

# ASU

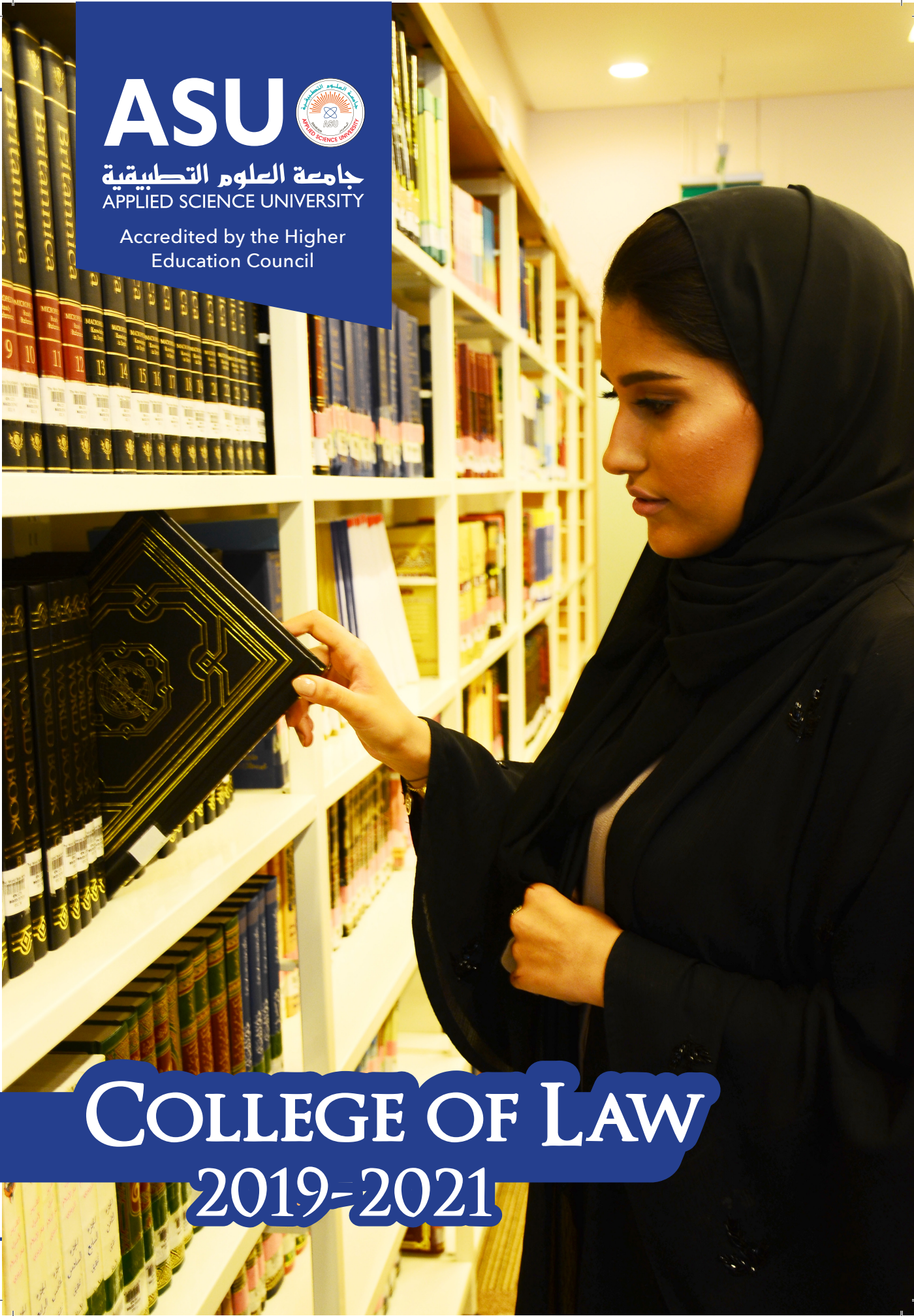


جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

Accredited by the Higher  
Education Council

# COLLEGE OF LAW

## 2019-2021





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## University Vision, Mission and Values

### 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 programmes 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 scientific research for its students, staff and faculty regionally and globally to engage meaningfully with the 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.

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## 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 Bachelor programme in Law and is considered one of the best law colleges in Bahrain. The success of the college stems from the outstanding curriculum it offers which is due to our outstanding academic curriculum, which is based on scientific developments in the legal and judicial fields regionally and internationally.

The academic programs offered by the College are subject to comprehensive periodic revision in order to maintain alignment of the program to recent developments in legislation locally and internationally. 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 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.

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## College Vision, Mission and Objectives

### Vision:

To be a locally and regionally distinguished centre in research, legal studies, and the provision of outstanding and capable graduates.

### Mission:

To promote 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:

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.

ASU



جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

## Bachelor in Law



## Programme Description

**Programme Coordinator: Dr. Mahmoud Sabry Abd El-Aziz Ebrahim**

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## Programme Details

<b>Programme Title</b>	Bachelor in Law
<b>Awarding Institution</b>	Applied Science University
<b>Teaching Institution</b>	Applied Science University
<b>Programme Licensed by</b>	Ministry of Education, Kingdom of Bahrain
<b>Final Qualification</b>	Bachelor Degree
<b>Academic Year</b>	2021 - 2019
<b>Language of Study</b>	Arabic
<b>Mode of Study</b>	Full Time

### Aims of the Programme

- 1- 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.
- 2- 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.
- 3- Prepare graduates capable of performing scientific research, undertaking continuing education, and using the latest technology qualified to proceed with postgraduate studies.
- 4- Prepare graduates committed to the ethics of the legal profession respecting justice, religious, moral and patriotic values.

## Programme Structure

### 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

## Study Plan

First Year - First Semester (15 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
ENG101	English Language (1)	3	-
ARB101	Arabic Language	3	-
HR106	Human Rights	3	-
LAW181	Introduction to Islamic Law	3	-
LAW111	Introduction to Law	3	-

First Year - Second Semester (15 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
CS104	Computer Skills	3	-
HBH105	Bahrain Civilization & History	3	-
-	University Elective Courses	3	-
ENG102	English Language (2)	3	ENG101
LAW131	Criminology and Punishment	3	LAW 111

Second Year - First Semester (15 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
NLAW221	Principles of Commercial Law	3	LAW 111
NLAW251	Constitutional Law (1)	3	LAW111
NLAW211	Sources of Obligation	3	NLAW211
NLAW231	Public Penal Law	3	LAW131
BA161	Introduction to Entrepreneurship	3	-

### Second Year - Second Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
LAW 201	Methods of scientific & legal research	3	30 Credit Hours
NLAW232	Private Penal Law - Part (1)	3	NLAW231
NLAW 212	Rules of Obligation	3	NLAW 211
NLAW261	Public International Law	3	LAW 111
NLAW 252	Constitutional Law (2)	3	NLAW251
NLAW281	Provisions of Marriage and Separation in Islam	3	LAW 181

### Third Year - First Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW331	Private Penal Law - Part (2)	3	NLAW232
NLAW311	Nominated Contracts (Sale and Rent)	3	NLAW212
NLAW381	Inheritance, wills & waqf	3	NLAW281
NLAW341	Administrative Law (1)	3	NLAW252
NLAW312	Labor Law and Social Securities	3	NLAW212
-	Programme Elective Courses - Group (1)	3	-

### Third Year - Second Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW342	Administrative Law (2)	3	NLAW 341
NLAW332	Procedure of criminal law	3	NLAW331
NLAW382	Fundamentals of Islamic Jurisprudence	3	NLAW381
NLAW314	Insurance Contracts and Guarantee	3	NLAW311
LAW371	Public Finance and Taxation	3	NLAW341
-	Programme Elective Courses - Group (1)	3	-

### Third Year - Second Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW342	Administrative Law (2)	3	NLAW 341
NLAW332	Procedure of criminal law	3	NLAW331
NLAW382	Fundamentals of Islamic Jurisprudence	3	NLAW381
NLAW314	Insurance Contracts and Guarantee	3	NLAW311
LAW371	Public Finance and Taxation	3	NLAW341
-	Programme Elective Courses - Group (1)	3	-

### Fourth Year - First Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW 411	Private International Law	3	NLAW 311
NLAW 432	Practical Applications in Criminal Cases	3	NLAW 332
NLAW 413	Real & subordinate rights	3	NLAW 311
NLAW 412	Civil & commercial procedure law	3	NLAW 311
NLAW 421	Commercial companies and bankruptcy law	3	NLAW 221
-	Programme Elective Courses - Group (2)	3	-

### Fourth Year - Second Semester (18 Credit Hours)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW441	Administrative Judicial System	3	NLAW 342
NLAW 414	Compulsory Execution & Evidence	3	NLAW412
LAW 401	Internship	3	90 Credit Hours +NLAW 332 or NLAW 412
NLAW 416	Practical Applications in Civil and Commercial Cases	3	NLAW 412
NLAW422	Commercial papers	3	NLAW 221
-	Programme Elective Courses - Group (2)	3	-

## B . Levels and Courses

### University Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
ARB101	Arabic Language	3	-
BA161	Introduction to Entrepreneurship Development	3	-
CS104	Computer Skills	3	-
HBH105	Bahrain Civilization & History	3	-
ENG101	English Language (1)	3	-
ENG102	English Language (2)	3	ENG101
HR106	Human Rights	3	-

### University Elective Courses

Course Code	Course Title	Credit Hour	Prerequisite
ISL101	Islamic Culture	3	-
ISL102	Islamic Ethics	3	-
ISL103	Islam and 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	3	CS104
LFS102	Thinking and Communications Skills Development	3	-

### College Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
LAW111	Introduction to Law	3	-
NLAW221	Principles of Commercial Law	3	LAW111
LAW131	Criminology & Punishment	3	-

Course Code	Course Title	Credit Hour	Prerequisite
NLAW341	Administrative Law (1)	3	NLAW252
NLAW251	Constitutional Law (1)	3	LAW111
NLAW261	Public International Law	3	LAW111
LAW201	Methods of Scientific and Legal Research	3	30 Credit Hours

