

**ASU**



**جامعة العلوم التطبيقية**  
APPLIED SCIENCE UNIVERSITY

**معتمدة من مجلس التعليم العالي**

**Accredited by the Higher Education Council**



# **Student Handbook**

## **2022–2023**

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## **1 Introduction**

The *Student Handbook* aims to assist all ASU students to find relevant information needed throughout their student life at the Applied Science University.

The Student Handbook presents ASU's vision, mission, and core values. It also includes essential information that all students need to understand from when they first enrol at ASU, either as Bachelor or Master's Degree students, to graduation and beyond. The selected student-related information includes mainly: regulations, by-laws, procedures, and, academic and administrative policies. It also contains useful information that the student might need to refer to when/ if required, including student resources and student support services. The Appendix section contains organisational structure charts and the University Calendar 2020/2021.

This Handbook is distributed to all students during the Orientation Programme. It is also available on the ASU Website and at the Directorate of Admissions and Registration Office.

The University reviews the content of this Handbook regularly. It retains the right to update any information to comply with the Ministry of Education and Higher Education Council (HEC) requirements. Students will be notified by email of any significant changes to the Handbook, and this email will indicate the section(s) which have been revised.

## 2 Welcome Messages

### 2.1 Welcome Message from the Chairman of the Board of Trustees



Dear Students,

It is my pleasure to extend a very warm welcome to our students at Applied Science University in the Kingdom of Bahrain where our students are at the heart of everything we do.

ASU has an international outlook, through our partnerships with leading universities and academics in the UK and the Arab world, also has a strong commitment to our local community and region through research, investment, and business partnerships.

Our students come to ASU to enjoy a challenging, practical, and industry-relevant academic Programme that is supported by qualified, stimulating academic staff in a pleasant, safe, and equitable environment. They also participate in a wide range of social, extracurricular, community, and sporting activities as well as developing the knowledge and transferable skills needed for employability.

We deliver Undergraduate and Postgraduate Programmes, across four Colleges, to around 3,000 students. Several more courses are planned for the near future to widen our global reach and access to bright, ambitious, and talented students throughout the region.

We have invested in facilities by building a modern and well-designed campus. ASU contributes significantly to the local economy annually and intends to become a leading private University in the Gulf.

With drive and determination, we envisage our graduates playing a vital role in the future of the GCC Economy.

You can depend on a warm welcome at ASU.

Professor Waheeb Al Khaja  
*Chairman of the Board of Trustees*



## 2.2 Welcome Message from the President



Dear Students,

It is a privilege, honour, and pleasure to be serving you as the second president of Applied Science University and to build on the vision and tireless efforts of Professor Waheeb Al Khaja, the Founding President of the University and Chairman of the Board of Trustees and Executive Director of the Board of Directors.

Applied Science University was established with a vision to be a distinguished academic institution promoting quality education to fulfil the needs of the market. We all need to work hand in hand to support the Chairman's vision, which is grounded in his belief from the very outset, that University education is a strategic option for developing the human capital of the Kingdom of Bahrain.

We are fortunate to be housed in a state-of-the-art campus, but, more importantly, we have excellent and diverse academic staff, who come from over 15 countries and who are supported by a committed and capable administrative workforce. Students are at the heart of all we do, and your personal and professional development is our top priority.

The University has gained recognition from regional and international organisations. ASU is a full member of the following University associations: Association of Arab Universities (AArU), the International Association of Universities (IAU), the Association of Arab and European Universities (AEUA) and the Arab Association of Collegiate Registrars and Admissions Officers (Arab ACRAO).

We are embarking on exciting partnership opportunities with international academic institutions, particularly in the UK, and this is in line with the Higher Education and research strategies recently launched by the Higher Education Council in Bahrain. Such partnerships will place ASU on the international map.

I wish you all every success and sincerely hope that you will enjoy life at ASU.

Professor Ghassan Fouad Aouad  
*University President*

## 2.3 Message from Vice President for Academic Affairs and Development



Dear Students,

On behalf of the Office of the Vice President for Academic Affairs and Development, it gives me great pleasure to address our beloved students. You are our partners in the educational process. Our Office is responsible for overseeing the teaching, learning, research and professional development activities at the University. The Office ensures that ASU Programmes offer high standards of academic quality and that our Programmes are always fit for their purpose. The Office strives to maintain a link with local industries to keep our Programmes relevant to the market needs through the focus on applied education.

