transfer committee in the College is concerned with reviewing courses to be exempted within the limits mentioned in Article (18) and according to the names of each course, description, level and content in the prescribed plan of study. Then, the committee's decision should be approved by the College Dean and sent to the Admission and Registration Deanship for implementation.

Article (18) Credits Transfer

Credit Transfer committees in the College are concerned with reviewing courses required to be exempted within the limits mentioned in Article (17) according to the names of each course, description, level and content in the prescribed study plan, then to be approved by the College Dean and sent to the Admission and Registration Deanship for implementation.

Article (19) Repetition of Course

- 1. A student may repeat a course if the grade obtained is less than 75%, with no more than two compulsory courses and one elective course.
- 2. If the student has studied an elective course and obtained a mark less than 75%, another elective course may be studied as a compensatory course to complete the requirements of the study plan. This compensatory

- course is deemed a repeated course of an elective one, and the highest mark in the two averages (semester and GPA) will be calculated.
- 3. A course is not allowed to be restudied <u>more than once</u> if a student has passed it.
- 4. A student is allowed to register in a maximum of two additional courses from the elective plan of study with approval of the College Council provided that the highest grades are calculated in the GPA for the purpose of improving the average.

Article (20) Honorary Board

The name of a student is listed in an honorary board if his registration in that semester has no less than 6 credit hours (thesis credit hours not considered) as follows:

- 1. Honorary board in the College: if semester average is 88% and above
- 2. Honorary board in the University: if semester average is 94% and above
- 3. Summer semesters are not calculated in this honouring. A student will not be listed in case of withdrawal from and/or postponement of any semester and violation of any University Bylaws
- 4. The distinguished students at the end of each semester will be honoured appropriately by the Dean and the President.

Article (21) Teaching and Supervision

Faculty in an academic department are entitled to participate at the postgraduate programme according to the following standards:

First: Teaching

- 1. The Professors and Associate Professors in the Academic Department undertake teaching courses of postgraduate studies.
- 2. The Dean is entitled to approve, based on nomination of the College Committee, that Assistant Professors in the Academic Department undertake teaching courses of postgraduate studies provided that they have teaching experience of not less than two years on the level of the first university stage.
- 3. The College Council has the right to seek help from experienced specialists or those who have published papers to teach, supervise and be part of the thesis assessment panel for master students in the same specialization.

Second: Supervision

- 1. The Concerned Department is entitled to propose faculty (full-time or part- time) assigned for supervising a Master's thesis and postgraduate students' research. The Dean, based on recommendation of the College Committee, approves a teaching staff member with a grade of Assistant Professor according to the same controls indicated in clauses 2 and 3 of this Article.
- 2. A thesis may be supervised by more than one supervisor, whether the second supervisor is from inside or outside the University, provided that the assistant supervisor is qualified and a holder of a PhD degree.
- 3. The supervisor of the thesis commits to submit a semester report for the Department about the student's progress in his study in order to take the necessary actions in this respect using a form prepared by the Deanship of Research and Postgraduate Studies.

Article (22) Continuity in Supervision

By virtue of a resolution from the College Council and based on the recommendation of the Department Council, a faculty member may continue to supervise a student's thesis or participate in supervision if he changed his work place inside or outside the Kingdom provided that it does not conflict with the interest of the student.

Article (23) Unforeseeable Circumstances and Supervision

Upon the occurrence of unforeseeable circumstances that prevent the supervisor from continuing to supervise theses of students, the Department Council, at the earliest opportunity, nominates another supervisor(s) and submits his/her nomination to the College Council for approval, considering the conditions required in the appointment of supervisors as indicated in Article (21) of the bylaws.

Article (24) Amendment of Plan or Title of Thesis

The student may, in coordination with the supervisor, amend the plan of a thesis if the circumstances of the research so require. As to the title of a thesis, the Dean is entitled to settle this upon recommendation from the College Dean, Head of Department, Programme Director and Supervisor prior to defining the date for defence session.

Article (25) Selection of Discussants of Thesis

- 1. The College Committee prepares a list of names and specialities of professors in some universities inside and outside the Kingdom of Bahrain to select the discussants. This list is changeable and updated annually.
- 2. The Dean issues a resolution, based on a recommendation of the College Council to form a three-member thesis assessment panel (supervisor, internal examiner, external examiner) as long as there is no shared supervision. The chair of the assessment panel is the one with the highest academic rank not to be the supervisor where possible provided that a copy of the thesis, along with a report about its validity for discussion, will be sent to the discussants within a reasonable period.
- 3. The student delivers copies of the thesis in its final form to members of the committee at least two weeks prior to the date of discussion.
- 4. The Head of Department undertakes responsibility for ensuring the full procedures of the discussion and submits a report to the Deanship of Research and Postgraduate Studies and the Council via a form approved by the Deanship of Research and Postgraduate Studies.

Article (26) Thesis Defense

The thesis is discussed as follows:

- 1. The student presents an abstract of the thesis and conclusions and recommendations reached in a proper way.
- 2. The Head of the Discussion Committee undertakes management of the session. Following the discussion, the Committee starts its deliberation and unanimously or by the majority determines the success of the student according to the following grades:

Grade	Percentage
Excellent	90%-100%
Very Good	80%-89%
Good	70%-79%
Fail	69% or less

- 1. The Head of the Discussion Committee announces the resolution in the discussion hall in the presence of all members.
- 2. The resolution of the Discussion Committee is supported by one of the following phrases:
- a. Without amendments
- b. With slight amendments in a period not exceeding two weeks
- c. Essential amendments without re-discussion within two months
- d. Essential amendments and re-discussion within three months
- e. Rejection of thesis
- 3. The Head of the Discussion Committee presents the resolution of the Committee signed by members to the Head of Department, who, in turn, presents it to the College Council after the student has completed all amendments prescribed by the Discussion Committee in order to take the necessary recommendation for graduation to the University Council.