### Programme Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
NLAW211	Sources of Obligations	3	LAW 111
NLAW231	Public Penal Law	3	LAW 131
LAW 181	Introduction to Islamic Law	3	-
NLAW212	Rules of Obligation	3	NLAW211
NLAW311	Nominated Contracts (Sale and Rent)	3	NLAW212
NLAW421	Commercial Companies and Bankruptcy Law	3	NLAW221
NLAW232	Private Penal Law - Part (1)	3	NLAW231
NLAW331	Private Penal Law - Part (2)	3	NLAW232
NLAW342	Administration Law (2)	3	NLAW341
NLAW252	Constitutional Law (2)	3	NLAW251
NLAW281	Provisions of Marriage and Separation in Islam	3	LAW 181
NLAW381	Inheritances, Wills and Waqf	3	NLAW281
NLAW312	Labor Law and Social Securities	3	NLAW212
NLAW411	Private International Law	3	NLAW311
NLAW422	Commercial Papers	3	NLAW221
NLAW441	Administrative Judicial System	3	NLAW342
LAW 371	Public Finance & Taxation	3	NLAW341
NLAW382	Fundamentals of Islamic Jurisprudence	3	NLAW381
LAW 401	Internship	3	90 Credit Hours+ NLAW412 or NLAW 332
NLAW414	Compulsory Execution and Evidence	3	NLAW412

Course Code	Course Title	Credit Hour	Prerequisite
NLAW314	Insurance Contracts and Guarantee	3	NLAW311
NLAW412	Civil and Commercial Procedure Law	3	NLAW311
NLAW413	Real and Subordinate Rights	3	NLAW311
NLAW416	Practical Applications in Civil and Commercial Cases	3	NLAW412
NLAW332	Procedure of Criminal Law	3	NLAW331
NLAW432	Practical Applications in Criminal Cases	3	NLAW332

### Programme Elective Courses

(12 Credit Hours /6 Credit Hours Group1 / 6 Credit Hours Group2)

#### GROUP (1)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW 313	History of Law	3	LAW 111
NLAW 362	Humanitarian International Law	3	NLAW 261
NLAW 302	Statics for Legal Professionals	3	LAW 111
NLAW 333	National Security Crimes	3	NLAW 231
NLAW 334	Commercial and Electronic Crimes	3	NLAW 331
NLAW 372	Principles of Economics	3	LAW 111
NLAW 373	Political Economics	3	NLAW 371
NLAW 335	Forensic Medicine	3	NLAW 232
NLAW 361	International Organizations	3	NLAW 261

#### GROUP (2)

Course Code	Course Title	Credit Hour	Prerequisite
NLAW 425	Maritime Law	3	NLAW 221
NLAW 451	Judicial Constitution	3	NLAW 252
NLAW 426	Law of Banking Institutions and Banking Operations	3	NLAW 221
NLAW 427	Arbitration in Civil and Trade Cases	3	NLAW 412
NLAW 417	Law of Nationality and Aliens Status	3	NLAW 411

Course Code	Course Title	Credit Hour	Prerequisite
NLAW 415	Intellectual Ownership	3	NLAW 212
LAW 423	Law of Energy and Petroleum Contracts	3	NLAW 311
NLAW 428	Law of Competition and Preventing Monopolistic Practice	3	NLAW 221
LAW 424	Commercial Electronic Law	3	NLAW 252
NLAW 429	International Trade Law	3	NLAW 221
NLAW 313	History of Law	3	NLAW 412
NLAW 362	Humanitarian International Law	3	NLAW 411
NLAW 302	Statics for Legal Professionals	3	NLAW 212
NLAW 333	National Security Crimes	3	NLAW 311

## Programme Intended Learning Outcomes

A. Knowledge and Understanding	
A1	Familiarize with basic knowledge of the legal fields, legitimacy and have knowledge of the theoretical base of legal text and its case law.
A2	Familiarize with the work of entities, which are related to legal work and its jurisdiction of courts, public prosecution, judicial police and legislative councils.
A3	Familiarize with the history and civilization of the Kingdom of Bahrain and its political and economic system.
Teaching and Learning Methods:	
1- Theory lectures Discussion and exchange of views 2- E-learning and technology in teaching 3- Using the library and the available electronic database 4- Inviting law professionals to lectures (Guest Speaker)	
Assessment Methods:	
1- Written examinations (mid-term and final) 2- Quizzes	
B. Subject Specific (Practical) Skills	
B1	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.
B2	Apply theoretical knowledge to real issues in legal fields.
B3	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

### C. Critical Thinking Skills

C1	Analyse, specify, establish an origin, criticise and compare legal provisions and
C2	Explain legal rules and derive provisions from it.
C3	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

#### D. General and Transferable Skills

D1	Exercise behaviors, ethics and morals of the various legal professions.
D2	Ability to continuously self-learn, continue legal scientific research, and use a computer and modern communication methods.
D3	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 Number	Course Code	Learning Outcomes											
		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 201	Methods of scientific & legal research						√			√	√		√
LAW 111	Introduction to Law	√						√					√
NLAW341	Administrative Law (1)	√			√				√				√
LAW 131	Criminology and Punishment	√	√		√					√			
NLAW 251	Constitutional Law (1)	√		√	√			√					√
NLAW 221	Principles of Commercial Law	√			√			√					√
NLAW 261	Public International Law	√			√			√					√
NLAW 211	Sources of Obligation	√			√				√				√
NLAW 212	Rules of Obligation	√			√				√				√
NLAW 311	Nominated Contracts (Sale and Rent)	√			√				√				√
NLAW 421	Commercial companies and bankruptcy law		√		√				√				√
NLAW 312	Labor Law and Social Securities	√			√		√		√				√
NLAW 422	Commercial papers	√			√				√				√
NLAW 412	Civil & commercial procedure law		√			√				√		√	√
NLAW 413	Real & subordinate rights	√			√				√				√
NLAW 411	Private International Law	√			√					√			√
NLAW 314	Insurance Contracts and Guarantee	√			√				√				√

NLAW 432	Practical Applications in Criminal Cases		√		√		√			√	√	√	
NLAW 416	Practical Applications in Civil and Commercial Cases		√			√			√			√	√
NLAW 231	Public Penal Law	√			√			√					
NLAW 232	Private Penal Law - Part (1)	√			√			√					√
NLAW 331	Private Penal Law - Part (2)	√			√				√				√
NLAW 342	Administrative Law (2)		√		√				√				√
LAW 371	Public Finance and Taxation	√			√				√				√
NLAW 252	Constitutional Law (2)		√	√	√				√				√
NLAW 414	Compulsory Execution & Evidence		√		√				√				√
NLAW 441	Administrative Judicial System	√	√		√				√		√		√
NLAW 332	Procedure of criminal law		√		√				√		√		√
LAW 401	Internship				√	√	√			√		√	
LAW 181	Introduction to Islamic Law	√						√					√
NLAW 382	Fundamentals of Islamic Jurisprudence	√			√				√				√
NLAW 281	Provisions of Marriage and Separation in Islam	√			√				√				√
NLAW 381	Inheritance, wills & waqf	√			√				√				√
ARB 101	Arabic Language												√
ENG 101	English Language (1)												√
ENG 102	English Language (2)												√

CS 104	Computer Skills										√		
HBH 105	Bahrain Civilization & History			√									
HR 106	Human Rights	√			√			√					
BA161	Introduction to Entrepreneurship										√		

**Programme Elective Courses**

Course Number	Course Code	Learning Outcomes											
		A.1	A.2	A.3	B.1	B.2	B.3	C.1	C.2	C.3	D.1	D.2	D.3
NLAW 313	History of Law	√					√						√
NLAW 425	Maritime law	√			√				√				√
NLAW 334	Economic & electronic crimes	√			√				√				√
NLAW 451	Judicial constitution	√			√				√			√	√
NLAW 302	Statics for legal professional	√			√					√			√
LAW 423	Law Of Energy & Petroleum Contracts	√			√			√					√
NLAW 372	Principles Of Economics			√						√			√
NLAW 373	Political Economics	√		√						√			√
NLAW 426	Law Of Banking institutions & Banking Operations	√			√				√		√		√
NLAW 335	Forensic Medicine	√			√					√			√
NLAW 427	Arbitration in Civil and Trade Cases		√			√			√				√
LAW 424	Commercial Electronic Law	√			√				√		√		√
NLAW 333	National Security Crimes	√			√				√				√

NLAW 417	Law of Nationality and Aliens Status	√			√					√			√
NLAW 415	Intellectual Ownership	√			√					√			√
NLAW 429	International Trade Law	√			√			√			√		√
NLAW 428	law of Competition and prevention of monopolistic practice	√			√			√			√		√
NLAW 361	International Organizations	√			√			√					√
NLAW 362	Humanitarian International Law	√	√				√		√				√
SPT 101	Special Topics										√		
SOC 101	Introduction to Sociology			√									
MAN 101	Man and the environment			√									
LIB 101	Introduction to Librarianship										√		
CS 205	Computer Applications										√		
ISL 101	Islamic culture			√									
ISL 103	Islam and Contemporary issues			√									
ISL 102	Ethics of Islam												√
LFS 102	Developing thinking and communication skills												√

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## Course Description

### Programme Compulsory Courses

#### NLAW 211 - 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. Also, 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 a general source of obligation; and the promise of a reward as the most significant practice of the theory of individual will. 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)**

#### NLAW 231 - Public Penal Law

This course includes the description of the Penal Code, its objectives and its development, the definition of the crime, its types, the study of its elements, the participation in the crime and the reasons for its permissibility. The study of criminal penalty theory sanctions and precautionary measures.

**(Prerequisite: LAW 131)**

#### LAW 181 - Introduction to the Islamic Law

This course includes the legal status of the Arabs prior to Islam and its comparison with Islamic law, then the definition of Islamic jurisprudence and its characteristics, the study of the total and partial rules of jurisprudence, and the time-frames of Islamic legislation and sources of Islamic law and origin and dependency, the ownership of the complete and partial property and the contract and its types.

**(Prerequisite: None)**

#### NLAW 212 - Rules of Obligation

This course includes the following:

1. Execution of the obligation: the in-kind implementation of the obligation (optional, compulsory) and enforcement in return or through compensation (judicial compensation, contractual compensation, legal compensation)
2. Modified descriptions of the effects of obligation (condition and term, multiple obligation, the multiplicity of parties to the obligation)
3. The transition of obligation (transfer of rights, transfer of debt)

The expiration of the obligation (by fulfilment, equivalent to fulfilment, concurrent consideration, renewal, substitution, clearing, debt union, non-fulfilment: discharge, the impossibility of execution, obsolescence).

