

ASU



جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

معتمدة من مجلس التعليم العالي
Accredited by the Higher Education Council

**College of Law
Handbook
2021/2020**



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University Vision, Mission & 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:

- Integrity
- Collaboration and Team Spirit
- Loyalty
- Social Responsiveness and Community Engagement:
- Quality
- Innovation and Creativity

College Vision & Mission: □

Vision:

The College strives to be a distinctive centre in legal research and studies to develop alumni's global competence.

Mission:

The College strives to enhance the alumni's embedded legal knowledge, culture, skills, and competencies, enabling them to enter the dynamic labour market alongside interpersonal intelligence. Legal culture has been intensively widespread among citizens locally and regionally and contributes to society's sustainable development.

College Objectives: □

1. Acquiring legal personality and forming legal awareness among students.
2. Expanding the skills and horizons of students and evolution of modern teaching methods.
3. Linking theory and practice through teaching, learning, mock trials, field visits and off-campus training.
4. Developing the relationships among students and the faculty members through educational and academic supervision and opportunities to raising the student's cultural awareness.
5. Strengthening the bonds between the university and the local community through training, continuing education, seminars, lectures and conferences.
6. Contributing to the development of Bahraini laws and GCC Laws.
7. Promoting and pursuing breadth and depth in scientific studies that serve the GCC Countries.
8. Appointing qualified legal cadres to meet the needs of the GCC Labour Markets.

Message from the Dean

Dear students,

Applied Science University established the College of Law as a part of its contribution to the advancement of University Education and Scientific Research in our beloved Kingdom of Bahrain. The University acknowledges that a knowledge society is a society that nurtured by its Legal Knowledge. Legal Knowledge seeks to educate individuals on how the law intersects with everyday life and how they confront the cases and disputes that may be raised against them before the judiciary and enlightens them of their rights and duties. College of Law provides its alumni with all the Legal Science Elements through Legal Courses that combine theory and practice. The College graduates every 4 years a new batch to hold the torch of Legal Enlightenment.

The College gained the confidence and quality in the Bachelor in Law by the Education and Training Quality Authority (BQA) in 2012 and 2015. The Degree Programme was placed on the National Framework of Qualifications (NFQ) in 2018. Afterwards, the College extended the Legal Bridges to expand its role in advancing society when it started to teach Master in Law in 2005 and the Master in Commercial Law in 2007. The College contributes to the Advancement of Education and Scientific Research in the Kingdom and works to deliver new Programmes in cooperation with prestigious regional and international universities. I hope that God may grant me the success to contribute to these college endeavours actively.

Dr Husein Bani Issa

Acting Dean of College of Law

Bachelor in Law

Programme Description

Programme Coordinator: Dr. Samer Alduros

College of Law Room No (A110)

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Programme Details

Programme Title	Bachelor in Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2020 - 2021
Language of Study	Arabic
Mode of Study	Full Time

Programme Objectives

The Bachelor in Law Programme aims to achieve the following:

1. Preparing a profound alumnus to succeed professionally in the legal field.
2. Preparing an alumnus who is well-informed of the law fields and specialised mental, practical and transformative skills that qualify him to enter the labour market and contribute to society's service and development.
3. Preparing a qualified alumnus in applying legal research methods, continuous education and dealing with modern technologies, and pursuing higher studies.
4. Preparing a responsible and committed alumnus to the ethics of the legal profession and respectful to justice and religious, ethical and patriotic values.

Programme Structure

Overall Structure of the Programme

Maximum Study Period : 8 years

Total Credit Hours : 135 Credit Hours

No. of Courses : 45 Courses

No. of Courses for each course: 3 Credit Hours

Study Plan

First Year - First Semester (15 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
ENG 101	English Language I	3	-
ARB101	Arabic Language	3	-
HR 106	Human Rights	3	-
LAW 181	Introduction to Islamic Law	3	-
LAW 111	Introduction to Law	3	-

First Year – Second Semester (18 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
CS 104	Computer Skills	3	-
HBH 105	Bahrain Civilization & History	3	-
---	University Elective Courses	3	-
ENG 102	English Language II	3	ENG 101
BA 161	Introduction to Entrepreneurship	3	-
LAW 131	Criminology and Punishment	3	LAW 111

Second Year - First Semester (15 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 221	Principles of Commercial Law	3	LAW 111
NLAW 251	Constitutional Law I	3	LAW 111
NLAW 211	Sources of Obligation	3	LAW 111
NLAW 231	Public Penal Law	3	LAW 131
NLAW 281	The Provisions of Marriage and Separation in Islam	3	LAW 181

Second Year - Second Semester (15 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
LAW 201	Methods of Scientific & Legal Research	3	30 Hrs
NLAW 232	Private Penal Law - Part I	3	NLAW 231
NLAW 212	Rules of Obligation	3	NLAW 211
NLAW 261	Public International Law	3	LAW 111
NLAW 252	Constitutional Law II	3	NLAW 251

Third Year - First Semester (18 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 331	Private Penal Law - Part II	3	NLAW 232
NLAW 311	Nominated Contracts (Sale and Rent)	3	NLAW 212
NLAW 381	Inheritance, Wills & Waquf	3	NLAW 281
NLAW 341	Administrative Law I	3	NLAW 252
NLAW 312	Labor Law and Social Securities	3	NLAW 212
---	Programme Elective – Group (1)	3	-

Third Year - Second Semester (18 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 342	Administrative Law II	3	NLAW 341
NLAW 332	Procedure of Criminal Law	3	NLAW 331
NLAW 382	Fundamentals of Islamic Jurisprudence	3	NLAW 381
NLAW 314	Insurance Contracts and Guarantee	3	NLAW 311
LAW 371	Public Finance and Taxation	3	NLAW 341
---	Programme Elective – Group (1)	3	-

Fourth Year - First Semester (18 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 411	Private International Law	3	NLAW 311
NLAW 432	Practical Applications in the Criminal Litigation	3	NLAW 332
NLAW 413	Real & Subordinate Rights	3	NLAW 311
NLAW 412	Civil and Commercial Code of Procedure	3	NLAW 311
NLAW 421	Commercial Companies and Bankruptcy Law	3	NLAW 221
---	Programme Elective – Group (2)	3	-

Fourth Year - Second Semester (18 Credit Hour)			
Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 441	Administrative Judicial System	3	NLAW 342
NLAW 414	Compulsory Execution & Evidence	3	NLAW 412
LAW 401	Internship	3	NLAW 332 & 90 Hrs or NLAW 412 & 90 Hrs
NLAW 416	Practical Applications in Civil and Commercial Litigation	3	NLAW 412
NLAW 422	Commercial papers	3	NLAW 221
---	Programme Elective – Group (2)	3	-

B. Levels and Courses

University Compulsory Courses (21 Credit Hours)

Course Code	Course Title	Credit Hours	Pre-requisite
ARB 101	Arabic Language	3	-
ENG 101	English Language I	3	-
ENG 102	English Language II	3	ENG 101
CS 104	Computer Skills	3	-
HBH 105	Bahrain Civilization & History	3	-
HR 106	Human Rights	3	-
BA 161	Introduction to Entrepreneurship	3	-

University Elective Courses (3 Credit Hour)

Course Code	Course Title	Credit Hours	Pre-requisite
ISL 101	Islamic Culture	3	-
ISL 102	Islamic Ethics	3	-

ISL 103	Islam & Contemporary Issues	3	-
LIB 101	Introduction to Library Science	3	-
MAN 101	Man and Environment	3	-
SOC 101	Introduction to Sociology	3	-
SPT 101	Special Topics	3	-
CS 205	Computer Applications	3	CS 104
LFS 102	Thinking and communications skills development	3	-

College Compulsory Courses (21 Credit Hours)

Course Code	Course Title	Credit Hours	Pre-requisite
LAW 111	Introduction to Law	3	-
LAW 201	Methods of Scientific & Legal	3	30 Hrs
NLAW 221	Principles of Commercial Law	3	LAW 111
NLAW 251	Constitutional Law I	3	LAW 111
NLAW 261	Public International Law	3	LAW 111
NLAW 341	Administrative Law I	3	NLAW 252
LAW 131	Criminology and Punishment	3	LAW 111

Programme Compulsory Courses (78 Credit Hours)

Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 211	Sources of Obligation	3	LAW 111
NLAW 212	Rules of Obligation	3	NLAW 211
NLAW 311	Nominated Contracts (Sale and Rent)	3	NLAW 212
NLAW 421	Commercial Companies and Bankruptcy Law	3	NLAW 221