Our graduate attributes include giving the students opportunities to be critical thinkers, reflective learners, entrepreneurs, knowledgeable in their fields, effective communicators, team players, proficient practitioners and collaborators, ethically responsible, and committed to lifelong learning. Therefore, we focus on empowering our students with the knowledge and skills that make them ready for the world of work in addition to becoming effective leaders of society.

Currently, the University has four Colleges and offers 18 Degree Programmes at both Bachelor's and Master's levels. Four of these Programmes are hosted by our UK Partners: Cardiff Metropolitan University and London South Bank University. All Programmes are offered at our campus, which provides a perfect learning environment through state-of-the-art facilities.

The University will continue to forge partnerships with international academic institutions, professional bodies, and industries to facilitate interaction with the global community and to provide you with an international dimension in your Study Programmes. On the other hand, the University will continue its efforts in providing you with the proper student advising, IT facilities for e-learning, and any additional support you may need to make the most of your experience at ASU.

The Vice President Office for Academic Affairs and Development is keen to hear your views about the teaching and learning process, the academic facilities and the student activities. The Office is willing to cooperate for the benefit of the student community and the reputation of our University. We can hear your voice either by direct contact with us, through the SOS Online System or the Student Council and the Deanship of Student Affairs.

Finally, we wish you all the best in your studies, and we hope that your experience at ASU will be beneficial and enjoyable.

Professor Khaled Gharaibeh  
*Acting Vice President for Academic Affairs and Development*

## **2.4 Message from the Vice President for Administration, Finance and Community Engagement**



Dear Students,

The Vice President's Office for Administrative, Finance and Community engagement is responsible for the overall breadth and depth of teaching, learning, research and professional development at the University. The Office ensures that ASU Programmes offer high standards of academic quality and an industry-appropriate curriculum. We are also responsible for academic staff recruitment and promotion.

We believe in empowering our students with the employment skills they will need to fulfil their potential as work-ready graduates and career professionals.

We aim to build a culture of integrity and commitment to quality. ASU graduates will have discipline knowledge, sound work ethics, problem-solving skills, entrepreneurial spirit, and enjoy working in teams.

The journey of our University never rests; we continuously update our programmes to meet market demands, expand students' skills, and strive to meet the world's highest education quality rankings. This year ASU was ranked 22 by the QS World University Ranking- Arab Region making it the first among Bahrain Universities; an excellent ranking that reflects our passion to high education quality.

It is an exciting experience for our University with a campus with state-of-the-art facilities and new Programme offerings.

I wish you all the best experience in the current academic year.

Dr Mohammad Yousef

*Vice President for Administration, Finance and Community Engagement*

### **3 About the University**

Applied Science University has earned its license from the Ministry of Education according to the decree issued by the Minister's Council (No. WD 140/2004) dated 5th July 2004, making it one of the first private universities in the Kingdom of Bahrain. ASU has made considerable progress in its vision to become one of the leading universities in the Kingdom of Bahrain and the wider Gulf region. The University aims to support the economic and social development of the Kingdom of Bahrain by providing degree Programmes at both the undergraduate and postgraduate levels. Our Programmes are grounded in a pedagogical framework that aims to develop our students' understanding of key theories and concepts through knowledge acquisition and the development of practical skills and life-long learning skills while preparing our students for a range of career paths within their chosen field or discipline. The University aims to provide its students with a high-quality learning experience by ensuring an up-to-date curriculum for its Degree Programmes that meet the demands of private industry and the public sector alike - locally, regionally and internationally. ASU employs experienced and well-qualified academics who can support student learning and the overall student experience through the provision of research-informed teaching, supported by a comprehensive range of learning and assessment methods. This approach produces ASU graduates that are well-equipped and capable of facing on-going challenges in their professional careers.

#### **3.1 University Campus**

The University relocated to its purpose-built campus in September 2013, covering an area of 24,000 square meters. It is designed to accommodate around 2,100 students at the same time and to reach a capacity of 6,300 students distributed across mornings, evenings and weekends. The campus provides a suitable educational atmosphere in accordance with the highest international and local standards using the latest electronic technology in classrooms. Facilities include design studios, lecture halls, computer labs, language, and specialised laboratories, as well as a high-tech library and a 'state-of-the-art' lecture theatre with 320 seats. Also, a Wi-Fi connection is available across the campus. The University is currently in the process of building several sports facilities including tennis, handball, volleyball, basketball, and badminton courts. The building design meets international standards and supports the development of the Tubli Bay area of Bahrain. The design considered a set of principles and considerations consistent with the Higher Education Council's decision in 2007 regarding the requirements for Higher Education buildings and facilities.