**(Prerequisite: NLAW 211)**

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## **NLAW 311 - Nominated Contracts (Sale and Rent)**

This course consists of two sections:

The first section: The Sales Contract; it includes the definition of the sales contract and its characteristics, the distinction between this type of contract and the other contracts, how to hold it, its elements and the implications thereof in terms of the rights and obligations of both the seller and the buyer, and finally it covers some types of sales such as selling in the event of death or sickness, selling of choses in action, selling the legacy and selling in case of illness or death.

The second section: The lease contract; includes its description, how to conclude it, its evidence and the implications thereof in terms of the rights and responsibilities of both the lessor and the lessee, and finally, it involves some types of rent, such as rent of agricultural lands and waqf.

**(Prerequisite: NLAW 212)**

## **NLAW 421 - Commercial Companies and Bankruptcy Law**

The study methodology of this course includes the following: Definition of commercial companies and their importance and characteristics, and research in the general provisions of the companies in terms of the general and special general elements as well as the formal structure of the company contract, and how the company is dissolved and liquidated and the provisions relating to the Solidarity Company, Limited Liability Company, Joint Venture Company, Public Shareholding Company, Joint-stock Company and Limited Liability Company in terms of establishment, management and termination. The course also deals with the definition of the bankruptcy system, its concept and characteristics, the basis of bankruptcy, bankruptcy conditions and the effects of bankruptcy and termination.

**(Prerequisite:NLAW 221)**

## **NLAW 232 - Private Penal Law - Part (1)**

This course is considered to be a detailed study of some of the offences against the right of humans to life, namely murders, their different kinds, aggravating and mitigating circumstances. Also, it covers offences 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 critical crimes against ethics and morals, including the crimes of adultery, rape, and indecent assault, and crimes against dignity and reputation.

**(Prerequisite:NLAW 231)**

## **NLAW 331 - Private Penal Law - Part (2)**

This course is an advanced study of crimes against the duties of public office which include the crime of bribery and related offenses, the crime of embezzlement and damage to public money, as well as crimes against public trust, which include crimes of counterfeiting the currency and the crime of forging papers, as well as crimes against the funds, which include crimes of theft and fraud and breach of trust and crimes associated with them.

**(Prerequisite:NLAW 232)**



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## **NLAW 342 - Administrative Law (2)**

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. Also, 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: NLAW 341)**

## **NLAW 252 - Constitutional Law (2)**

The course deals with the definition of the country and its elements, its characteristics, and the explanatory theories of the country sovereignty, study the origin of the country and the basis of power and the theories that have emerged to explain it, and the types of countries in terms of sovereignty, composition or form. It also includes the study of the principle of the country's subordination to the law and the elements of the legal country, its guarantees and its applications in the Bahraini constitution.

As well as the study of the government and its various manifestations, forms and formulas of the government, democratic and non-democratic, as well as dealing with the types of democracy in terms of how the people participate in the ruling authorities such as direct, parliamentary and semi-direct democracy.

The means of assigning the government, the nature of the election, the legal adaptation and its legal nature, the composition of the electorate through general and restricted balloting, pre-election procedures, guarantees and applications in the Kingdom of Bahrain, as well as various electoral systems.

And the organisation of the public authorities and government forms based on the principle of separation of powers and governance in the world.

**(Prerequisite: NLAW 251)**

## **NLAW 281 - Provisions of Marriage and Separation in Islam**

This course includes the definition of the marriage contract, its enactments, its legitimacy, its ruling, its types, and its rights - and the distinction between the spouses and its sections and provisions.

**(Prerequisite: LAW 181)**

## **NLAW 381 - Inheritances, Wills and Waqf**

This course includes the definition of the provisions of inheritances, wills and waqf, its causes, conditions and sections, and how to distribute the legacy and the validity of the commandment waqf.

**(Prerequisite: NLAW 281)**

## **NLAW 312 - Labor Law and Social Securities**

This course deals with the general principles of labour law in terms of its definition, significance, 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 to hold it, 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: NLAW 212)**

## **NLAW 411 - 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 decisions issued by the foreign arbitral institutions.

**(Prerequisite: NLAW 311)**

## **NLAW 422 - Commercial Papers**

The study methodology of this course includes the following: Definition of commercial papers in terms of characteristics, functions, differentiation between commercial papers and securities, transferrable values and banknotes. The course also includes the types of commercial papers: how to create them, how to accept them, how to fulfil them, how to trade them and refrain from fulfilling. As well as the promissory note: how to create it, how to accept it and how to trade it, how to fulfil, how to decline, and how not to fulfil it. And finally, the check, its creation, its types, its distinction, the bill of exchange and the promissory note, concurrent consideration, how to fulfil the check, how to trade it and distinguish it from other papers.

**(Prerequisite: NLAW 221)**

## **NLAW 441 - 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. Also, 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: NLAW 342)**

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## **LAW 371 - Public Finance and Taxation**

The course deals with the financial activity of the country by showing how the country obtains its financial resources and how these resources are spent, within the framework of Bahraini legislation and comparative legislation. The course also includes the definition of public finance in terms of its concept, origin, development and its relation to other sciences, and the study of public expenditure in terms of its definition, elements, and its various divisions, and the phenomenon of increasing public expenditure, and public expenditure control, and to determine the economic effects of public expenditures, and the role of public expenditure in achieving the objectives of economic policy. It explains the main sources of public revenues, which are the public property of the country, country's expenses, taxes and public loans and the new cash issuance. The course also deals with the general budget of the country in terms of definition, principles and various stages (preparation stage - accreditation stage - implementation phase), as well as supervision of budget implementation.

**(Prerequisite: NLAW 341)**

## **NLAW 382 - Fundamentals of Islamic Jurisprudence**

This course includes the definition of the fundamentals of jurisprudence as a compound and legal science, and the study of Islamic jurisprudence in the sections of the mandate and positivism, and the grammar and originality, copying and jurisprudence.

**(Prerequisite: NLAW 381)**

## **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 +NLAW412 OR NLAW332)**

## **NLAW 414 - Compulsory Execution and Evidence**

This course includes the general provisions of the theory of evidence (data) through the statement of the essence of evidence, its importance and its different doctrines, then the general rules in the independence and impartiality of the judiciary and the right of evidence and the burden of evidence and the place of evidence, then the methods of proof starting with reporting and then the certificate, evidence and the authoritative command ordered and the acknowledgement and questioning of opponents, take the oath and finally the review and proficiency. The second part of this course includes the general provisions in forced implementation and its definition, the implementing authority, the elements of the substantive and procedural implementation process, and

then how to implement the movable and immovable property of the debtor and how to distribute the implementation proceeds.

**(Prerequisite: NLAW 412)**

### **NLAW 314 - Insurance Contracts and Guarantee**

1. Insurance Contract: This course clarifies the meaning of insurance and its definition, clarifying its legal characteristics and types, distinguishing between insurance from damages and insurance from individuals, then the definition of insurance on items and civil liability insurance, then studying of the methods of concluding the insurance contract from the legal and practical point of view, and the insurance policy, its history and interpretation, the appendix and effects of the insurance policy and the study of the parties to the insurance contract (insured, beneficiary and grantee). Their respective obligations and the insured risk thereof, the amount of insurance and the expiry of the insurance contract and its obsolescence.
2. Guarantee Contract: The guarantee contract is from personal insurance contracts, the study of this contract deals with its definition, its characteristics, the comparison between the guarantee contract and other contracts, and it also deals with the study of the pillars of sponsorship and then it demonstrates the implications and finally it studies the manner of expiration of the bail contract.

**(Prerequisite: NLAW311)**

### **NLAW 412 - 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 methods of appealing.

**(Prerequisite: NLAW 311)**

### **NLAW 413 - Real and Subordinate Rights**

This course includes the following:

Section 1: This section includes the study of the rights in kind, the property rights, the equitable ownership, usufruct rights, uses rights, residence rights and easement rights in terms of the concept and characteristics of each right and how to acquire, protect and terminate it.

Section 2: This section includes the in-kind dependency, the insurance mortgage, the possessory mortgage and the franchising in terms of the concept of each right, how it has been created, its effects and its termination.

**(Prerequisite: NLAW 311)**

### **NLAW 416 - Practical Applications in Civil and Commercial Cases**

This course deals with the retrieval of theoretical principles in the civil law of evidence and pleadings, which paves the way for practical applications in the field of the above-mentioned laws, and then the introduction to judicial judgments in terms of introducing their analysis and how to review and refute them and the legal principles that it has adopted, and how to prepare the regulations of the case whoever may properly be

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sued therein In different stages of the judiciary, primary, appellate and discriminatory as well as the art of pleading before the courts and the proceedings in various aspects and then offer judicial applications on certain contracts such as sale, rent, insurance and acquisition. As well as determining the legal status of the foreigner and presenting the judicial applications that clarify the international jurisdiction of the Kingdom of Bahrain, and the acquisition of the foreign judgment in the executive version.

**(Prerequisite: NLAW 412)**

### **NLAW 332 - Procedure of Criminal Law**

This course deals with the definition of the procedure of criminal law and its relationship with other areas of law and procedural regulations, and the public lawsuit in terms of its parties, its action, conditions and causes of expiry. As well as the rules of jurisdiction, nullity and evidence. And finally, the study of criminal provisions during the stages of the investigation, inference, preliminary investigation and trial, the study of criminal provisions and the methods of appealing.

**(Prerequisite: NLAW 331)**

### **NLAW 432 -Practical Applications in Criminal Cases**

The course deals with the fundamentals and art of legislative drafting, as well as the legal writing, judicial work, judicial control and legal principles, and practical applications in criminal judicial work through training trials and preparation of various legal documents.

**(Prerequisite: NLAW 332)**

## **Programme Elective Courses**

### **NLAW 372 - 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, consumer balance, the theory of production, 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. As well as the description of the concept of money and banks and their development and functions, and also addresses the most important economic and monetary problems, namely inflation, the problem of economic recession and the problem of inflationary inflation.

**(Prerequisite: LAW 111)**

### **NLAW 313 - 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

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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: LAW 111)**

### **NLAW 425 - 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: NLAW 221)**

### **NLAW 361 - International Organizations**

The course deals with the historical development of International Organization and the creation of League of Nations concerning aims, membership, and functions.

The course deals also with the definition of International Organization, Legal Personality, and International Employers; their Privileges and Immunities; and with the creation of the United Nations and its branches: General Assembly, Security Council, Economic and Social Council, and International Court of Justice. Finally, it deals with regional organizations such as: Arab League and the Cooperation Council for the Arab States of the Gulf.