NLAW 312	Labor Law and Social Securities	3	NLAW 212
NLAW 422	Commercial papers	3	NLAW 221
NLAW 412	Civil and Commercial Code of Procedure	3	NLAW 311
NLAW 413	Real & Subordinate Rights	3	NLAW 311
NLAW 411	Private International Law	3	NLAW 311
NLAW 314	Insurance Contracts and Guarantee	3	NLAW 311
NLAW 432	Practical Applications in the Criminal Litigation	3	NLAW 332
NLAW 416	Practical Applications in Civil and Commercial Litigation	3	NLAW 412
NLAW 231	Public Penal Law	3	LAW 131
NLAW 232	Private Penal Law - Part I	3	NLAW 231
NLAW 331	Private Penal Law - Part II	3	NLAW 232
NLAW 342	Administrative Law II	3	NLAW 341
LAW 371	Public Finance and Taxation	3	NLAW 341
NLAW 252	Constitutional Law II	3	NLAW 251
NLAW 414	Compulsory Execution & Evidence	3	NLAW 412
NLAW 441	Administrative Judicial System	3	NLAW 342
NLAW 332	Procedure of Criminal Law	3	NLAW 331
LAW 401	Internship	3	NLAW 332 & 90 Hrs or NLAW 412 & 90 Hrs
LAW 181	Introduction to Islamic Law	3	-
NLAW 382	Fundamentals of Islamic Jurisprudence	3	NLAW 381

NLAW 281	The Provisions of Marriage and Separation in Islam	3	LAW 181
NLAW 381	Inheritance, Wills & Waquf	3	NLAW 281

Programme Elective Courses

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

GROUP (1)

Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 313	History of Law	3	LAW 111
NLAW 362	Humanitarian International	3	NLAW 261
NLAW 333	National Security Crimes	3	NLAW 231
NLAW 334	Economic & Electronic Crimes	3	NLAW 331
NLAW 372	Principles of Economics	3	LAW 111
NLAW 301	Professional Ethics and Occupational Liability	3	NLAW 212

GROUP (2)

Course Code	Course Title	Credit Hours	Pre-requisite
NLAW 425	Maritime Law	3	NLAW 221
NLAW 451	Judicial Constitution	3	NLAW 252
NLAW 427	Arbitration in Civil and Trade Cases	3	NLAW 412
NLAW 417	Law of Nationality and Aliens Status	3	NLAW 411
NLAW 415	Intellectual Ownership	3	NLAW 212
LAW 424	Commercial Electronic Law	3	NLAW 311

Programme Intended Learning Outcomes

A. Understanding and Knowledge:

Upon completion of the study of this programme, the alumnus will be able to:

A1	Demonstrate critical knowledge of legal and Sharia fields and recognize the theoretical basis of the legal text and its jurisprudence.
A2	Demonstrate critical knowledge of the work of the authorities related to legal work and their specializations, such as Courts, Public Prosecution, Judicial Police, and Legislative Councils.
A3	Possess detailed knowledge of the Kingdom of Bahrain's history and civilization and its political and economic system.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Virtual Classes.
3. Discussions and Exchange of Opinions.
4. E-Learning and Modern Technology.
5. Library and Electronic Databases.
6. Appointing External Lecturer.
7. Attending Scientific Activities.

Assessment Methods:

1. Exams: Midterm and Final (Final).
2. Classroom Exams (Final / Formative).
3. A Short Distance Exam (Final / Formative).

B. Subject Specific (Practical) Skills:

Upon completion of the study of this programme, the alumnus will be able to

B1	Use specialized skills to apply theoretical knowledge to solve complex and hypothetical problems in legal fields.
B2	Use specialized skills in providing legal advice, conducting negotiations, making an optimal choice among the available alternatives, pleading with the courts and judicial authorities, and carrying out efficient investigation procedures.
B3	Prepare professionally research, regulations, pleadings, contracts and legal papers.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Judicial Applications.
3. Group Work.
4. Training Trials.
5. Field Visits.

-
6. Training in Various Judicial and Legal Bodies.
 7. Research Papers, Working Papers and Legal Studies Preparation.
 8. Library and Electronic Databases.
 9. Condensing Illustrative Examples and Case Studies in the Lecture.
 10. Homework.

Assessment Methods:

1. Written Exams (Midterm and Final).
2. Content of the Research or Working Papers.
3. Student Report on the Field Visit.
4. Performance Appraisal Training of External Bodies and Organizations of Legal Work.
5. Practical Exams.
6. Training Trials and Legal Clinic Participation.
7. Homework.

C. Critical Thinking Skills:

Upon completion of the study of this programme, the alumnus will be able to:

C1	Use a range of methods to conduct critical analysis and legal assessment of rulings and jurisprudence.
C2	Use a range of techniques to interpret legal provisions and extract judgments creatively.
C3	Use a range of techniques to identify and analyse complex problems, infer solutions, and identify legal reasoning.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Discussions and Exchange of Opinions.
3. Introduction and Presentation of Scientific Material.
4. Brainstorming.
5. Research Papers, Working Papers and Legal Studies Preparation.
6. Condensing Illustrative Examples and Case Studies in the Lecture.

Assessment Methods:

1. Written Exams (Midterm and Final).
2. Discussing and Presenting the Research Papers, Working Papers, or Legal Issues.
3. Participation on the Website.
4. Classroom Participation, Group Work and Analytical Discussion.
5. Homework.

D. General and Transferable Skills:

Upon completion of the study of this programme, the alumnus will be able to:

D1	Deliver presentations, discuss legal research and use modern communication tools and resources of self-education.
D2	Conduct behaviours, etiquette, and ethics of the various legal professions and bear the responsibility towards others.
D3	Work professionally in various groups and communicate with each other in a legal language.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Discussions and Exchange of Opinions.
3. Introduction and Presentation of Scientific Material.
4. Group Work.
5. Training Trials.
6. Practical Training in Various Judicial and Legal Bodies.
7. E-Learning and Modern Technology.
8. Research Papers, Working Papers and Legal Studies Preparation.
9. Library and Electronic Databases.
10. English Terminologies Related to the Course.
11. Appointing External Lecturer.

Assessment Methods:

1. Written Exams (Midterm and Final).
2. Classroom Exams.
3. Discussing and Presenting the Research Papers, Working Papers, or Legal Issues.
4. Report on the Field Visit.
5. Performance Appraisal Training of External Bodies and Organizations of Legal Work.
6. Classroom Participation, Group Work and Analytical Discussion.
7. Training Trials and Legal Clinic Participation.
8. Practical Exams.

Curriculum Mapping

Meeting Modules with Programme Learning Outcomes CILOs TO PILOs

College Compulsory and Programme Compulsory Courses

Course Code	Course Title	Learning Outcomes											
		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
LAW111	Introduction to Law	✓						✓					✓
LAW131	Criminology and Punishment	✓				✓			✓				
LAW181	Introduction to Islamic Law	✓						✓					✓
LAW201	Methods of Scientific & Legal Research						✓			✓	✓	✓	
NLAW211	Sources of Obligation	✓			✓			✓					✓
NLAW212	Rules of Obligation	✓			✓				✓				✓
NLAW221	Principles of Commercial Law	✓			✓			✓					✓
NLAW231	Public Penal Law	✓			✓			✓					
NLAW232	Private Penal Law - Part I	✓			✓			✓					✓
NLAW251	Constitutional Law I		✓	✓	✓				✓		✓		✓
NLAW252	Constitutional Law II	✓		✓	✓			✓			✓		✓
NLAW261	Public International Law	✓			✓			✓					✓
NLAW281	The Provisions of Marriage and Separation in Islam	✓			✓				✓				✓
NLAW381	Inheritance, Wills & Waqf	✓			✓				✓				✓
NLAW311	Nominated Contracts (Sale and Rent)	✓			✓			✓					✓
NLAW312	Labor Law and Social Securities	✓			✓				✓				✓
NLAW314	Insurance Contracts and Guarantee	✓			✓				✓				✓

NLAW331	Private Penal Law - Part II	✓			✓				✓				✓
NLAW332	Procedure of Criminal Law	✓			✓		✓		✓		✓	✓	
NLAW341	Administrative Law I	✓				✓			✓				✓
NLAW342	Administrative Law II		✓		✓				✓			✓	
LAW371	Public Finance and Taxation	✓			✓				✓				✓
NLAW382	Fundamentals of Islamic Jurisprudence	✓			✓				✓				✓
LAW401	Internship				✓	✓	✓			✓			✓
NLAW411	Private International Law	✓			✓					✓			✓
NLAW412	Civil and Commercial Code of Procedure		✓			✓				✓	✓	✓	
NLAW413	Real & Subordinate Rights	✓			✓				✓				✓
NLAW414	Compulsory Execution & Evidence		✓		✓				✓				✓
NLAW416	Practical Applications in Civil and Commercial Litigation	✓				✓	✓			✓	✓	✓	
NLAW421	Commercial Companies and Bankruptcy Law		✓		✓			✓					✓
NLAW422	Commercial papers	✓			✓				✓				✓
NLAW432	Practical Applications in the Criminal Litigation	✓			✓		✓		✓		✓	✓	
NLAW441	Administrative Judicial System	✓	✓		✓			✓			✓	✓	