The University campus consists of three main buildings. The first building is the academic building, which consists of 14,000 square meters area over seven main floors and four extra floors in the Clock Tower. This building accommodates the ASU Headquarters, Academic Faculty, Colleges, the Deanship of Scientific Research and Graduate Studies and the Deanship of Student Affairs. On the ground floor close to the entrance hall, is the Directorate of Admissions and Registration, together with cafes, lounges, and the library. The library includes all the features required by the Higher Education Council, including study areas, group project rooms, computers to provide access to electronic library facilities, and enough shelves to house 23,000 books, journals, reference works and other printed materials. The second building is the University Administrative and services building. With a total area of 2200 square meters, this building includes Administrative Offices, areas for student activities, and a hall for exhibitions and seminars. The third building is the training centre, and it consists of two floors with a total area of 1266 square meters, 633 square meters per floor.

The location of the campus is an ideal geographical position, between Manama and Riffa in the Central Governorate, which is an area of high population and is easily accessible to students.

### **3.2 ASU Vision**

**‘A leading University promoting excellence in applied education and research in Bahrain and the Region’**

### **3.3 ASU Mission**

ASU is dedicated to offering students and staff the opportunity to contribute to the sustainable development of society & community. In addition, ASU strives to be recognized nationally and internationally for its reputation in applied learning and teaching, research and community engagement. Furthermore, ASU is committed to enhancing graduates' employability through innovative approaches and entrepreneurial practices in order to help them compete in international markets.

### **3.4 ASU Core Values**

1. Integrity.
2. Collaboration and Team Spirit.
3. Loyalty.
4. Social Responsiveness and Community Engagement.
5. Quality.
6. Innovation and Creativity.

### 3.5 Graduate Attributes

ASU has developed a set of graduate attributes to help our students and staff understand what abilities, skills, and students' mindsets need to acquire while completing their degree. In the fullest sense, graduate attributes relate to all aspects of the student learning experience at ASU.

Graduate attributes are essential in shaping our students' future success as they define the type of graduates they will become. They encompass not only the acquisition of relevant knowledge and practical skills. They also cover all aspects of their employability and their continuing career development and how they engage positively in the community and contribute to Bahraini society and beyond.



The infographic features the ASU logo at the top, which includes the acronym 'ASU' and the university's name in Arabic and English: 'جامعة العلوم التطبيقية' and 'APPLIED SCIENCE UNIVERSITY'. Below the logo is a graduation cap icon. The main title 'GRADUATE ATTRIBUTES' is prominently displayed in large, white, bold letters. Underneath, a statement reads: 'ASU strives to prepare its graduates to be leaders in their discipline by being:'. This is followed by a list of ten attributes, each with a diamond bullet point and a list of specific skills or behaviors. The background is a dark blue with a subtle pattern of architectural lines and the ASU logo repeated in a lighter shade.