- 4. The student is considered to have failed the course of the thesis if he/she has not completed the amendments required on the dates specified in the previous clause. The University Council is entitled to reconsider the mentioned periods by recommendation from the College Dean.
- 5. If a thesis is rejected by the Discussion Committee, a grade of 50 is assigned to it. The Council is entitled, based on the recommendation of the supervisor, to allow the student to register the thesis again provided this registration should not conflict with the provisions of Article (8) of the bylaws.
- 6. When registering the thesis again because of failure or rejection, the student is exempt from the GPA condition stated in Article 12 of the bylaws.

Article (27)

- 1. The Master's thesis should be written in the Arabic language and two abstracts should be attached, one in Arabic and the other in English, with the Arabic abstract being not more than 600 words and 3 pages, and the abstract in English not being more than 300 words and one and a half pages. The Master's thesis can be written in the English language with the approval of the Council.
- 2. As to the Colleges teaching in a language other than Arabic, the thesis is to be written in this language or in Arabic. If the thesis is written in a language other than Arabic, the Arabic abstract is to be enclosed, provided that it is not more than 600 words and three pages.

Article (28)

In writing a Master's thesis, the student must abide by the instructions indicated in the thesis manual issued by the Deanship of Research and Postgraduate Studies.

Article (29) Granting the Degree

The Master's degree is granted by virtue of a resolution from the University Council based on the recommendations of the College Council.

Article (30)

The Deanship of Research and Postgraduate Studies undertakes responsibility for ensuring the implementation of procedures provided for in the bylaws by Deans of Colleges and the Admission and Registration Deanship.

Article (31)

The University Council is entitled to treat cases of admission, registration, withdrawal, interruption and dismissal as exceptions from the action mechanisms of the articles in the bylaws according to the development of matters of public interest as viewed by the University Council in this respect, and in a way that does not conflict with the resolutions and bylaws of the Higher Education Council.

Article (32)

- 1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.
- 2. Tuition fees paid by students are as follows:
 - a. Tuition fees per credit hour for students in Master's degree programmes in each of the following colleges:

A.1. College of Administrative Sciences

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Master in Business Administration	36	144.200 BHD
2	Master in Human Resources Management	36	144.200 BHD
3	Master in Accounting and Finance	36	144.200 BHD

A.2. College of Law

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Master in Law	36	144.200 BHD
2	Master in Commercial Law	36	144.200 BHD

- b. Other non-refundable fees:
 - 10 BHD Application fee (paid once).
 - 250 BHD registration fee for first and second semesters.
 - 125 BHD registration fee for the summer semester.
 - 5 BHD fees for English language placement test.
 - 5 BHD fees for an official academic transcript.
 - 5 BHD fees for issuing a graduation certificate.
 - 5 BHD fees for a duplicate official academic transcript.
 - 5 BHD fees for issuance student bona fide official student certificate.
 - 10 BHD fees for course equivalence procedure.
 - 10 BHD fees for appealing a final grade per course.
 - 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the University's Regulations).
 - 5 BHD fees to issue a new ID card or a replacement.
 - 10 BHD for each extra copy of the graduation transcripts and certificate.
 - In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book.
- 3. The newly-admitted student pays 650 BHD non-refundable for seat reservation and it consists of the following fees:
 - a. 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (32) of this Regulation.
 - b. 250 BHD registration fee for the admission semester as mentioned in item (2) of paragraph (b) of Article (32) of this Regulation.
 - c. 5 BHD fee to issue a new university ID card and mentioned in item (12) of paragraph (b) of Article (32) of this Regulation
 - d. 385 BHD part of the tuition fees of the admission semester.
- 4. Financial instructions relating to the withdrawal of a student:
 - a. Regular students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.

- b. Regular students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- c. Regular students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- d. Regular students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- e. In case the student withdraws partially or totally after the end of the fourth week, he shall pay the entire amount of registered credit hours fees.
- f. The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form provided by the student to the Deanship of Admissions and Registration.
- g. The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.
- h. In case the student wants to transfer to another programme after the regular add/drop period, he shall bear all the financial charges mentioned in items b, c and d of this paragraph.
- i. The student has the right to withdraw totally or partially without financial charges from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council.
- j. If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.
- k. The aforementioned regulations related to students' withdrawal do not apply to new students during admission semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

Article (33)

The University Council settles issues that are not provided in the bylaws.

Article (34)

The President of University, Deans of Colleges, Dean of Research and Postgraduate Studies and Dean of Admission and Registration are responsible for implementing the provisions of the bylaws.

Policies

The following list of policies can be found by visiting the ASU Website – LMS (Learning Management System)

- Assessment and Feedback Policy
- Academic Advising Policy
- Academic Misconduct Policy
- Plagiarism Policy
- Examination Policy
- Health and Safety Policy
- IT Policy
- Library Handbook
- Other useful Policies