Meeting Modules with Programme Learning Outcomes after the final improvements

Programme Elective Courses

Course Code	Course Title	Learning Outcomes											
		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
NLAW301	Professional Ethics and Occupational Liability		✓			✓	✓	✓			✓	✓	
NLAW313	History of Law	✓			✓			✓					✓
NLAW333	National Security Crimes	✓			✓				✓				✓
NLAW334	Economic & Electronic Crimes	✓			✓				✓				✓
NLAW362	Humanitarian International Law	✓	✓				✓		✓				✓
NLAW372	Principles of Economics			✓	✓					✓			✓
NLAW415	Intellectual Ownership	✓			✓					✓			✓
NLAW417	Law of Nationality and Aliens Status	✓				✓				✓			✓
LAW424	Commercial Electronic Law	✓			✓				✓		✓		✓
NLAW425	Maritime Law	✓			✓				✓			✓	✓
NLAW427	Arbitration in Civil and Trade Cases		✓			✓			✓				✓
NLAW451	Judicial Constitution		✓	✓	✓			✓			✓	✓	

Course Descriptions

University Compulsory Courses

ARB 101 - Arabic Language

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

(Pre-requisite: None)

ENG 101 - English 1

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

(Pre-requisite: None)

ENG 102 - English 2

Pre-requisite: ENG 101

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

CS 104 - Computer Skills

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

(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain

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

(Pre-requisite: None)

needed to communicate in both professional and personal situations.

HR 106 - Human Rights

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

(Pre-requisite: None)

BA 161 – Introduction to Entrepreneurship

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

(Pre-requisite: None)

University Elective Courses

ISL 101 - Islamic Culture

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

(Pre-requisite: None)

ISL 102 - Islamic Ethics

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

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

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

(Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

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

(Pre-requisite: None)

MAN 101 - Man and Environment

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

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

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

(Pre-requisite: None)

SPT 101 - Special Topics

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

(Pre-requisite: None)

CS 205 - Computer Applications

Pre-requisite: CS 104

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

LFS 102 - Thinking and Communication Skills Development

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

(Pre-requisite: None)

College Compulsory Courses (21Hrs)

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)

LAW 131 - Criminology and Punishment

This course deals with the study of criminology, crime and criminal, and the most important factors and methods of research in criminology to reach the causes of criminal phenomenon and the most important modern trends in the interpretation of the criminal phenomenon, as well as the concept of study of the science of punishment, sanctions and their characteristics types and precautionary measures and the most important types of penal institutions.

LAW 201 - Methods of Scientific and Legal Research

Prerequisite: 30 Credit Hours

This course includes the following:

The course includes an overview of legal research, its concept and methods, starting from the stage of preparation and selection of the research topic, the stage of collecting sources and references, the stage of reading and contemplation, the stage of legal writing, and finally the stage of printing and discussion.

NLAW 221 - Principles of Commercial Law

Prerequisite: LAW 111

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.

NLAW 261 - Public International Law

Prerequisite: LAW 111

The course deals with the main concepts, theories and principles of Public International Law. It defines Public International Law and explores its emergence, nature, basis, sources, and its relation with internal laws, by focusing the light on the essential elements of State. The course deals also with international recognition, international treaties and the Law of the Sea.

NLAW 341 - Administrative Law I

Prerequisite: NLAW 252

The course deals with the definition of administrative law, its description, its origin, its characteristics, its sources, the basis of administrative organization, its methods, the administrative activity, the administrative control and public utilities.

NLAW 251 - Constitutional Law I

Prerequisite: LAW 111

. The course deals with the study of the state, its pillars, characteristics, origin, and types of states. It also includes a study of the principle of the legal state and its applications in the Bahraini constitution. In addition to studying the government, its types, the electoral systems, and the position of the Bahraini legislator on it. As well as studying the principle of separation of powers and contemporary political systems, and the Bahraini political system. Then study the general principles of constitutional law in terms of their essence, methods of establishing constitutions and their types, ways to achieve the supremacy of the constitution, and the cases that lead to its cancellation and amendment.

Programme Compulsory Courses

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 211 - Sources of Obligation

Prerequisite: LAW 111

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.

NLAW 212 - Rules of Obligation

Prerequisite: NLAW 211

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).

NLAW 231 - Public Penal Law

Prerequisite: LAW 131

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.

NLAW 232 – Private Penal Law – Part I

Prerequisite: NLAW 231

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.

NLAW 252 - Constitutional Law II

Prerequisite: NLAW 251

This course deals with the study of the constitutional system in the Kingdom of Bahrain through its historical development, in addition to the composition of the executive authority, the legislative authority, the judiciary, its functions and basic constituents, as well as the rights, freedoms and public duties contained in the Bahraini constitution, as well as studying the principle of separation of powers, its reality and relationship between the legislative and executive powers in the Bahraini constitutional system, and overseeing the constitutionality of laws and regulations in the Kingdom of Bahrain.

NLAW 281 - Provisions of Marriage and Separation in Islam

Prerequisite: LAW 181

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.

NLAW 311 - Nominated Contracts (Sale and Rent)

Prerequisite: NLAW 212

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.

NLAW 312 – Labor Law and Social Securities

Prerequisite: NLAW 212

This course deals with the general principles of labour law in terms of its definition, significance, development, its international organization, 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 organization 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.

NLAW 314 - Insurance Contracts and Guarantee

Prerequisite: NLAW311

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

NLAW 331 - Private Penal Law – Part II

Prerequisite: NLAW 232

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.

NLAW 332 – Procedure of Criminal Law

Prerequisite: NLAW 331

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.

NLAW 342 - Administrative Law II

Prerequisite: NLAW 341

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.

LAW 371 – Public Finance and Taxation

Prerequisite: NLAW 341

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.

NLAW 381 - Inheritances, Wills and Waqf

Prerequisite: NLAW 281

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.

NLAW 382 - Fundamentals of Islamic Jurisprudence **Prerequisite: NLAW 381**

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.

LAW 401 - Internship **Prerequisite: (90 Credit Hours +NLAW412 OR NLAW332)**

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.

NLAW 411 - Private International Law **Prerequisite: NLAW 311**

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.

NLAW 412 - Civil and Commercial Code of Procedure **Prerequisite: NLAW 311**

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.

NLAW413 – Real and Subordinate Rights **Prerequisite: NLAW 311**

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.

NLAW 414 – Compulsory Execution and Evidence **Prerequisite: NLAW 412**

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.

it demonstrates the implications and finally it studies the manner of expiration of the bail contract.

NLAW416 - Practical Applications in Civil and Commercial Cases **Prerequisite: NLAW 412**

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 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.

NLAW 421 - Commercial Companies and Bankruptcy Law **Prerequisite: NLAW 221**

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.

NLAW 422 - Commercial Papers

Prerequisite: NLAW 221

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.

NLAW 432 - Practical Applications in Criminal Cases

Prerequisite: NLAW 332

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.

NLAW 441 - Administrative Judicial System

Prerequisite: NLAW 342

This course includes a study of the principle of legitimacy, how to apply it, and the subjection of the public administration to the law. It also deals with the written and non-written sources of legitimacy, and also deals with balancing the principle of legitimacy by studying the theory of discretionary authority, the theory of exceptional circumstances, the theory of acts of sovereignty, as well as introducing the systems of judicial oversight over the work of the public administration and the lawsuit of annulment and its characteristics and the effects of the ruling for cancellation in Bahraini law, in addition to the conditions. The formality of the cancellation lawsuit known as the conditions for accepting the case, the substantive conditions known as the reasons for the cancellation, the study of the compensation lawsuit, the basis for state responsibility and its applications in Bahrain, and the procedures for filing a cancellation lawsuit and ruling thereon.

Programme Elective Courses

Group 1

NLAW 301 - Professional ethics and occupational liability Prerequisite: NLAW 212

This course consists of two parts:

The first section: ethics of legal professions: deals with the ethics of legal professions such as the profession of judge, lawyer and public prosecution and the importance of these ethics, and the ethical controls associated with each legal profession, and models of professional ethics and morals.