**(Prerequisite: NLAW 261)**

### **NLAW 362 - Humanitarian International Law**

This course deals with the concept of international humanitarian law, its origin, its historical development and its Islamic perspective. It also deals with the study of its principles, its legal nature, its sources, its basic props underlying it, and its relationship with international human rights law.

This course also examines the physical scope of international humanitarian law in terms of the study of international and internal conflicts, as well as the personal scope of this law, focusing on victims of armed conflicts, persons and civilian populations, as well as its scope in kind.

This course also examines the mechanisms for putting the international humanitarian law into practice and the role of the International Committee of the Red Cross in this regard, the international responsibility of breaching its rules and the mechanisms of sanctions, and the role of the International Criminal Court "ICC" in this framework. This course also aims to introduce the student to the efforts exerted by the Kingdom of Bahrain to implement the provisions of international humanitarian law.

**(Prerequisite: NLAW 261)**

### **NLAW 373 - Political Economics**

The Political Economics deals with the definition of political economy, as well as the emergence and evolution of the political economy and its relationship with other sciences, and it also the study of the elements of the economic system of the forces of production, production relations, distribution relations, types of economic systems. The also course deals with the study of economic thought in the previous stages of capitalism (primitive

system, slavery system, feudal system). It also deals with the study of the capitalist economic system in terms of the factors of its origin, its fundamental characteristics, its evaluation, and the fundamental characteristics of contemporary capitalism, as well as the Islamic economic system in terms of its definition and characteristics, and finally, it deals with the study of the state of the Bahraini economy.

**(Prerequisite: LAW 371)**

### **NLAW 415 - Intellectual Ownership**

This course includes the following topics:

1. Study the issue of intellectual property in terms of the origin, concept and scope of intellectual rights and then study the importance of intellectual rights and jurisprudential differences on its definition.
  2. Copyright: its concept, the conditions of acquisition of the author's description, the description of copyright, the moral right and financial right of the author.
  3. Rights related to Copyright: its concept, its relationship to copyright, the most important types are the rights of performance artists and producers of phonograms and the rights of broadcasting organizations.
  4. Patent: its concept, acquisition, property rights within its framework and protection.
  5. Industrial Designs: their definition, conditions, registration, ownership and protection.
  6. Computer Programmes: the extent to which they can be protected within the framework of industrial property or within the protection of copyright.
  7. Brand: Its meaning, nature, conditions, ownership system and legal protection.
- Commercial address: definition, function and protection.

**(Prerequisite: NLAW 212)**

### **NLAW 428 - Law of Competition and Preventing Monopolistic Practice**

This course addresses competition law and the addressing of monopolistic practices in business. curriculum includes: the provisions of competition, its concept and images under the economic systems of capitalism, socialism and the Islamic view. Emphasis is laid 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 Liberalization agreements and free market economics which, in turn, are based on the use of competition to attract the widest possible audience to achieve high profits.

The competition achieved through good product development, 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. These potential drawbacks are also considered in the course.

**(Prerequisite: NLAW221)**

### **NLAW 429 - International Trade Law**

This course provides an introduction to International Commercial Law, a study of its properties, and introduces students to research in the standardization of International Commercial Law. This is accomplished by adopting a study of the methods of standardization and the factors which have assisted concerned organizations to achieve

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their goals. The course also encompasses a comprehensive study of the sources of International Commercial Law and the competent individuals responsible for enacting the same and the International Commercial Contracts conclusion. Study focus is also laid on the United Nations Convention on the International Sale of Goods (Vienna Convention) and research in commercial arbitration.

**(Prerequisite: NLAW 221)**

### **NLAW 334 - Commercial and Electronic Crimes**

This course is an advanced study of the legal texts of cybercrime, their legal nature, their powers and their penalties, which focuses on electronic crimes and illegal exploitation of credit cards and forgery in information, illegal electronic transfer of funds and crime of money laundering the crime of terrorism financing.

**(Prerequisite: NLAW 331)**

### **NLAW 333 - National Security Crimes**

This course deals with an advanced study of the most serious crimes against internal and external security, including: the offense of violating the sovereignty, the crime of revealing the secret to the public, the crime of hostile acts against a foreign country, the crime of committing deals with the enemy country, the crime of assaulting the Constitution, the crime of attacking social peace, the crime of assaulting power, and the crime of disobeying government orders.

**(Prerequisite: NLAW 231)**

### **NLAW 417 - Law of Nationality and Aliens Status**

The course deals with the general theory of nationality in terms of its definition, its types, how to acquire, lose and recover nationality in comparative laws, and study the provisions of the Bahraini Nationality Law of 1963 and its amendments.

The second topic of study is the status of foreigners, in terms of determining the rights enjoyed by foreigners in the Kingdom of Bahrain, their obligations before them, how to enter the Kingdom and the required papers, documents and procedures.

**(Prerequisite: NLAW 411)**

### **NLAW 451 - 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 the 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: NLAW 252)**

### **NLAW 302 - Statics for Legal Professionals**

This course covers aspects related to the collection, tabulation, presentation and processing of data. The course includes concepts, tools, techniques and methods of statistical research. Emphasis is placed on practical examples related to the work of the



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jurists, such as the application of the crimes and their relation to variables such as living standards, education, environment and others.

**(Prerequisite: LAW 111)**

### **NLAW 426 - 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: NLAW 221)**

### **NLAW 427 - Arbitration in Civil and Trade Cases**

This course includes the following:

The arbitration as a means of settling disputes, the form and forms of the dispute, the details of the arbitration agreement and the conditions of its validity, the manner of opening the arbitration dispute and the continuation of its procedures, and the arbitral award in terms of form, content and effects, and finally the implementation of an arbitration.

**(Prerequisite:NLAW 412)**

### **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:NLAW 311)**

### **LAW 424 - Commercial Electronic Law**

This course deals with the definition of electronic commerce and its growing importance and distinguishing it from the traditional form of the trade. It also deals with How to hold an electronic contract, electronic signature and electronic evidence, electronic payment method and consumer protection in e-contracts.

**(Prerequisite: NAW 311)**

### **NLAW 335 - Forensic Medicine**

This course deals with an advanced study of forensic specialities, the legal nature of anatomy, death criteria, body variables of deposition, rigor mortis and decomposition, methods of killing of poisons, suffocation, wounds, and fingerprints.

**(Prerequisite: NLAW 232)**

ASU



جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

## Master in Law

## Programme Description

**Programme Coordinator: Dr. Ali Mahmoud Masadeh**

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## Programme Details

<b>Programme Title</b>	Master in Law
<b>Awarding Institution</b>	Applied Science University
<b>Teaching Institution</b>	Applied Science University
<b>Programme Licensed by</b>	Ministry of Education, Kingdom of Bahrain
<b>Final Qualification</b>	Master Degree
<b>Academic Year</b>	2019 - 2021
<b>Language of Study</b>	Arabic
<b>Mode of Study</b>	Full Time

## Aims of the Programme

- 1- 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.
- 2- 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.
- 3- 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.
- 4- 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.
- 5- Provide local and regional academic community with competencies in the field of Advanced Legal Studies.

## Programme Structure

### 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

### Study Plan

First Year - First Semester (6 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
Law 701	Research Methodology	3	-
Law 721	Commercial Law in Depth (E)	3	-

First Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
Law 731	Criminal Law in Depth	3	-
Law 711	Civil Law in Depth	3	-
Law 741	Administrative Law in Depth	3	-

Second Year - First Semester (12 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
-	Programme Elective Course	3	-
-	Programme Elective Course	3	-
-	Programme Elective Course	3	-
-	Programme Elective Course	3	-

Second Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
700 Law	Thesis	9	18 Credit Hours

## Programme Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
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	3	-
LAW 741	Administrative Law - In Depth	3	-

## Programme Elective Courses

(12 Credit Hours/ 4 Courses to be chosen)

Group 1 (12 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
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 and Local Commercial Arbitration - In Depth (E)	3	-
LAW 781	Jurisprudence of Transactions - In Depth	3	-
Group 2 (12 Credit Hours)			
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

Second Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
700 Law	Thesis	9	Credit 18 Hours

## Programme Intended Learning Outcomes

A. Knowledge and Understanding	
A1	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.
A2	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.
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 its different techniques
Teaching and Learning Methods:	
1. The lecture (in a seminar form). 2. To attend the lectures, extracurricular seminars and thesis.	
Assessment Methods:	
1. Written exams (midterm, final). 2. Oral exam.	
B1	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.
B2	The student should be able to link permanently, through his study, between theoretical study and practice
B3	The student should be able to apply legal texts practically to discover the strengths and weaknesses in them.
B4	The student should be able to carry out In Depth specialized scientific thesis in the field of his specialization.

### Teaching and Learning Methods:

1. Research and working papers.
2. E-learning and the use of modern technology.
3. Assign the student to select a topic and prepare a presentation.
4. Study, discuss and analyse judicial decisions.
5. Prepare a scientific-style thesis.
6. Case Studies.

### Assessment Methods:

1. Evaluate research papers and method of presentation and discussion.
2. Student interaction in seminars, selecting topics and preparing a presentation.
3. Master Thesis.

### C. Critical Thinking Skills

C1	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.
C2	The student should be able to analyze, originate and critique the theories, legal opinions, court rulings and form opinion about controversial issues.
C3	That the student should be able to make a scientific comparison between the different legal, judicial and jurisprudential trends.

### Teaching and Learning Methods:

1. The lecture (in a seminar form).
2. Brainstorming.
3. Assign the student to select a topic and prepare a presentation.
4. Study, discuss and analyse judicial decisions.
5. Case Studies.

### Assessment Methods:

1. Written exams (midterm, final) with a focus on the intellectual skills.
2. Student interaction in seminars, selecting topics and preparing a presentation.
3. Oral exam.

### D. General and Transferable Skills

D1	The student should be able to discuss and present legal topics and opinions in a sound manner and sound 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

### Teaching and Learning Methods:

1. The lecture (in a seminar form).
2. Self-reading.
3. E-learning and the use of modern technology.
4. Assign the student to select a topic and prepare a presentation.

### Assessment Methods:

1. Classroom exams (midterm / final).
2. Evaluate research papers and method of presentation and discussion.
3. Student interaction in seminars, selecting topics and preparing a presentation.
4. Oral exam.