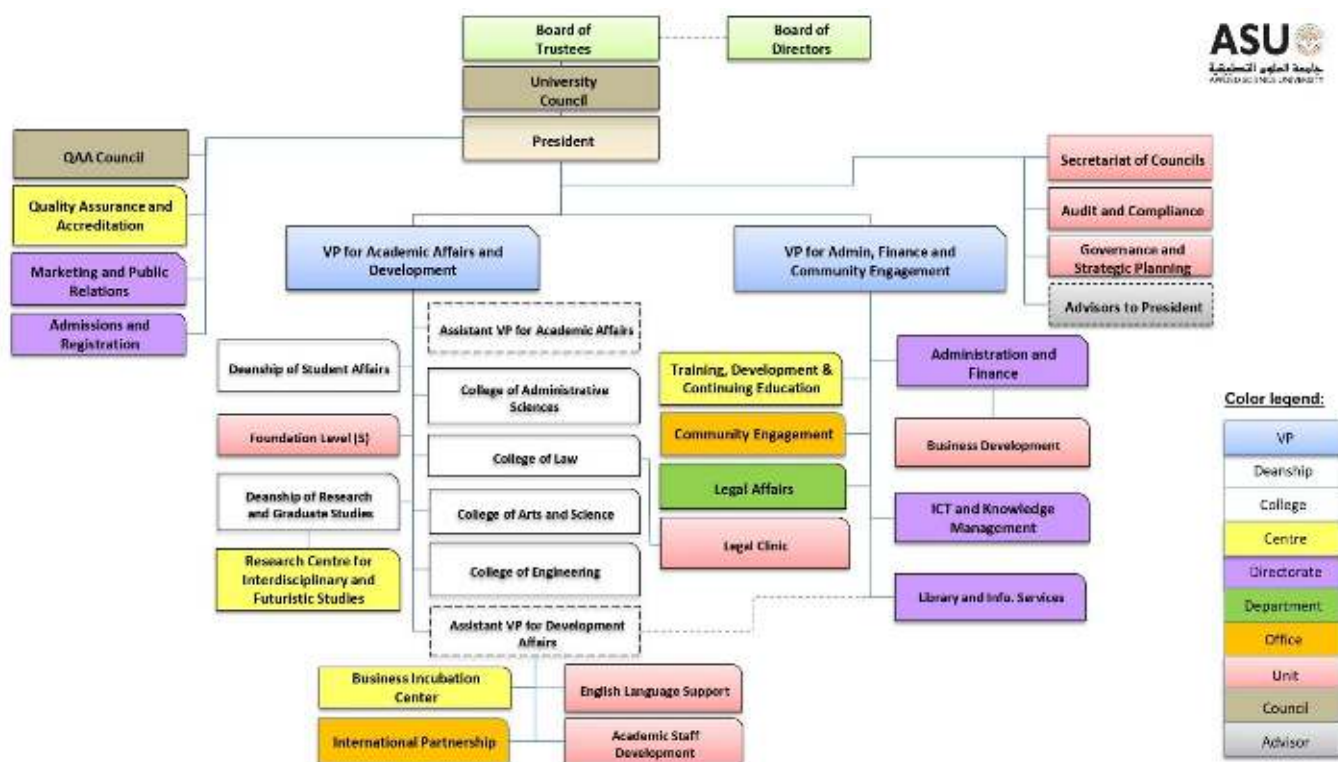
**ASU**  
جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY

## GRADUATE ATTRIBUTES

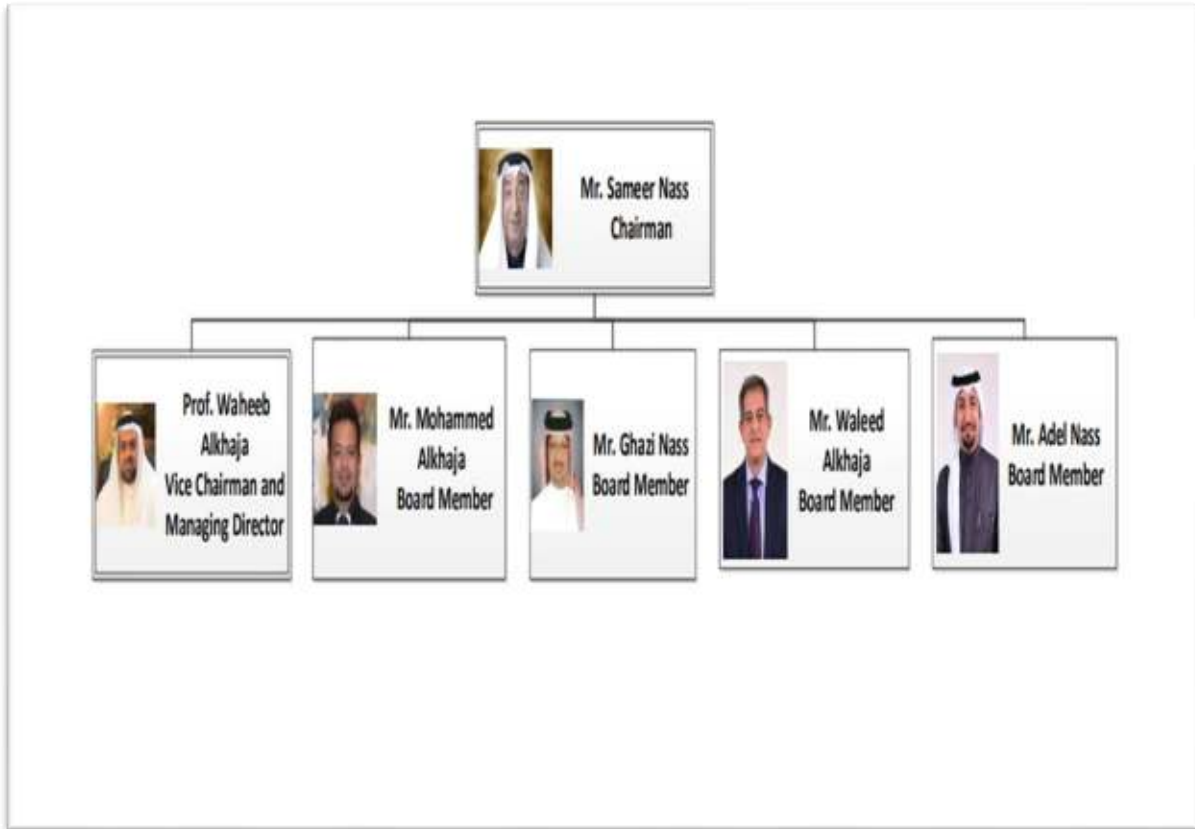
ASU strives to prepare its graduates to be leaders in their discipline by being:

- ◆ **Critical thinkers and reflective learners.**
  - Having the ability to use the knowledge and skills to solve problems.
  - Having the ability to generate new ideas, being creative and innovative.
  - Knowing the research methodologies in their field, and being able to interpret the findings.
  - Motivated individuals capable of carrying out research-led independent work.
- ◆ **Entrepreneurially spirited enjoying practical work.**
  - Want to learn experiment, apply, share, and partner.
- ◆ **Knowledgeable and skilled in their field.**
  - Having the ability to apply their skills, and knowledge in the workplace.
- ◆ **Effective Communicators.**
  - Communicating effectively either orally or in writing.
- ◆ **Team Players.**
  - Working in collaboration with others, and within teams.
- ◆ **Proficient Practitioners and Collaborators.**
  - Experienced in working in variety of roles.
  - Experienced in working in teams and groups of different sizes.
  - Conduct themselves professionally and work positively as part of a team.
  - Having relevant practical and technical skills.
- ◆ **Ethically and socially responsible.**
  - Understanding their social responsibility and good citizenship.
  - Engaging in their community.
- ◆ **Committed to lifelong learning.**
  - Participating and seeking continuous development.

### 3.6 Organisational Charts

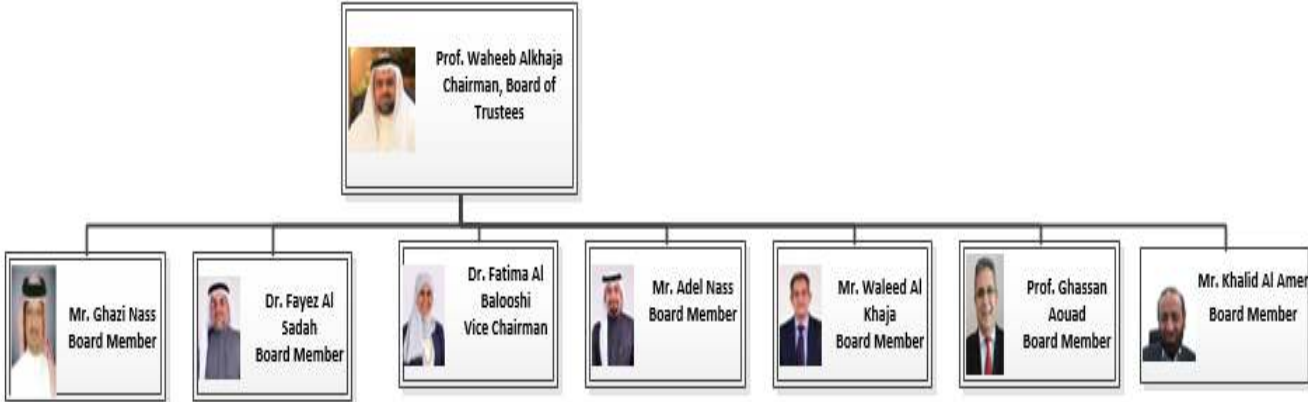


# BOARD OF DIRECTORS





# BOARD OF TRUSTEES



## 4 The Directorate of Admissions and Registration

The Directorate of Admissions and Registration consists of the Admissions Department, the Registration and Documentation Department and the Advisory and Guidance Unit.

The Directorate role is to support and manage everything that is related to students' academic life in compliance with ASU by-laws and HEC academic regulations from the registration stage to graduation.