The second section: professional liability: deals with the legal responsibility of the legal profession for professional errors, such as the legal liability of the lawyer, the judge and the judicial aides such as the record, the expert and the notary, and the copies of this responsibility and its legal provisions.

NLAW 313 - History of Law Prerequisite: LAW 111

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

NLAW 334 – Commercial and Electronic Crimes Prerequisite: NLAW 331

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.

NLAW 333 - National Security Crimes Prerequisite: NLAW 231

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.

NLAW 362 - Humanitarian International Law

Prerequisite: NLAW 261

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.

NLAW 372 - Principles of Economics

Prerequisite: LAW 111

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.

Group 2

NLAW 415 - Intellectual Ownership

Prerequisite :NLAW 212

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.

NLAW 417 - Law of Nationality and Aliens Status **Prerequisite: NLAW 411**

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.

LAW 424 – Commercial Electronic Law **Prerequisite: NAW 311**

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.

NLAW 425 - Maritime Law **Prerequisite: NLAW 221**

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.

NLAW 427 - Arbitration in Civil and Trade Cases **Prerequisite: NLAW 412**

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.

This course deals with overseeing the constitutionality of laws, regulations, and types of censorship, political and judicial, as well as ways to initiate lawsuits before the judiciary, aspects of oversight over the law in conflict with the constitution, oversight over the constitutionality of laws and regulations in comparative constitutional systems. The Constitutional Court in the Kingdom of Bahrain, the formation of the court and the guarantees of its members, the terms of reference of the Bahraini Constitutional Court, and then the litigation procedures before the court and the effects of the ruling of unconstitutionality.

Master in Law

Programme Description

Programme Coordinator: Dr. Ayman Hammouri

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Programme Details

Programme Title	Master in Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2020 - 2021
Language of Study	Arabic
Mode of Study	Full Time

Master in Law aims to achieve the following:

1. Meeting the needs of the local society and providing alumni with critical knowledge and specialised and innovation skills in the Commercial Law Field to serve the society professionally.
2. Preparing alumni to practice the interpretation methods, critical analysis, probabilistic reasoning in Commercial Law, and relevant emerging legal topics.
3. Promoting scientific research and innovation in Commercial Law and developing the student's skills to use scientific research methodology and ethics.
4. Refining the scientific capabilities and establishing an innovative climate in Commercial Law in line with professional ethics and social responsibility.
5. Developing communication skills to communicate complex information and ideas in Commercial Law and work independently in a changing context.

Programme Structure

Overall Structure of the Programme

- Maximum Study Period : 8 Semesters
- 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 Hours	Prerequisite
ML 601	Legal Research Methodology - In- Depth Studies	3	---
ML 611	Civil Law - In-Depth Studies	3	---
ML 631	Criminal Law - In-Depth Studies	3	---

First Year – Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Prerequisite
MCL 620	Law of Commerce - In-Depth Studies	3	---
-	Elective Courses	3	---
-	Elective Courses	3	---

Second Year - First Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Prerequisite
ML 641	Administrative Law - In-Depth Studies	3	---
-	Elective Courses	3	---
-	Elective Courses	3	---

Second Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Prerequisite
ML 600	Thesis	9	21 credit Hours

Programme Compulsory Courses (15 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisite
ML 601	Legal Research Methodology - In-Depth Studies	3	---
ML 611	Civil Law - In-Depth Studies	3	
ML 631	Criminal Law - In-Depth Studies	3	
ML 641	Administrative Law - In-Depth Studies	3	---
MCL 620	Law of Commerce - In-Depth Studies	3	---

Programme Elective Courses

(12 Credit Hours/ 4 Courses to be chosen)

Elective Group 1 (Private Law)			
Course Code	Course Title	Credit Hours	Prerequisite
ML 612	Private International Law - In-Depth Studies	3	---
ML 613	Labour Law - In-Depth	3	---
ML 614	Law of Civil and Commercial Procedures - In-Depth Studies	3	---
ML 615	Electronic Communications and Transactions Law – in Depth Studies	3	---
ML 681	Jurisprudence of Islamic Transactions	3	---
MCL 622	Commercial Arbitration – in Depth Studies	3	---
MCL 629	Maritime Law - In-Depth Studies	3	---
Elective Group 2 (Public Law)			
ML 632	Law of Criminal Procedures - In-Depth Studies	3	---

ML 633	Cyber Crimes	3	---
ML 634	Economic Crimes	3	---
ML 642	Administrative Judiciary	3	---
ML 651	Political Systems and Constitutional Law - In- Depth Studies	3	---
ML 661	Public International Law - In-Depth Studies	3	---
ML 671	Financial and Tax legislation - In-Depth Studies	3	---

❖ (21 Hrs) including the Legal Research Methodology - In- Depth Studies (ML 601). In accordance with the postgraduate regulations in the ASU.

Thesis (9) Credit Hours

Course Code	Course Title	Credit Hours	Prerequisite
ML 600	Thesis	9	21 Credit Hours

Programme Intended Learning Outcomes

A. Understanding and Knowledge:	
Upon completion of the study of this programme, the alumnus will be able to:	
A1	Demonstrate critical knowledge and understanding of all contemporary legal and controversial issues of jurisprudence related to the subjects and applicable rules of Commercial Law locally and regionally in this regard and their historical origins and judicial applications.
A2	Demonstrate a comprehensive, detailed knowledge and understanding of the procedural rules governing institutions and bodies' work related to commercial legal work in force locally and regionally.
Teaching and Learning Methods:	

1. Interactive Lectures.
2. Classroom or Virtual Classes - (Seminars).
3. Self-Education.
4. Case Studies.
5. Library Databases.
6. Lectures, Extracurricular Seminars and Thesis Discussion.

Measurement Methods:

1. Midterm Exams (Final).
2. Final Exams (Final).

3. Presenting Legal Works (Articles, Reports, Judicial Provisions, Case Studies, Presentation) - (Final/Formative).
4. Thesis Discussion (Final).
5. Thesis Seminars Discussions (Initial, Final and Formative).

B. Subject Matter Skills:

Upon completion of the study of this programme, the alumnus will be able to:

B1	Demonstrate creativity in applying legal texts scientifically by handling complex and unexpected situations related to commercial legal matters.
B2	Demonstrate a professional level in planning and implementing Scientific Research and Thesis in the field of Commercial Law and its aspects.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Research and Working Papers.
3. Reports and Articles Preparation (Individual and Group).
4. Commenting on Judicial Decisions.
5. Thesis Preparation.
6. Case Studies.
7. Presentation and Discussion of a Legal Topic

Assessment Methods:

1. Research Preparation (Final).
2. Midterm Exams (Final).
3. Final Exams (Final).
4. Reports and Articles Preparation, Commenting on Judicial or Arbitration Decisions, Case Studies and Introducing and Discussing Legal Issues (Formative/ Final).
5. Thesis Discussion (Final).
6. Thesis Seminars Discussions (Initial and Final).

C. Critical Thinking Skills:

Upon completion of the study of this programme, the alumnus will be able to:

C1	Demonstrate a professional level in interpreting the legal rules specialised in Commercial Law topics in an authoritative interpretation that enables the alumnus to approach the precise meaning of texts, derive judgments and analyse them precisely.
C2	Demonstrate the ability to critically analyse the theories, doctrinal opinions, judicial provisions, commercial arbitration provisions and form opinions about them.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Seminars (Classroom or Virtual Classes).

3. Brainstorming.
4. Presenting and Interpreting Legal Texts and Extracting its Judgments.
5. Study and Analyse Judicial Rulings.
6. Case Studies.
7. Presentation and Discussion of a Legal Topic.

Assessment Methods:

1. Midterm Exams (Final).
2. Final Exams (Final).
3. Quarterly Work (Analysing Texts and Extracting its Judgments, Commenting on Judicial or Arbitration Decisions, Discussing Research and Legal Topics) - (Final and Formative).
4. Thesis Discussion (Final).
5. Thesis Seminars Discussions (Initial, Final and Formative).

D. General and Transferable Skills:

Upon completion of the study of this programme, the alumnus will be able to:

D1	Use effective communication skills orally and in writing in discussing and presenting research papers, legal topics, jurisprudential views, peer-to-peer communication and specialists' communication in a legal language.
D2	Work at a professional level in changing contexts while sustaining responsibility towards individuals and groups in panel discussions and prepare individual and/ or group research articles and reports in Law Field.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Seminars (Classroom or Virtual Classes).
3. Presentation and Discussion of a Legal Topic.
4. Self-Education.
5. Reports and Articles Preparation (Individual and/ Group).
6. E-Learning and Modern Technology.