## Curriculum Mapping

Course Code	Course Name	Programme Outcomes															
		Knowledge and Understanding				Practical Skills				Intellectual Skills			Transferred Skills (Labour Market)				
		A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	D 1	D 2	D 3	D 4	
Law 701	Research Methodology				X		X				X	X	X	X			
Law 711	Civil Law in Depth	X	X				X			X	X		X				
Law 721	Commercial Law in Depth (E)	X	X				X			X	X		X			X	
Law 751	Constitutional Law and Political Systems - in Depth	X					X				X	X	X				
Law 741	Administrative Law in Depth	X					X				X	X	X				
Law 731	Criminal Law in Depth	X				X	X	X			X		X				
Law 712	Philosophy of Law	X					X				X				X		
Law 713	Interpretation of Law						X	X		X	X				X		
Law 722	Local and International Commercial Arbitration - in Depth - E		X	X		X				X			X			X	
Law 714	Law of Evidence in Civil and Commercial Provisions in Depth	X	X				X	X		X	X		X				
Law 717	Law of Informatics (E)	X		X			X			X			X		X	X	
Law 781	Jurisprudence in Depth	X	X				X			X	X		X				



Course Code	Course Name	Programme Outcomes															
		Knowledge and Understanding				Practical Skills				Intellectual Skills			Transferred Skills (Labour Market)				
		A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	D 1	D 2	D 3	D 4	
Law 715	Origins of Civil and Commercial Procedure in Depth	X	X			X	X			X	X		X				
Law 716	Consumer Protection Act	X	X	X			X			X	X		X		X		
Law 732	Code of Criminal Procedure in Depth	X				X	X	X			X		X				
Law 761	Public International Law in Depth	X					X			X		X					
Law 762	International Humanitarian Law in Depth (E)	X				X				X		X				X	
Law 733	Special Criminal Legislations	X		X		X	X					X	X		X		
Law 754	Administrative Contracts	X				X						X					
Law 752	Public Rights and Freedoms (E)	X				X						X				X	
Law 734	Economic Crimes	X		X				X				X	X		X		
Law 700	Thesis				X		X		X		X	X	X	X	X		

## Course Description

### Programme Compulsory Courses

#### LAW 701 - Research Methodology

This course discusses the legal research methodology based on the scientific research curricula in general and the legal research curricula in particular. The course also addresses the reality of legal studies and the necessary qualities in the legal researcher. Furthermore, the course touches on the concept of scientific research, its significance, objectives, practises, the development of scientific research, the types of scientific research and the concept of legal research. Moreover, the course instructs the researcher in the mechanism of selecting the research topic and problem, developing a plan and collecting scientific material and writing. The course presents the art of legislative drafting, jurisprudence and the review of jurisprudential opinions.

**(Prerequisite: None)**

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### **LAW 711 - Civil Law - In Depth**

The curriculum of the study includes medical work, which has undergone significant developments in the current era and the practise of modern scientific methods in the field of medical concerning examination, analysis, treatment or surgery. This caused many claims in medical liability and arose the patient's right towards accepting or rejecting the medical work and problems resulting from that.

**(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.

**(Prerequisite: None)**

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### **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 2 of the course had an In Depth topic such as the protection of

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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 - Local and International Commercial Arbitration - In Depth (E)**

This course aims to provide students with essential legal knowledge in local and international commercial arbitration, according to the commercial and international arbitration legislation in Bahrain and comparative law. The course targets also preparing elite of legally versed persons

particularly in commercial arbitration, hence responding to society and labour market needs in Bahrain and GCC countries, and to Provide local and Arab commercial arbitration centres with legal cadres who are specialised in arbitration.

**(Prerequisite: None)**

### **LAW 781 - Jurisprudence of Transactions - In Depth**

The course deals with the definition of the rules and provisions of the money and its divisions, ownership and causes, contract and its divisions, sales and their types, companies, bankruptcy, commercial papers, power of attorney, endowment, mortgage and bail.

**(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**

This course includes an in-depth study of economic crimes in the Kingdom of Bahrain, related legislation, the philosophy and justifications of its issuance and significance, and criminal liability and its scope in the field of economic crimes. It also deals with the analysis and in-depth study of the new criminal phenomena in which economic crimes

are committed, particularly in the field of information and technology revolution such as money laundering and the Internet and regional efforts to address economic crimes.

**(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.

**(Prerequisite: None)**

### **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)**

### **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 in 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.

**(Prerequisite: 18 Credit Hours)**

**ASU**



**جامعة العلوم التطبيقية**  
APPLIED SCIENCE UNIVERSITY

## Master in Commercial Law

## Programme Description

**Programme Coordinator: Dr. Nasiem Khalid Ahmad Al-Shawawreh**

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## Programme Details

<b>Programme Title</b>	Master in Commercial Law
<b>Awarding Institution</b>	Applied Science University
<b>Teaching Institution</b>	Applied Science University
<b>Programme Licensed by</b>	Ministry of Education, Kingdom of Bahrain
<b>Final Qualification</b>	Master Degree
<b>Academic Year</b>	2019 - 2021
<b>Language of Study</b>	Arabic
<b>Mode of Study</b>	Full Time

## Aims of the Programme

1. 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.
2. Preparation of legal academic competencies in the field of advanced studies in Commercial Law to meet the needs of the local and regional community.
3. Developing the cognitive skills to help students analyze and reach conclusions; in addition to encouraging them to analyze 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.
4. Encouraging students to conduct research and studies in the field of judicial awards, and to discuss and analyze such awards as per the practices of the legal rulings in the field of Commercial Law.



## Programme Structure

### 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

### Study Plan

First Year - First Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
LAW701	Research Methodology	3	-
LAW821	Commercial Companies - In Depth Study	3	-
LAW722	International and Local Commercial Arbitration - in Depth-(E)	3	-

First Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
LAW822	The Laws of Stock Market, Securities and Investment	3	-
LAW824	International Trade Contracts - In Depth Study (E)	3	-
LAW823	The Law of Finance and Banking Contracts	3	-

Second Year - First Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
-	Programme Elective	3	-
-	Programme Elective	3	-
-	Programme Elective	3	-

Second Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hour	Prerequisite
LAW 800	Thesis	9	18 Credit Hours

## Programme Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
LAW 701	Research Methodology	3	-
LAW 722	International and Local Commercial Arbitration - in Depth-(E)	3	-
LAW821	Commercial Companies - In Depth Study	3	-
LAW822	The Laws of Stock Market, Securities and Investment	3	-
LAW823	The Law of Finance and Banking Contracts	3	-
LAW824	International Trade Contracts - In Depth Study (E)	3	-

## Programme Elective Courses

Course Code	Course Title	Credit Hour	Prerequisite
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	Credit Hour	Prerequisite
LAW 800	Thesis	9	18 Credit Hours

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

## Pre-Master courses

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

## Programme Intended Learning Outcomes

A. 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
Teaching and Learning Methods:	
1. The lecture (in a seminar form).	
2. To attend the lectures, extracurricular seminars and thesis.	

#### Assessment Methods:

1. Written exams (midterm, final).
2. Oral exam.

#### B. Subject Specific (Practical) Skills

B1	The student should be able to link permanently, through his study, between theoretical study and practical reality
B2	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
B3	The student should be able to apply legal texts practically to discover the strengths and weaknesses in them
B4	The student should be able to carry out in depth specialized scientific thesis in the field of his specialization.

#### Teaching and Learning Methods:

1. Research and working papers.
2. E-learning and the use of modern technology.
3. Assign the student to select a topic and prepare a presentation.
4. Study, discuss and analyse judicial decisions.
5. Prepare a scientific-style thesis.
6. Case Studies.

#### Assessment Methods:

1. Evaluate research papers and method of presentation and discussion.
2. Student interaction in seminars, selecting topics and preparing a presentation.
3. Master Thesis.

#### C. Critical Thinking Skills

C1	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
C2	The student should be able to analyze, originate and critique the theories, legal opinions, court rulings and form opinion about controversial issues
C3	That the student should be able to make a scientific comparison between the different legal, judicial and jurisprudential trends

#### Teaching and Learning Methods:

1. The lecture (in a seminar form).
2. Brainstorming.
3. Assign the student to select a topic and prepare a presentation.
4. Study, discuss and analyse judicial decisions.
5. Case Studies.

### Assessment Methods:

1. Written exams (midterm, final) with a focus on the intellectual skills.
2. Student interaction in seminars, selecting topics and preparing a presentation.
3. Oral exam.

### D. General and Transferable Skills

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

### Teaching and Learning Methods:

1. The lecture (in a seminar form).
2. Self-reading.
3. E-learning and the use of modern technology.
4. Assign the student to select a topic and prepare a presentation.

### Assessment Methods:

1. Classroom exams (midterm / final).
2. Evaluate research papers and method of presentation and discussion.
3. Student interaction in seminars, selecting topics and preparing a presentation.
4. Oral exam.

## Curriculum Mapping

Course Code	Course Name	Programme Outcomes															
		A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	D 1	D 2	D 3	D 4	
Law 701	Research Methodology				X		X					X	X	X	X		
Law 821	Trade Companies - In Depth			X		X	X					X	X		X		
Law 722	International and Local Commercial Arbitration - in Depth - (E)		X	X		X				X			X			X	

Course Code	Course Name	Programme Outcomes															
		A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	D 1	D 2	D 3	D 4	
Law 822	The Laws of Stock Market, Securities and Investment	X		X				X	X		X			X		X	
Law 823	The Law of Finance and Banking Contracts	X		X				X	X		X			X		X	
Law 824	International Trade Contracts - In Depth (E)	X		X				X	X		X			X		X	X
Law 812	Intellectual Property Laws - In Depth	X		X				X	X		X			X	X	X	
Law 826	The Law of Illegal Business Competition-In Depth	X		X		X	X					X	X		X	X	
Law 811	Alternative Means of Dispute Resolution (E)	X		X		X	X	X					X		X	X	
Law 717	Law of Informatics (E)	X		X			X			X			X		X	X	
Law 829	E-Commerce Law - In Depth		X	X		X	X			X		X	X	X	X		
Law 827	Maritime Law - In Depth		X	X		X	X			X		X	X	X	X		
Law 828	Space and Aviation Law	X		X		X	X					X	X		X		
Law 781	Jurisprudence of Transactions - In Depth	X	X					X		X	X		X				
Law 711	Civil Law - In Depth	X	X					X		X	X		X				
Law 714	Evidence Law in Civil and Commercial Matters - In Depth	X	X					X	X	X	X		X				
Law 713	Interpretation of law							X	X	X	X					X	
Law 712	Philosophy of Law	X						X			X					X	
Law 825	Commercial papers - In Depth		X	X		X	X					X	X		X		
Law 733	Special Criminal Legislation	X		X				X				X	X		X		

Course Code	Course Name	Programme Outcomes															
		A 1	A 2	A 3	A 4	B 1	B 2	B 3	B 4	C 1	C 2	C 3	D 1	D 2	D 3	D 4	
Law 734	Economic Crimes	X		X				X				X	X		X		
Law 820	Special Topics in Commercial Law	X		X				X	X		X			X	X	X	
Law 800	Thesis				X		X		X		X	X	X	X	X		
Pre-Master Courses (12 Credit Hours)																	
Law 111	Introduction to Law	X				X				X			X				
Law 112	Sources of Obligation	X				X				X			X				
Law 121	Principles of Commercial Law	X				X	X			X			X				
Law 413	Civil & Commercial Procedure Law	X						X		X			X				

## Course Description

### Programme Compulsory Courses

#### LAW 701 - Research Methodology

This course discusses the legal research methodology based on the scientific research curricula in general and the legal research curricula in particular. The course also addresses the reality of legal studies and the necessary qualities in the legal researcher. Furthermore, the course touches on the concept of scientific research, its significance, objectives, practises, the development of scientific research, the types of scientific research and the concept of legal research. Moreover, the course instructs the researcher in the mechanism of selecting the research topic and problem, developing a plan and collecting scientific material and writing. The course presents the art of legislative drafting, jurisprudence and the review of jurisprudential opinions.