Assessment Methods:

1. Presentation and Discussion of a Legal Research (Final).
2. Seminars Participation and/ or Legal Clinic Activities (Final and Formative).
3. Thesis Seminars Discussions (Initial, Final and Formative).
4. Thesis Discussion (Final).

Curriculum Mapping

Meeting Modules with Programme Learning Outcomes									
CILOs TO PILOs									
Code	Course	Programme Learning Outcomes							
		A1	A2	B1	B2	C1	C2	D1	D2
ML601	Legal Research Methodology - In-Depth Studies	√			√		√	√	√
ML 611	Civil Law - In-Depth Studies	√		√	√	√	√	√	
ML612	Private International Law - In-Depth Studies	√	√	√	√	√	√	√	
ML 613	Labour Law - In-Depth Studies	√	√	√	√	√		√	
ML 614	Law of Civil and Commercial Procedures - In-Depth Studies	√	√	√	√	√		√	√
ML 615	Electronic Communications and Transactions Law - in Depth Studies	√		√	√	√	√	√	
MCL 620	Law of Commerce - In-Depth Studies	√		√	√	√	√	√	
MCL 622	Commercial Arbitration - in Depth Studies	√	√	√	√	√		√	√
MCL 629	Maritime Law - In-Depth Studies	√		√	√	√	√	√	
ML 631	Criminal Law - In-Depth Studies	√		√	√	√	√	√	
ML 632	Law of Criminal Procedures - In-Depth Studies	√	√	√	√	√		√	√
ML 633	Cyber Crimes	√		√	√	√		√	
ML 634	Economic Crimes	√		√	√	√		√	

ML 641	Administrative Law - In-Depth Studies	√		√	√	√	√	√	
ML 642	Administrative Judiciary	√	√	√	√	√	√	√	
ML 651	Political Systems and Constitutional Law - In-Depth Studies	√		√	√	√	√	√	√
ML 661	Public International Law - In-Depth Studies	√	√	√	√	√		√	√
ML 671	Financial and Tax legislation - In-Depth Studies	√		√	√	√	√	√	
ML 681	Jurisprudence of Islamic Transactions	√		√	√	√	√	√	√
ML 600	Thesis	√		√	√	√	√	√	√

Course Description

Programme Compulsory Courses

ML611 - Civil Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the general theory of the contract and civil liability, in terms of its nature, scope, and development of contractual liability. The specific curriculum deals with an in-depth analytical study of a selected topic of the general curriculum, such as contractual and default liability, examples of liability and execution in kind, or medical liability study, and a statement of the patient's right to accept or reject medical work and the problems arising from that, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

ML 601 - Legal Research Methodology - In- Depth Studies

The course includes an in-depth study of the conceptual framework of legal research approaches and their categories in the field of legal studies (Theoretical Aspect) by examining the essence of scientific and legal research methods, their categories, march and development, and the distinction between research methods in the social and natural sciences, as well as the curricula application in the field of legal studies and the research mechanisms preparation (Practical Aspect) by examining how to choose the research topic and its case, formulate the research design, use legal scientific research tools and means, and document and synthesise information

MCL 620 - Law of Commerce - In-Depth Studies

The course includes an in-depth legal study of commercial law topics. The course deals with the study of Bahraini Trade Law in terms of its sources, its scope of application, its relation with other fields of law, the legal system for business, and the obligations of the commercial profession (General Curriculum). The specific curriculum deals with an in-depth study of a selected topic of the general curriculum, such as commercial contracts, like the transport contract, in terms of the statement intended and how it is formed and its implications, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

ML 631 - Criminal Law - In-Depth Studies

The course includes a “general” curriculum that deals with a detailed study of the general theory of crime and criminal penalty (Objective Legality Rules). The specific curriculum deals with one of the criminal law topics and its in-depth studies that the course lecturer deems appropriate and approved by the concerned department, such as studying criminal contribution or alternative penalties.

ML 641 - Administrative Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the administrative legal rules in terms of the fundamentals of administrative law, organisation and administrative activity. The specific curriculum deals include one of the administrative law topics and its in-depth and, analytical study, such as administrative decisions in terms of their definition, characteristics and distinction, its pillars, types, enforcement, implementation and finality of administrative decisions, supervision of administration work, lawsuits annulment, lawsuits decisions, and its enforcement, or any subject chosen by the course lecturer and approved by the relevant department.

ML 600 - Thesis

According to the specialised scientific research steps, this course is designed to prepare students to plan and implement an independent Master's Thesis in Law. The student is expected to use the skills of higher levels to conduct a critical evaluation of information to investigate a complex case and create creative solutions by adopting a structured methodology, reviewing the literature and analysing the relevant data, in order to reach research conclusions and appropriate recommendations that it shall contribute to achieving qualitative development at the professional and community levels. In the final version, the Thesis is subject to public defence, and its evaluation is based on the written and oral presentation, which are prepared according to the Thesis Handbook at Applied Science University.

Prerequisite: 21 Hrs. including the Legal Research Methodology - In-Depth Studies (ML 601). In accordance with the postgraduate regulations in the ASU.

Programme Elective Courses

Four optional courses must be selected (12 Hrs) from the two elective groups

Elective group No. 1 (Private Law route)

ML 612 - Private International Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the framework of private international law in terms of its nature, sources, and private international law topics. The specific curriculum deals with an in-depth study of one of the topics selected from the general curriculum, such as the obstacles to applying foreign law in the conflict of laws, recognition and implementation of foreign judgments, the conditions to be met in the enforcement of foreign judgments, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department

ML 614 - Law of Civil and Commercial Procedures - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum: the general curriculum deals with an in-depth study of general rules of jurisdiction, case theory, its procedures, the theory of judicial decisions, appeal methods, and enforcement procedures. The specific curriculum deals with an in-depth analytical study of one of the selected topics from the general curriculum, such as the lawsuit interest, in terms of defences such as defending the force of the adjudicated case, or the lawsuit, in terms of its status, nature, conditions and judicial applications, or the topic of third-party interference, in terms of its nature and when it can be raised and its effect on the course of the case's procedures and its judicial

ML 615 - Electronic Communications and Transactions Law - in Depth Studies

The course includes a "general" curriculum, which deals with an in-depth legal study of the Promulgating the Electronic Communications and Transactions Law No. 54 of 2018 in terms of concluding an electronic contract, the applicable law to electronic contracts, and finding potential solutions to those difficulties. The specific curriculum deals with an in-depth analytical study of a topic such as electronic signatures, admissibility of electronic evidence, electronic agents, the virtual records, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

ML 613 - Labour Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the individual employment contract. The specific curriculum deals with an in-depth study of one of the selected topics from the general curriculum, such as the flexible employment contract or any general curriculum topic that the course lecturer deems appropriate and approved by the concerned department.

ML 681 - Jurisprudence of Islamic Transactions

This course deals with the study of the provisions of transactions within Islamic jurisprudence and its rules. The Course deals in an in-depth study of the theory of money and ownership within Islamic law provisions compared to the positive law and legislation (General Curriculum). As well as in-depth study of one of the topics of Islamic transactional jurisprudence, such as contemporary transactions, sales or companies (Specific Curriculum), or dealing with any topic within the framework of the jurisprudence of Islamic transactions in a precise and detailed manner, according to what the course lecturer deems appropriate and approved by the concerned department.

MCL 622 - Commercial Arbitration - in Depth Studies

The course includes a general curriculum of a general theory of arbitration study in terms of its nature, types, stages, and its relation to the ordinary judiciary in light of Bahraini law and international and regional agreements and comparative laws. The specific curriculum deals with an in-depth study of a selected topic of the general curriculum, such as methods to appeal the arbitration award and the arbitration decision annulment, in terms of the arbitration decision intended meaning, and what distinguishes it from the judicial decision, and the reasons for annulment mentioned in the Bahraini Arbitration Law and the UNCITRAL Model Law that it may be exposed to and in comparative laws and international agreements, or any topic that the course lecturer deems appropriate and endorses by the concerned department.

MCL 629 - Maritime Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum includes the study of maritime navigation in terms of its definition, its characteristics and types, and the related contracts. The specific curriculum includes the selection of one of the maritime law subjects and an in-depth analytical study, such as the maritime transport contract and the legal liability of the maritime carrier under the contract, where the related provisions to this contract are studied in terms of stating the necessary conditions for the contract to be concluded, its parties, how the contract is concluded and its

implications, studying the bill of lading and the responsibility that falls on the maritime carrier, or any topic of the specific curriculum that the course lecturer deems appropriate and approved by the concerned department.

Elective group No. 2 (Public Law route)

ML 632 - Law of Criminal Procedures - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the procedural rules that govern the progress of the common right lawsuit (Criminal Case) in its various stages, since the occurrence of the crime until the issuance of a criminal case and the authorities competent to take action and its relation to a fair trial. The specific curriculum deals with an in-depth study of topics related to procedural legality rules such as the theory of criminal annulment and criminal evidence in light of the discretionary power of the criminal judge within the framework of Bahraini legislation, comparative legislation, jurisprudence and judicial jurisprudence, or any other topic that the course lecturer deems appropriate and approved by the concerned department

ML 633 - Cyber Crimes

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with a detailed study of cybercrime's general framework and what distinguishes them from traditional crimes, in terms of nature, elements, and national and international efforts to combat cybercrime. The specific curriculum deals with an in-depth, analytical study of one of the selected topics, such as cybercrime, the related crimes, and the special procedural rules for cybercrime in terms of judicial competence and the agencies specialized in combating cybercrime, or any topic that the course lecturer deems appropriate and approved by the concerned department.

ML 634 - Economic Crimes

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with a detailed study of the general framework of economic crimes in terms of the nature, risks, characteristics and types of economic crimes, the scope of criminal responsibility, and the various legislative approaches in facing economic crimes. The specific curriculum deals with an in-depth analytical study of one of the selected topics, such as money laundering crimes, tax evasion crimes, or commercial fraud crimes, or any topic that the course lecturer deems appropriate and approved by the concerned department.

ML 642 - Administrative Judiciary

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with a detailed study of the legal rules governing the principle of legality, its application method, the subjection of public administration to the law, and its written and non-written sources, and balancing this principle by studying the theory of discretionary authority, the theory of exceptional circumstances, and the theory of acts of sovereignty, as well as introducing the methods of judicial control over the administration work. The specific curriculum includes one of the administrative judiciary topics and its in-depth analytical study, such as the lawsuit annulment, in terms of its definition, its characteristics, the acceptance conditions, the appeal aspects, the procedures for raising it, its judgment and enforcement, and prevent the Management from implementation, or any topic that the course lecturer deems appropriate and approved by the concerned department.

ML 651 - Political Systems and Constitutional Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with a detailed study of political systems that are based on the country and government, and constitutional law rules that are based on the form of the system of government and the organization of public authorities in the country. The specific curriculum includes an in-depth analytical study of one of the topics of political systems and constitutional law, such as overseeing the constitutionality of laws, which includes the types of control, its applications and the mechanism of undertaking, or any topic that the course lecturer deems appropriate and approved by the concerned department.

ML 661 - Public International Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with a detailed study of general international law in terms of international disputes and methods to solve them by peaceful means in accordance with the rules of public international law and the Charter of the United Nations, and the role of treaties in organising international relations. The specific curriculum deals with an in-depth analytical study of one of the topics of the general curriculum, such as the peaceful settlement of international disputes and examining examples of international issues over which the dispute has been resolved by peaceful means, such as the International Court of Justice or international arbitration, the jurisdiction of the International Court of Justice, diplomacy and the exchange of diplomatic relations, or any topic related to public international law that the course lecturer deems appropriate and approved by the concerned department.

ML 671 - Financial and Tax legislation- In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the essence of public finance and tax legislation, which is based on the science of public finance, tax and its legal nature, objectives and technical organisation. The specific curriculum includes one of the topics of finance and tax legislation and its in-depth analytical study, such as types of taxes, new taxes, mechanisms to reduce public debt, mechanisms to bridge the public budget deficit, or any other topic that the course lecturer deems appropriate and approved by the concerned department.

Master in Commercial Law

Programme Description

Programme Coordinator: Dr. Nasiem Khalid Ahmad Al-Shawawreh

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Programme Details

Programme Title	Master in Commercial Law
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2020 - 2021
Language of Study	Arabic
Mode of Study	Full Time

The Master in Commercial Law Programme aims to achieve the following:

1. Meeting the needs of the local society and providing alumni with critical knowledge and specialised and innovation skills in the Commercial Law Field to serve the society professionally.
2. Preparing alumni to carry out interpretation, critical analysis, probabilistic reasoning in the Commercial Law Field and relevant emerging legal topics.
3. Encouraging scientific research and innovation in the commercial law field and developing its skills, scientific research methods, methodology and ethics.
4. Refining the scientific capabilities and establishing an innovative climate in Commercial Law in line with professional ethics and social responsibility.
5. Developing communication skills to impart information and complex ideas in Commercial Law Field and working independently in changing contexts.

Programme Structure

Overall Structure of the Programme

- Maximum Study Period : 8 Semesters
- 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 Hours	Pre-requisite
ML 601	Legal Research Methodology - In-Depth Studies	3	---
MCL 620	Law of Commerce - In-Depth Studies	3	---
MCL 621	Commercial Companies - in Depth Studies	3	---

First Year – Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Pre-requisite
MCL 622	Commercial Arbitration - in Depth Studies	3	---
MCL 623	Industrial and Commercial Property Laws - in Depth Studies	3	---
---	Programme Elective 1	3	---

Second Year - First Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Pre-requisite
MCL 624	International Trade Contracts - in Depth Studies	3	---
---	Programme Elective 2	3	---
---	Programme Elective 3	3	---

Second Year - Second Semester (9 Credit Hours)			
Course Code	Course Title	Credit Hours	Pre-requisite
MCL 600	Thesis	9	(21) Hrs

❖ (21 Hrs) including the Legal Research Methodology - In- Depth Studies (ML 601). In accordance with the postgraduate regulations in the ASU.

Programme Compulsory Courses (18) Credit Hours

Course Code	Course Title	Credit Hours	Pre-requisite
ML 601	Legal Research Methodology - In-Depth Studies	3	---
MCL 620	Law of Commerce - In-Depth Studies	3	---
MCL 621	Commercial Companies - in Depth Studies	3	---
MCL 622	Commercial Arbitration - in Depth Studies	3	---
MCL 623	Industrial and Commercial Property Laws - in Depth Studies	3	---
MCL 624	International Trade Contracts - in Depth Studies	3	---

Programme Elective Courses (9) Credit Hours

Course Code	Course Title	Credit Hours	Pre-requisite
MCL 625	Commercial Papers - In-Depth Studies	3	---
MCL 626	Banking Operations - In-Depth Studies	3	---
MCL 627	Stock Market and Securities Laws - In-Depth Studies (E)	3	---

MCL 628	Law to Encourage and Protect Competition- In-Depth Studies (E)	3	---
MCL 629	Maritime Law - In-Depth Studies	3	---
ML 611	Civil Law - In-Depth Studies	3	---
ML 615	Electronic Communications and Transactions Law – in Depth Studies	3	---

Thesis (9) Credit Hours

Course Code	Course Title	Credit Hours	Pre-requisite
MCL 600	Thesis	9	(21) Hrs

Programme Intended Learning Outcomes

A. Understanding and Knowledge:

Upon completion of the study of this programme, the alumnus will be able to:

A1	Demonstrate critical knowledge and understanding of all contemporary legal and controversial issues of jurisprudence related to the subjects and applicable rules of Commercial Law locally and regionally in this regard and their historical origins and judicial applications.
A2	Demonstrate a comprehensive, detailed knowledge and understanding of the procedural rules governing institutions and bodies' work related to commercial legal work in force locally and regionally.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Classroom or Virtual Classes - (Seminars).
3. Self-Education.
4. Case Studies.
5. Library and Electronic Databases.
6. Attending Lectures, Extracurricular Seminars and Discussing Theses.

Measurement Methods:

1. Midterm Exams - (Final).
2. Final Exams - (Final).

3. Presenting Legal Works (Articles, Reports, Judicial Provisions, Case Studies, Presentation) - (Final/ Formative).
4. Thesis Discussion (Final).
5. Thesis Seminars Discussions (Initial, Final and Formative).

B. Subject Matter Skills:

Upon completion of the study of this programme, the alumnus will be able to:

B1	Demonstrate creativity in applying legal texts scientifically by handling complex and unexpected situations related to Commercial Legal Matters.
B2	Demonstrate a professional level in planning and implementing Scientific Research and Scientific Thesis in the field of Commercial Law and its aspects.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Research and Working Papers.
3. Reports and Articles Preparation (Individual and Group)
4. Commenting on Judicial Decisions.
5. Specialized Thesis Preparation.
6. Case Studies.
7. Presentation and Discussion of a Legal Topic.