**(Prerequisite: None)**

#### LAW722 - Local and International Commercial Arbitration - in Depth - (E)

This course aims to provide students with necessary legal knowledge in local and international commercial arbitration, according to the commercial and international arbitration legislation in Bahrain and comparative law. The course targets also preparing elite of legally versed persons particularly in commercial arbitration, hence responding to society and labour market needs in Bahrain and GCC countries, and to Provide local and Arab commercial arbitration centres with legal cadres who are specialised in arbitration.

**(Prerequisite: None)**

### **LAW 821 - Trade Companies - in Depth**

The curriculum of this course includes a “general” programme and a “focused” programme. The general programme includes the study of commercial companies in terms of the company’s contract definition, the company forms and its formal and objective pillars. The focused programme includes the selection of one commercial companies’ subjects and in-depth analytical study, such as studying a single type of the commercial companies’ contract in terms of structure, its consequences that result in the emergence of a new legal person, its management, liquidation and termination.

**(Prerequisite: None)**

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

This course includes the provisions related to the concept of the stock market, its objectives and its growth, and the legal personality of the market, as well as the management of the market, its Board of Directors, and its functions, the market manager and staff, and the specialized approaches, and the disciplinary and arbitration committee, and members of the market, conditions and supervision of membership, listing and trading securities in the market. It also deals with market finance and the mechanisms used by the market, the depositing and clearing system, the statement of the financial intermediary concept. The course also presents the most significant commitments and clarifies the responsibility borne by the broker regarding civil and criminal aspect. A detailed description of the provisions adopted by the Bahraini legislator by Legislative Decree No. (4) of 1987 concerning the establishment and regulation of the Bahrain Stock Exchange and its internal regulations.

**(Prerequisite: None)**

### **LAW 823 - The Law of Finance and Banking Contracts**

This course deals with traditional finance and banks, their prominence and the foundation for these banks to undertake various financing activities at the national and international levels. The course deals with the historical development of banking art and commercial banks as well as presenting the most direct and indirect facilities provided by banks, in addition to clarifying the concept of bank confidentiality and its relation to the crime of money laundering.

**(Prerequisite: None)**

### **LAW 824 - International Trade Contracts - In Depth - (E)**

The curriculum for this course includes a general programme and specific programme. The general programme deals with the definition of the international trade contract and the World Trade Organization the settlement of international trade disputes, the definition of the law of international trade and its subjects. It is intended to clarify international trade and the ruling standards of formation of international contracts in different legal systems. The “specific” programme contains a detailed and analytical comparative study of one of the topics of the “general” programme, such as the contract of international sales.

**(Prerequisite: None)**



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## Programme Elective Courses

### LAW 711 - Civil Law - in Depth

The curriculum of the study includes medical work, which has undergone significant developments in the current era and the practice of modern scientific methods in the field of medical concerning examination, analysis, treatment or surgery. This caused many claims in medical liability and arose the patient's right towards accepting or rejecting the medical work and problems resulting from that.

**(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 functions and problems, as well as the idea of the right as a component of the legal study, in terms of its definition, its nature, and the relationship between philosophy of law and principles of law interpretation.

**(Prerequisite: None)**

### LAW 713 - Interpretation of law

This course handles the meaning of interpretation, its necessity, elements of legal text, and the significance and concept in the text. It also displays the reasons for interpretation in terms of the ambiguity of the text, contradictions and shortcomings. It also includes methods of verbal and deductive interpretation and wisdom of legislation.

**(Prerequisite: None)**

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

This course discusses the study of all evidence that is legally recognised for proof or rejection by the litigants and the authority of the judge in the introduction of whether or not to admit them. It is an in-depth analytical study of the legal proof of evidence which distinguishes it from other illegal evidence and legal systems. It also addresses how national provisions were implemented after gaining the authority of the order.

**(Prerequisite: None)**

### LAW 717 - Informatics Law - (E)

General section: it includes the study of the legal framework for information technology in the light of the modern communications revolution, by focusing the light on the protection measures of communication means and databases, awareness of UNCITRAL rules as well as the legal system of the General Authority for Information in the Kingdom of Bahrain.

Special Section: it includes specific study topics in-depth, such as protection of personal data from risks of modern communication Technology, liability for damages that will be affecting people who are involved in this field, and protection of intellectual property rights in the means communication and information.

**(Prerequisite: None)**

### LAW 781- Jurisprudence of Transactions in Depth

The course deals with the definition of the rules and provisions of the money and its

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divisions, ownership and causes, contract and its divisions, sales and their types, companies, bankruptcy, commercial papers, power of attorney, endowment, mortgage and bail.

**(Prerequisite: None)**

### **LAW 733 - Special Criminal Legislation**

This course includes the study of the most critical criminal legislation in the Kingdom of Bahrain and the philosophy and justifications for its issuance. It also deals with the analysis and the in-depth study of new criminal phenomena which some of these special criminal legislations have addressed in particular crimes of trafficking in persons, and research in terms of elements and sentence, as well as in terms of size, types and forms, and their different dimensions and their relationship to organized crime.

**(Prerequisite: None)**

### **LAW 734 - Economic Crimes**

This course includes an in-depth study of economic crimes in the Kingdom of Bahrain, related legislation, the philosophy and justifications of its issuance and significance, and criminal liability and its scope in the field of economic crimes. It also deals with the analysis and in-depth study of the new criminal phenomena in which economic crimes are committed, particularly in the field of information and technology revolution such as money laundering and the Internet and regional efforts to address economic crimes.

**(Prerequisite: None)**

### **LAW826 - The Law of Illegal Business Competition - In Depth - (E)**

This module aims to provide the learners with critical knowledge and understanding related to illegal competition and monopolistic practices which affects the wealth of a country as well as the risks of monopoly and the ways of liberating competition from the oppressive regime, by introducing its concept in socialist and capitalist systems and Islamic law. It also covers the nature of monopoly and dumping and the effects of them, to protect the legitimate competition from monopoly and dumping at 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 study of maritime navigation in terms of definition, characteristics and types and the contracts to which the programme is related. The selection of one of the subjects of maritime law and its study includes an in-depth analytical study, such as the contract of maritime transport, where the provisions relating to this contract are studied in terms of the necessary conditions for the contract and its parties, how to hold the contract and the consequences thereof, and the study of the bill of lading and responsibility of the maritime carrier.

**(Prerequisite: None)**

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## **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 deals with in-depth study of the electronic transactions law of Bahrain No. 28 of 2002, through the definition of electronic commerce and electronic contracts and the means used in the conclusion of electronic contracts, the formation of the electronic contract of affirmation and acceptance, and the law applicable to electronic contracts, and methods of protecting electronic contracts and the legal authenticity of electronic records and signatures.

**(Prerequisite: None)**

## **LAW811 - Alternative Means of Dispute Resolution - (E)**

This in-depth look at all alternative means of settling disputes such as arbitration, conciliation, and mediation. It also pursues the definition of all these methods of disputes settlement and the differences between them. It furthermore covers the comparison between those methods and the normal litigation that conducted by the court.

**(Prerequisite: None)**

## **LAW 812 - Intellectual Property Laws - in Depth**

The course includes a general and particular programme. The general programme deals with an in-depth study of the legal nature of the intellectual property, whether literary, artistic, industrial or commercial property, its historical development and concept, the role of international conventions in the protection of intellectual property elements and how to enforce those rights in the national legislator. The particular programme addresses the most critical elements of intellectual property by explaining and analysing a detailed and in-depth study such as trademark in terms of concept, ownership system of the trademark, protection and its relation to the electronic address.

**(Prerequisite: None)**

## **LAW 820 - Special Topics in Commercial Law**

The curriculum of this course includes a "general" programme and a "focused" programme. The general programme includes the study of some subjects of commercial law, such as commercial companies and some means of payment in international trade such as documentary and letter of guarantee, commercial papers in terms of definition, characteristics and types. The focused programme involves an in-depth analytical study of one of the subjects of the adoption of the document, which is based on the principle of independence in the document. The purpose of this study is to examine the principle

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of independence of the Bank's commitment to the adoption of the document and the study of fraud and invalidity as exceptions to the principle of independence.

**(Prerequisite: None)**

### **LAW 825 - Commercial papers - in Depth**

The curriculum of this course includes a "general" programme and a "focused" programme. The general programme includes the study of commercial papers in terms of their definition, characteristics and types (bill of exchange, check, bond). The focused programme includes the selection of one of the in-depth analytical study topics of commercial paper, such as the creation and endorsement of a check, where the conditions for issuing the check are examined and the manner in which it is traded through the endorsement, types of endorsement and the conditions of each type, its effects and guarantees and termination, and the in-depth study of some new issues related to the checks.