Measurement Methods:

1. Preparing Research Papers - (Final).
2. Midterm Exams - (Final).
3. Final Exams - (Final).
4. Reports and Articles Preparation, Commenting on Judicial or Arbitration Decisions, Case Studies and Introducing and Discussing Legal Issues (Formative/ Final).
5. Thesis Discussion (Final).
6. Thesis Seminars Discussions (Initial, Final, Formative).

C. Critical Thinking Skills:

Upon completion of the study of this programme, the alumnus will be able to:

C1	Demonstrate a professional level in interpreting the legal rules specialised in Commercial Law topics in an authoritative interpretation that enables the alumnus to approach the precise meaning of texts, derive judgments and analyse them precisely.
C2	Demonstrate the ability to critically analyse the theories, doctrinal opinions, judicial provisions, commercial arbitration provisions and form opinions about them.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Seminars (Classroom or Virtual Classes).

3. Brainstorming.
4. Presenting and Interpreting Legal Texts and Extracting its Judgments.
5. Studying and Analysing Judicial Rulings.
6. Case Studies.
7. Presentation and Discussion of a Legal Topic.

Measurement methods:

1. Midterm Exams - (Final).
2. Final Exams - (Final).
3. Quarterly Work (Analysing Texts and Extracting its Judgments, Commenting on Judicial or Arbitration Decisions, Discussing Research and Legal Topics) - (Final - Formative).
4. Thesis Discussion (Final).
5. Thesis Seminars Discussions Initial, Final and Formative).

D. General and Transferable Skills:

Upon completion of the study of this programme, the alumnus will be able to:

D1	Use effective communication skills orally and in writing in discussing and presenting research papers, legal topics, jurisprudential views, peer-to-peer communication and specialists' communication in a legal language.
D2	Work at a professional level in changing contexts while sustaining responsibility towards individuals and groups in panel discussions and prepare individual and/ or group research articles and reports in Commercial Law.

Teaching and Learning Methods:

1. Interactive Lectures.
2. Seminars (Classroom or Virtual Classes).
3. Presentation and Discussion of a Legal Topic.
4. Self-Education.
5. Reports and Articles Preparation (Individual and/ or Group).
6. E-Learning and Modern Technology.

Measurement Methods:

1. Presentation and Discussion of a Legal Research (Final).
2. Participation in Seminars and/ or Legal Clinic Activities (Formative - Final).
3. Thesis Seminars Discussions (Initial, Final and Formative).
4. Thesis Discussion (Final).

Curriculum Mapping

Meeting Modules with Programme Learning Outcomes									
CILOs TO PILOs									
Code	Course	Learning Outcomes							
		A1	A2	B1	B2	C1	C2	D1	D2
ML 601	Legal Research Methodology - In-Depth Studies		√		√		√	√	√
MCL 620	Law of Commerce - In-Depth Studies	√		√	√	√	√	√	
MCL 621	Commercial Companies - in Depth Studies	√	√	√	√	√		√	
MCL 622	Commercial Arbitration - in Depth Studies	√	√	√	√	√		√	√
MCL 623	Industrial and Commercial Property Laws - in Depth Studies	√		√	√	√	√	√	
MCL 624	International Trade Contracts – in Depth Studies	√		√	√	√	√	√	
MCL 625	Commercial Papers - In-Depth Studies	√		√	√	√	√	√	
MCL 626	Banking Operations - In-Depth Studies	√	√	√	√	√		√	
MCL 627	Stock Market and Securities Laws - In-Depth Studies (E)	√	√	√	√	√		√	√
MCL 628	Law to Encourage and Protect Competition- In-Depth Studies (E)	√		√	√	√		√	√
MCL 629	Maritime Law - In-Depth Studies	√		√	√	√	√	√	
ML 611	Civil Law - In-Depth Studies	√		√	√	√	√	√	
ML 615	Electronic Communications and Transactions Law - in depth studies	√		√	√	√	√	√	
MCL 600	Thesis	√		√	√	√	√	√	√

Course Description

Programme Compulsory Courses (27) Hrs

ML 601- Legal Research Methodology - In-Depth Studies

The course includes an in-depth study of the conceptual framework of legal research approaches and their categories in the field of legal studies (Theoretical Aspect) by examining the essence of scientific and legal research methods, their categories, march and development, and the distinction between research methods in the social and natural sciences, as well as the curricula application in the field of legal studies and the research mechanisms preparation (Practical Aspect) by examining how to choose the research topic and its case, formulate the research design, use legal scientific research tools and means, and document and synthesise information.

MCL 620 - Law of Commerce - In-Depth Studies

The course includes an in-depth legal study of commercial law topics. The course deals with the Bahraini Trade Law in terms of its sources, its scope of application, its relation with other law fields, the legal system for business, and the commercial profession's obligations (General Curriculum). The specific curriculum deals with an in-depth study of a general curriculum topic, such as commercial contracts and transport contract and its meaning and how it is formed and its implications, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

MCL 621 - Commercial Companies - in Depth Studies

This course deals with an in-depth legal study of commercial companies. The course deals with the commercial companies' study in terms of the definition of the company's contract, its forms and its formal and substantive pillars (General Curriculum). The specific curriculum includes choosing a topic for commercial companies and studying it in an in-depth analytical study, such as studying a contract for one of the commercial companies (such as a joint-stock company) in terms of formation, and the effects resulting from the company contract, such as the emergence of a moral person, its management, dismissal and termination, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

MCL 622 - Commercial Arbitration - in Depth Studies

The course includes a general curriculum of a general theory of arbitration study in terms of its nature, types, stages, and its relation to the ordinary judiciary in light of Bahraini law and international and regional agreements and comparative laws. The specific curriculum deals with an in-depth study of a selected topic

of the general curriculum, such as appealing methods of the decision and arbitration decision annulment, in terms of the arbitration decision implication, the distinction between the attribution decision and the judicial decision, and the reasons for annulment stated in the Bahraini Arbitration Law and the UNCITRAL Model Law, and in comparative laws and international agreements, or any topic that the course lecturer deems appropriate and endorses by the concerned department.

MCL 623 - Industrial and Commercial Property Laws - in Depth Studies

The course deals with an in-depth study of industrial and commercial property elements as it is part of intellectual property. The course deals with the study of the industrial and commercial property in terms of its concept, the legal nature of the rights and types, and the historical development of the legal regulation of industrial and commercial property at the level of national legislation or agreements International (General Curriculum). The course also explains and analyses the trademark (Specific Curriculum). The specific curriculum deals with the concept and system of ownership of the trademark and its protection, and its relation to the electronic address and acts of unfair competition, or dealing with any topic within the elements of industrial and commercial property that the course lecturer deems appropriate and approved by the concerned department.

MCL 624 - International Trade Contracts - in Depth Studies

The course includes a general curriculum that deals with an in-depth legal study of the legal system for international trade in terms of its essence, scope and the most important international commercial contracts. The specific curriculum deals with an in-depth analytical study of the United Nations Convention on Contracts for the International Sale of Goods in terms of the scope of application of the agreement, excluded sales, the obligations of the parties, or studying any of the issues of international trade contracts after being approved by the concerned department.

MCL 600 – Thesis

According to the specialized scientific research steps, this course is designed to prepare students to plan and implement an independent Master's Thesis in Commercial Law. The student is expected to use the skills of higher levels to conduct a critical evaluation of information to investigate a complex case and create creative solutions by adopting a structured methodology, reviewing the literature and analysing the relevant data, in order to reach research conclusions and appropriate recommendations that it shall contribute to achieving qualitative development at the professional and community levels. In the final version, the Thesis is subject to public defence, and its evaluation is based on the written and oral presentation, which are prepared according to the Thesis Handbook at Applied Science University.

(Pre-requisite: 21 Credit Hours including the Legal Research Methodology - In-Depth Studies (ML 601). In accordance with the postgraduate regulations in the ASU)

Programme Elective Courses (9) Hrs

MCL 625 - Commercial Papers - In-Depth Studies

The course deals with an in-depth study of commercial papers, their definition, characteristics, types and conditions (draft, check, and promissory note), (General Curriculum). The Course also deals with an in-depth analytical study of a general curriculum topic such as trading in commercial papers (endorsement), the methods by which commercial papers are traded, types of endorsement, conditions and effects of each type, guarantees, the parties' legal status to the endorsement (Specific Curriculum), or any topic of commercial papers that the course lecturer deems appropriate and approved by the concerned department.

MCL 626 - Banking Operations - In-Depth Studies

The course deals with an in-depth study of banking operations and how banks are based on carrying out various financing activities at the national and international levels. The course also deals with the study of the legal rules regulating banking work and bank accounts and their types (General Curriculum), as well as an in-depth study of the most important banking operations and indirect facilities submitted by the banks, which are concentrated in the documentary credit in terms of its definition, nature, characteristics, types, provisions for document auditing, conformity standards, and the bank's responsibility to accept and implement documents (Specific Curriculum) or to deal with any topic of banking operations in an accurate and detailed manner as the course lecturer deems appropriate and approved by the concerned department.

MCL 627 - Stock Market and Securities Laws - In-Depth Studies (E)

This course contain "general" and a "specific" programme, The "general" programme concern with the study of the provisions related to the concept of the stock market and the objectives of the market and its growth, and the market of the moral personality, as well as the management of the market and the Board of Directors of the market, and its specialties system, and the market manager and staff, and specialized organs, and the disciplinary and arbitration committee, and members of the market, , Control and listing and trading securities in the market. "Specific programme" contains market finance, such as mechanisms used by the market, the filing and clearing system, the definition of the financial intermediary, the presentation of its most important obligations, In detail the provisions adopted by Law No. (57) of 2009 Regarding Bahrain Stock Exchange, the establishment and organization of Bahrain Stock Exchange and its internal or any other topic which can be related to the subject as proved by concern department.

MCL 628 - Law to Encourage and Protect Competition- In-Depth Studies (E)

The curriculum of this course includes a "general" and a "specific" programme. The general programme aims to provide the learners with critical knowledge and understanding related to promotion and Protection of Competition Law which affecting the wealth of a country; as well as the concept of competition and its nature, the scope of investment and its Mechanisms to encourage it, at the level of national and Regional. The "specific" programme contains a detailed and analytical comparative study of one of the topics of the "general" programme, as abuse of dominant position and the exceptions it or what is approved by the concerned department

MCL 629 - Maritime Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum includes the study of maritime navigation in terms of its definition, its characteristics and types, and the related contracts. The specific curriculum includes the selection of one of the maritime law subjects and an in-depth analytical study, such as the maritime transport contract and the legal liability of the maritime carrier under the contract, where the related provisions to this contract are studied in terms of stating the necessary conditions for the contract to be concluded, its parties, how the contract is concluded and its implications, studying the bill of lading and the responsibility that falls on the maritime carrier, or any topic of the specific curriculum that the course lecturer deems appropriate and approved by the concerned department.

ML 611 - Civil Law - In-Depth Studies

The course includes a "general" curriculum and a "specific" curriculum. The general curriculum deals with an in-depth study of the general theory of the contract and civil liability, in terms of its nature, scope, and development of contractual liability. The specific curriculum deals with an in-depth analytical study of a selected topic of the general curriculum, such as contractual and default liability, examples of liability and execution in kind, or medical liability study, and a statement of the patient's right to accept or reject medical work and the problems arising from that, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.

ML 615 - Electronic Communications and Transactions Law - in depth studies

The course includes a “general” curriculum, which deals with an in-depth legal study of the **Electronic Communications and Transactions Law - in depth studies** in terms of concluding an electronic contract, the applicable law to electronic contracts, and finding potential solutions to those difficulties. The specific curriculum deals with an in-depth analytical study of a topic such as electronic signatures, **admissibility of electronic evidence**, electronic agents, the virtual records, or any topic of the general curriculum that the course lecturer deems appropriate and approved by the concerned department.



جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

Bachelor Degree Bylaw □

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.

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

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

- C. 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	12 - 21
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.

4. The Directorate of Admissions and Registration gets the Unified Student File approved by the Secretariat General of the Higher Education Council and assigned a Higher Educational Institutions number.

Article (6): Credit Hours

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

Article (7): Levels of Study

- 1- The courses offered by each programme as well as the courses included in the study plans are classified into four levels, stating any prerequisites (if any) for each course. Each course is assigned a code that indicates its level. Moreover, every course must identify the number of lectures, weekly laboratory hours, and number of credit 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

1. The minimum and maximum study load for a regular student at the university for the bachelor's level in the first and second semesters shall be (12-19) credit hours per semester, and he may register less than 12 credit hours only once during his studies, and the student may also register less credit hours than the minimum referred to above more than once, provided that he is considered irregular student and provided that this is not counted as part of the short period for obtaining the academic degree. The student may take additional credit hours at the university at a rate not

exceeding (21) credit hours in the first and second semesters, provided that he fulfills one of the following conditions:

- His / her GPA should not be less than 84%.
 - He / she needs to take the additional credit hours to complete graduation requirements in that semester.
2. The maximum study load for a regular student at the university for the bachelor's level in the summer semester shall be 9 credit hours. The regular student at the university may take additional hours at a rate of no more than (12) credit hours in the summer semester, provided that he/she needs to take the additional hours to complete the requirements of graduation in that semester.

Article (11)

In the graduation semester, the student may register any number of credit hours required for graduation, without considering the minimum level of the prescribed study load.

Article (12): Punctuality

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

Article (13): Absence and Excuses

1. The student is not allowed to be absent for more than 25% of the course credit hours.
2. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of the Department in order to take the necessary action.
3. If the student is absent for more than 25% of the total course credit hours without a reasonable excuse that is accepted by the College Dean, they will not be allowed to attend their final exam and will be given the minimum pass mark, i.e. (WF, 35). The student will then have to retake the course, if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average for warning or dismissal purposes.
4. The Head of the Department submits to the College Dean a list of those students who are prohibited from taking the final examinations due to their absenteeism, to inform the 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.
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

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 to 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.

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.

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.
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.
 - 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.
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.

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	92.700 BHD
2	Bachelor's Degree in Business Administration	135	92.700 BHD
3	Bachelor's Degree in Accounting and Finance Sciences	135	92.700 BHD
4	Bachelor's Degree in Management Information Systems	135	92.700 BHD
5	Bachelor's Degree in Political Sciences	135	92.700 BHD

2. College of Law

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

3. College of Arts & Science

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

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	160 BHD
2	B.A. (Hons) Accounting and Finance	135	160 BHD

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

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.
- 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:
- 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (44) of this Regulation.
 - 100 BHD one-time registration fee as mentioned in item (2) of paragraph (b) of Article (44) of this Regulation.
 - 5 BHD fee to issue a new university ID card and mentioned in item (13) of paragraph (b) of Article (44) of this Regulation
 - 535 BHD part of the tuition fees of the admissions semester.

5. Financial instructions relating to the withdrawal of a student:

- 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.
- 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.
- 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 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.
- 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.
- 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.
- 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.
- The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.
- 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.
- The student has the right to withdraw totally or partially from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council without financial charges.
- If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.
- 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.
 - 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.

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.



جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

Graduate Studies

Bylaw

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:

- C. 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
- D. 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.

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. 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.

Article (5)

Admissions Requirements

Firstly: to be admitted in a master's Degree Programme, the student must fulfil the following requirements:

- 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 adopted by the University or the applicant 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, with a passing grade of 50%.
- 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.
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 Directorate 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.

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
- 4.

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. An interruption period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
5. A withdrawal period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
6. The University Council is entitled to look into an extension of the study period in exceptional circumstances.

Article (9)

Passing Grade, Semester Average and GPA

First:

1. The passing grade in courses is 70% and the GPA is 75%.
2. A student is put on probation if the GPA is less than 75%.
3. A student put on probation should sort out the issue in a period not more than two semesters after the affected semester, and summer semesters are not calculated in this period.
4. Consideration of reviewing the final grade for any student on a certain course is allowed based on a written request or a written initiative from the course instructor to be sent to the Dean in a period not exceeding ten days 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 Director 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

¹ This article will be implemented upon HEC's approval of the new study plans.

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 75% 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 75% 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.
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 Directorate. 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.

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, as long as that semester was not postponed (in which case the period is extended to the end of the semester in which the student has registered after the withdrawal), excluded from that is the summer semester since it is an optional semester for the student, otherwise the student loses his right to sit for the exam, 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.

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 semester in which the student was admitted
 - 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.
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 Directorate 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 Directorate 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.

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 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 and most senior 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	69% or less

3. The Head of the Discussion Committee announces the resolution in the discussion hall in the presence of all members.
4. 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
5. 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.
6. 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.
7. 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.
8. 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.

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 Directorate 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	144.200 BHD
2	Master's Degree in Human Resources Management	36	144.200 BHD
3	Master's Degree in Accounting and Finance Sciences	36	144.200 BHD

A.2. College of Law

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

2	Master's Degree in Commercial Law	36	144.200 BHD
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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.
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 Directorate 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 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) 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 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) 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 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/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 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 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 Director of Admissions and Registration are responsible for implementing the provisions of this bylaw.