**(Prerequisite: None)**

### **LAW 800 - Thesis**

A research supervised work based on an approved topic in commercial law. This course is considered a capstone in the Master in 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: 18 Credit Hours)**

### **Pre-Master courses**

#### **LAW 111 - Introduction to Law**

The course consists of two main sections: the first section is the theory of law, its concept, objectives, sections, divisions, sources and scope of application, the second section is the theory of the right, its definition, its types, its elements, and its sources and the place of the right and its protection.

**(Prerequisite: None)**

#### **NLAW 221 - Principles of Commercial Law**

This introductory course in Commercial Law addresses a wide range of topics and issues which are essential for understanding the way the law is used to regulate business and commerce. Topics include: the principles of Commercial Law, their emergence and development, and the definition and scope of Commercial Law. The course also focuses on searches of the commercial register and titles and encompasses the need to avoid illegal competition. Students also learn about various kinds of commercial contracts with reference to their provisions and types.

**(Prerequisite: LAW 111)**

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## **NLAW 211- 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. Also, 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 a general source of obligation; and the promise of a reward as the most significant practice of the theory of individual will. 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)**

## **NLAW 412 - 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 methods of appealing.

**(Prerequisite: LAW 210)**

ASU



جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

## Bachelor Degree Bylaw

## **Article (1)**

This bylaw is called the Bachelor Degree Bylaw in the Applied Science University, and is applicable to all University colleges effective from the date of approval. It is applied to enrolled students that are 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.

- A. President: University President
- B. Council: University Council
- C. College Dean: Dean of the College to which the student belongs
- D. 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/her needs and readiness with the guidance from his/her 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.

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**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:**

This specifies the total number of credit hours distributed accordingly throughout 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:

An Academic Staff 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:

- **Withdrawal from the course (W)**

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

- **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.

- **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.

- **Automatic 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.

- **Cancel Registration (CR)**

This refers to the cancellation of a student's registered courses in a certain semester in case the misconduct committee issues a decision to cancel the registration.

#### **24. Academic Warning:**

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

#### **25. Hosted Programmes:**

Hosted Programmes are academic programmes from higher education institutions from outside the Kingdom of Bahrain that are offered at Applied Science University under scientific agreements approved by the Higher Education Council of the Kingdom of Bahrain. These accredited programmes are validated by the parent university, including the adjustments needed to suit the educational and professional requirements of the Kingdom of Bahrain and the region.

#### **Article (3):**

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

##### **1. College of Administrative Sciences:**

A. Bachelor of Accounting	135 Credit Hours
B. Bachelor of Business Administration	135 Credit Hours
C. Bachelor of Accounting and Finance	135 Credit Hours
D. Bachelor of Management Information Systems	135 Credit Hours
E. Bachelor of Political Sciences	135 Credit Hours
F. B.A. (Hons) Management and Business Studies (Hosted)	135 Credit Hours
G. B.A. (Hons) Accounting and Finance (Hosted)	135 Credit Hours

##### **2. College of Law**

Bachelor of Law	135 Credit Hours
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##### **3. College of Arts and Science**

A. Bachelor of Computer Science	135 Credit Hours
B. Bachelor of Graphic Design	135 Credit Hours
C. Bachelor of Interior Design	132 Credit Hours

#### 4. College of Engineering

A. B.Eng. (Hons) Civil and Construction Engineering (Hosted) 150 Credit Hours

B. B.Eng. (Hons) Architectural Design Engineering (Hosted) 150 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
BA161	Introduction to Entrepreneurship	3
HR106	Human Rights	3

##### B. 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
First Group	ISL 101	Islamic Culture	3
	ISL 103	Islam and Contemporary Issues	3
	ISL 102	Islamic Ethics	3
Second Group	SOC 101	Introduction to Sociology	3
	MAN 101	Man and Environment	3
	LIB 101	Introduction to Library Science	3
	SPT 101	Special Topics	3
	CS 205	Computer Applications	3
	LFS102	Thinking & Communications Skills Development	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 of the College Council, as follows:

Colleges	Credit Hours
College of Administrative Sciences	27
College of Arts and Science	21 - 12
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): Admissions Requirements and Placement tests for new students

#### 1. University Admissions requirements:

A. The student should obtain a Secondary School Certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain with an average of no less than 60% or equivalent.

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, he will be given a mark of 0, and will not be allowed to postpone the test for any reason or under any circumstances unless he gets an approval from the University Council.
- 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

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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 hours.

- 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.
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.

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### **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 Directorate of Admissions 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. The Dean of College shall notify the Director of Admissions and Registration of that decision and assign) Withdrawal (to that course in the student's academic records. 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.

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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 Directorate of Admissions 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 unless the student has postponed that semester; this rule doesn't apply to the summer semester since it is an optional semester. If this does not happen, the students will not be able to retake the exam, and he/she will be assigned zero in that 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**

Academic 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:
  - a) Oral and written quizzes, reports, research, group discussions, presentations and class participation, and counts for 20% of the overall course mark.
  - b) 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 academic staff member setting them should coordinate with his Head of Department and College Dean. The academic Staff 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	B
70 - 79%	Good	C
60 - 69%	Pass	D
50 - 59%	Poor	E
Below 50%	Fail	F

2. The Accumulative Averages are classified as follows:

GPA	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

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### **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 will ensure the accuracy of the aggregation and transfer of marks and that no answers left unmarked. This is done by a committee formed by the College Dean, consisting of academic staff members but excluding the course instructor.
2. The student pays 10 Dinars for each appeal request.
3. The student has the right to appeal against his final mark for any course using the following steps:
  - A. The student submits an appeal request to the Directorate of Admissions 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 academic staff 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 Directorate of Admissions and Registration to amend the mark prior to end of the Add/Drop period of the coming semester.
  - F. The Directorate of Admissions 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.

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### **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 academic staff 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 bylaw of the Honorary Board of the Excellent Students in the Applied Science University is applied to the students listed in the above Clauses 1 and 2.

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## **Article (27): Academic Warning and Dismissal**

1. The student is given an academic warning if his GPA is lower than the minimum required level for graduation in the academic programme at the end of any semester, except for his/her first semester at the University, the semester when the student changes his specialization (if it occurs) and also the summer semester; the Directorate of Admissions and Registration notifies the student via the method it deems appropriate.
2. The Student who receives an academic warning should resolve the issues that have caused him/her to be put under probation within a maximum period of three regular semesters after the semester because of which he/she was put under probation.
3. If the student receives an academic warning then was capable to increase his/her GPA to the required minimum, the effects of that warning are cancelled; and if his/her GPA decreases again at a later stage, he/she shall receive a new academic warning different from the previous warning (s).
4. The student who is subject to an academic warning is not allowed to register for more than four courses (12) credit hours in the semester, except with a recommendation from the Academic Advisor and the Head of Department.
5. The student who is given an academic warning is not allowed to participate in any extra-curricular activities held at the University.
6. The summer semester is not taken into consideration for the purposes of academic warning and dismissal, but the academic warning is cancelled if the student's GPA has increased to the minimum required level for graduation in the academic programme according to the result of the summer semester.
7. If the student cannot resolve the issues that have caused him/her to be put under probation, by virtue of Clause (2) of this article, he/she will be dismissed from the academic programme, and maintains the right to move to another academic programme.
8. Any student who has successfully completed (75%) of the credit hours required for the academic programme will not be dismissed. The student obtaining a GPA between 59.5% and 59.9% by the end of the third semester of the academic warning will also be excluded from dismissal and, in both cases, the student remains under probation until he/she manages to raise his/her GPA to the minimum required for graduation and is only dismissed if he/she exceeds the maximum permitted study duration in the university.
9. A student who is dismissed from his/her initial academic programme and then denied registration at a new academic programme will be dismissed from the University.
10. The student is not allowed to move to an academic programme from which he/she was dismissed in the past.

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11. In spite of the above, every student who exceeds the maximum permitted study duration in the university will be dismissed.

#### **Article (28): 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 (29): 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:
  - A. College Dean: if the postponement required is for a period of one semester and does not exceed four semesters, whether continuous or not.
  - B. 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, whether from another university or from one programme to another within the university, is not allowed to postpone a semester or withdraw courses unless he has already completed one semester at the University, the semester of the programme remedial courses being excluded.
3. The period of the postponement is included in the maximum study duration specified for obtaining the Bachelor Degree.

#### **Article (30): 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 admissions 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 Directorate of Admissions 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 (31): 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 Director of Admissions 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 (32): 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:**

- A. The student should be a full-time enrolled student in a university
- B. The visiting student should be studying at a recognised university as per the laws and bylaws of the Higher Education Council in Bahrain.

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- C. 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.
  - D. A vacancy must be available in the courses that the visiting student is applying for.
  - E. 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 Directorate of Admissions 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:
- A. 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.
  - B. A letter obtained from the Director of Admissions and Registration in the University addressed to the relevant body in the host University.
  - C. The courses studied by the university student appear as "Pass" if the student has obtained a mark of no less than 70%.

### **Article (33)**

If the first bachelor degree is obtained from the same university from which the student wants to get a bachelor degree in another programme, the University is not allowed to exempt the student from any of the University or College requirements.

### **Article (34): Transfer from Other Universities**

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

1. Meeting the requirements of the admissions 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.

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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 (35): Re-enrolling in the university**

1. If a student who has withdrawn from the University wants to re-enroll, he must submit his application as a new student and, if admitted, he shall be subject to Article 37 related to course equivalence.
2. The student academic transcript will not be considered if the student postpones his study for more than four years.
3. In all cases, the student should study at least 1/3 credit hours with the Applied Science University.

**Article (36): 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 (37): 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.
5. The equivalence of courses from academic degrees (previously obtained by the student) that are similar to the current academic degree in which the student has been enrolled is strictly prohibited.



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### **Article (38): Issuing the Graduation Certificate**

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

### **Article (39)**

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 enrol in an alternative course(s) that is (are) equivalent to the original one(s). The Directorate of Admissions 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 Directorate of Admissions 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 (40)**

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 Directorate of Admissions 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 Directorate of Admissions and Registration in order to avoid any unexpected mistakes.

### **Article (41)**

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

### **Article (42)**

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 (43)

The Bachelor Degree bears the due date.

### Article (44)

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:

A. 30% for students who have obtained a GPA 95% and above.

B. 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:

1. College of Administrative Sciences

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

2. College of Law

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor's Degree in Law	135	BHD 92.700

3. College of Arts & Science

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor's Degree in Computer Science	135	BHD 92.700
2	Bachelor's Degree in Graphic Design	135	BHD 92.700
3	Bachelor's Degree in Interior Design	132	BHD 92.700

#### 4. Hosted Programmes

Hosted Programmes from Cardiff Metropolitan University			
N°	Programmes	Credit Hours	Fees per Credit Hour
1	B.A. (Hons) Management and Business Studies	135	BHD 160
2	B.A. (Hons) Accounting and Finance	135	BHD 160

Hosted Programmes from London South Bank University			
N°	Programmes	Credit Hours	Fees per Credit Hour
1	B.Eng. (Hons) Civil and Construction Engineering	150	BHD 180
2	B.Eng. (Hons) Architectural Design Engineering	150	BHD 180

#### B. Other non-refundable fees:

- 1) 10 BHD Application fee (paid once)
- 2) 100 BHD Registration fee (paid once; 110 BHD for Hosted Programmes)
- 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.

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- 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) 150 BHD graduation fees + graduation certificate Arabic - English + yearly book.
  - 17) 25 BHD graduation robe fees.

**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 (44) of this Regulation.
- b) 100 BHD one-time registration fee as mentioned in item (2) of paragraph (b) of Article (44) of this Regulation.
- c) 5 BHD fee to issue a new university ID card and mentioned in item (13) of paragraph (b) of Article (44) of this Regulation
- d) 535 BHD part of the tuition fees of the admissions 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 Directorate 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 Directorate 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 Directorate 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

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Directorate 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 Directorate 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 Directorate 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 Directorate 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 Directorate 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.
- 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 admissions semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

#### **Article (45): Hours of Student Activities and Community Engagement**

##### **1. Regulations for granting a credit hour to the extracurricular activities and community engagement 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 engagement, in coordination with Student Affairs.

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C. The credit hour is not granted for student activities and community engagement for:

- Students in the orientation programme.
- Students receiving disciplinary action in the same semester.

D. The credit hour for student activities and community engagement 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 engagement:

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 Directorate of Admissions and Registration before the end of the semester, for auditing and granting of one hour for activity, as per the system. The Directorate of Admissions 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 engagement are not granted retroactively for activity in previous semesters.

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**Article (46): Amendment to Provisions of the bylaw**

The University Council is entitled to amend the provisions of the articles of this bylaw 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 (47): Instructions not indicated in this bylaw**

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 (48): Implementation of the Provisions of this bylaw**

The President, Vice Presidents, Academic and Non-Academic Deans are responsible for the implementation the provisions of these instructions.

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جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

## Graduate Studies Bylaw



## Article (1)

This bylaw is called Graduate Studies Bylaw and is applicable to all colleges from the date of its 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 Graduate 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:

**A.** 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

**B.** The fields of study on which such credit hours are distributed according to 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.

### 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.

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## **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.

## **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**

An academic staff 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.

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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**

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

#### **B. Official Withdrawal (postponement of study)**

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

#### **19. Academic Warning**

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

#### **20. 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.

#### **21. Add/Drop and Courses Timetable**

A. Drop: drop from course(s) in the semester.

B. Add: addition of course(s) in the semester.

C. Courses Timetable: courses offered by Departments and Colleges.

#### **Article (3)**

##### **Application of bylaw**

This bylaw applies 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.

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## Article (5)

### Admissions Requirements

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

- A.** Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain
- B.** The bachelor's degree programme should be in the same 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.
- C.** The applicant should be the holder of a Bachelor's Degree with a GPA of not less than Good or its equivalent to be admitted.
- D.** It is required for the applicant to any of the master's programmes to pass the English placement test or the applicant will have to achieve a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.
- E.** The applicant should pass an interview conducted by a committee in the Academic Department.
- F.** The applicant should pass any tests conducted by the Academic Department when required.
- G.** The applicant submits two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.
- H.** The applicant should have experience of not less than one year in a relevant professional field, except those obtaining a GPA not less than Very Good or the equivalent, provided that the number of admitted applicants with this exception does not exceed 50% of the total number of students

Secondly: the student can be granted conditional admission in some Master's Degree Programmes according to the number of seats determined by the University Council and according to the following:

- 1.** He/she must hold a Bachelor's Degree with a GPA of not less than Good or its equivalent. If the applicant's GPA is less than that, the application shall be sent to the Committee of Appeal against Denial of Admissions, chaired by the Vice President for Academic Affairs and Development.
- 2.** The applicant must have at least two years of experience in the related professional field.
- 3.** The applicant must pass an interview conducted by the Committee of Appeal against Denial of Admissions.

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4. The applicant must pass an interview conducted by a committee in the academic department.
  5. The applicant must pass any tests carried out by the academic department when required.
  6. The applicant must submit two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.
  7. The applicant must pass the English placement test adopted by the University or he/she will have to provide a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.
  8. He/she must pass during the first semester after admission to the programme the remedial courses determined by the academic department with a score of not less than 70%, otherwise he/she will be dismissed from the programme.
  9. The applicant must obtain the approval of the University Council or the person/body authorized by the Council in order to be admitted in the programme.

#### **Article (6)**

##### **Procedures of Admissions**

1. The applicant submits an application form that includes the required information and attaches the documents mentioned in the form to the Deanship of Admissions 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.
1. The applicant 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.

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## **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 without calculating the thesis or the applied project 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**

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**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 concerned College Dean notifies the Dean of Admissions and Registration 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	A
80%-89%	Very Good	B
70%-79%	Good	C
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 this bylaw.

### 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 / Applied Project

1. A registration application for a Master's Thesis or Applied Project may be accepted according to procedures prescribed in this bylaw: when the student passes equivalent to at least 50% of the courses in the study plan and the GPA is not less than 75%.
2. The Master's Thesis is registered for the student on the basis of (6-12) credit hours when his / her GPA is not less than 80% provided that the thesis is as genuine and innovative as possible, and for the period defined in the university's bylaws, and as per the conditions defined by the University Council.
3. The Applied Project is registered on the basis of 6 credit hours if the GPA is less than 80% provided the students takes elective courses to compensate the difference in credit hours between the thesis and the applied project.

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\* This article will be implemented upon HEC's approval of the new study plans.



4. In case the applied project is not completed in the registration semester, a grade of "Incomplete Research (IR)" will be assigned to the student along with one additional semester to complete the project, and in case the project is not submitted by the end of the additional semester, a grade of "Zero" and the status of the grade will be assigned to him/her.
5. If the student chooses to do an applied project, he/she must follow the applied project guidelines adopted by the University 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 Admissions 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 as per the effective financial practice in the university.

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## 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 this bylaw.
- 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 this bylaw.
- 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

- 1.** A student is considered to have interrupted his studies in the following cases:
  - A.** If study has started, the Add and Drop period has finished without registration.
  - B.** If registration is cancelled due to non-payment of university fees despite having attendance in the attendance and absence records.
- 2.** 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.

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## 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 admissions 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:

- A.** If the minimum GPA is not obtained at the end of any semester as defined in this bylaw
- B.** 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:

- A.** If the minimum GPA is not obtained at the end of two semesters following the warning, excluding the first semester
- B.** If the student committed a violation requiring dismissal according to the bylaws applicable in the University
- C.** 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.
- D.** If the student has withdrawn from all courses registered in the first semester since starting study in the University
- E.** If a period of postponement or interruption exceeded two semesters
- F.** 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.

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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 Admissions 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 Admissions 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 more than once 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.

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## **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 Bylaw

Honouring the distinguished students at the end of each semester will be considered appropriately by the Dean and the President.

## **Article (21)**

### **Teaching and Supervision**

- 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.
- 3.** The College Council has the right to seek help from experienced specialists or those who have published papers in the same field to teach, supervise and be part of the assessment panels of master thesis or applied projects.
- 4.** The Concerned Department is entitled to propose academic staff (full-time or part-time) assigned for supervising a Master's thesis and postgraduate students' research; and the Dean, based on recommendation of the College Committee, approves a teaching staff member with a grade of Assistant Professor according to the same conditions indicated in clauses 2 and 3 of this Article.
- 5.** 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.
- 6.** The supervisor of the thesis commits to submitting 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 Graduate Studies.

## **Article (22)**

### **Continuity in Supervision**

By virtue of a resolution from the College Council and based on the recommendation of the Department Council, an academic staff may continue to supervise a student's thesis

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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 this bylaw.

### **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**

- A.** 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.
- B.** The Dean issues a resolution, based on a recommendation of the College Council upon a recommendation from the graduate studies committee in the college 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, be it the internal or the external examiner.
- C.** 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.
- D.** The Head of Department undertakes responsibility for ensuring the full procedures of the discussion and submits a report to the Deanship of Research and Graduate Studies and the Council via a form approved by the Deanship of Research and Graduate Studies.

### **Article (26)**

#### **Thesis Defence**

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	or less 69%

**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 this bylaw.

**6.** When registering the thesis again because of failure or rejection, the student is exempt from the GPA condition stated in Article 12 of this bylaw.

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### **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 Graduate 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 Graduate Studies undertakes responsibility for ensuring the implementation of procedures provided for in the bylaw by Deans of Colleges and the Deanship of Admissions and Registration.

### **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 this bylaw 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:



## B. A.1. College of Administrative Sciences

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

## A.2. College of Law

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

### B. Other non-refundable fees:

- 1) 10 BHD Application fee (paid once).
- 2) 250 BHD registration fee for first and second semesters.
- 3) 125 BHD registration fee for the summer semester.
- 4) 5 BHD fees for English language placement test.
- 5) 5 BHD fees for an official academic transcript.
- 6) 5 BHD fees for issuing a graduation certificate.
- 7) 5 BHD fees for a duplicate official academic transcript.
- 8) 5 BHD fees for issuance student bona fide official student certificate.
- 9) 10 BHD fees for course equivalence procedure.
- 10) 10 BHD fees for appealing a final grade per course.
- 11) 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the University's Regulations).
- 12) 5 BHD fees to issue a new ID card or a replacement.
- 13) 10 BHD for each extra copy of the graduation transcripts and certificate.
- 14) 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.
- 15) 150 BHD graduation fees + graduation certificate Arabic - English + yearly book.
- 16) 25 BHD graduation robe fees.

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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 admissions 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 admissions semester.

4. The university holds the right to change all fees based on the approval of the Higher Education Council.

5. 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/ she 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.

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- 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 admissions 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 which are not provided for in this bylaw.

### **Article (34)**

The President, Deans of Colleges, Dean of Research and Graduate Studies and Dean of Admissions and Registration are responsible for implementing the provisions of this bylaw.

#### 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







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