### 4.1 Admissions Policy

The University aims to offer admission to students of the highest intellectual potential, irrespective of social, racial, religious, and financial considerations. The University ensures that each applicant is individually and impartially assessed in accordance with the policy on equal opportunities. This policy upholds the principle that entrance requirements should ensure that students are accepted into a Programme that gives them every prospect of academic success if they fully avail themselves of the learning opportunities open to them.

#### 4.1.1 Admissions Requirements for Bachelor's Degree

1. The student should obtain a Secondary School Certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain with an average of no less than 60% or equivalent (Except for the Bachelor of Law Programme where the minimum high school average required is 70%).
2. Students with averages below 60% may be admitted in the University, provided that they meet one of the following criteria:
  - a. They are athletes and artists who represent the Kingdom of Bahrain internationally
  - b. Those with at least one year of practical experience following their secondary school certificate.
  - c. In addition to that, the University Council has the right to decide on applicants with averages below 60%.
  - d. The number of students admitted according to this point no. (2) can be no more than 5% of the admitted students.
3. In some Programmes, the students admitted from non-scientific secondary school fields should pass remedial courses.

*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              | Placement Test Mark |
|---------|--------------------|---------------------|
| 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              | Placement Test Mark |
|---------|--------------------|---------------------|
| ENG 099 | Remedial Course    | 0 - 40              |
| ENG 101 | English Language I | 41 - 120            |

#### 4.1.2 Admissions Requirements for Master's Degree

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.

#### **4.1.3 Admissions Requirements for Students Transferring 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.

#### **4.1.4 Documents Needed for Admissions**

1. A copy of a Valid passport (for International Students -original and copy).
2. Valid CPR (original and copy).
3. A copy of the residence visa for the non-citizens of the GCC states.
4. Three recent personal photos of 4 x 6 with a white background.
5. High school graduation Certificate endorsed from the Ministry of Education, Kingdom of Bahrain.
6. For the Master's Degree applicant, a Bachelor's Degree certificate endorsed from the Ministry of Education, Kingdom of Bahrain.
7. Health fitness Certificate from one of the centres approved by the Ministry of Health in the Kingdom of Bahrain.
8. Submission of the completed form of application to the Admissions Department.
9. Equivalence of the high school for the students who finished from foreign schools and their high school certificate was from outside the kingdom.
10. If the student is transferring from another University, they should submit an official transcript certificate and an official withdrawal obtained from the previous University, which is also certified by HEC.

#### **4.1.5 Procedure for Admitting New Students**

The following process is followed while admitting new students to the University:

1. Checking and ensuring that identity papers and other documents required for Admissions are in proper order and comply with the University and HEC requirements.
2. Checking the application form for accuracy and identifying the requirements.
3. Entering the data into the Students Information System (SIS), scan the student's photo and attach it with their SIS profile.
4. Scan all documents of the students and save a soft copy in the student file on the system.
5. Save a hard copy of the student's documents into the student file, which is updated and maintained as per HEC regulation.
6. Archive this file in serial order into a fireproof safe inside the Directorate of Admissions and Registration.

#### **4.1.6 Procedure for Transferring Internally to a Different Programme**

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 Directorate 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.

#### **4.1.7 Transferring Credits Procedures**

Courses are transferred for students transferring from other universities and institutions that are accredited by the Ministry of Education in Bahrain. The procedure is highlighted below:

1. The student provides the Admissions Department with the official withdrawal letter from the previous University along with an officially certified transcript which includes the grades and the course description for the course to be transferred.
2. The Admissions Department will ensure that the University or Institution the student is transferring from is accredited by the Ministry of Education in Bahrain, and the general rules and conditions apply to the transferred credits.
3. A letter will be sent by the Admissions Department to the respective College to make a transfer application. An outgoing number is registered to the letter to follow up later; a copy of the transcript from the previous institution is also attached with the letter along with the course description.
4. Once the transferred papers are returned, it is delivered to the Admissions Department in the Directorate of Admissions and Registration to make the appropriate arrangements which include:
  - a. Checking the student's information which are name, student number and major.
  - b. Checking the previous institution's name.
  - c. Checking the credit hours for the courses before and after the transfer.
  - d. Checking the grade for the courses to make sure that it is not below (C), (70%) or (Good) or equivalent.
  - e. Checking the name and the code for the subjects before and after the transfer and it must match the transcript from the previous institution with the course name and the course codes of the subjects in ASU.

#### 4.1.8 Appeal Against Denial of Admissions

1. Applicants may appeal their denial of Admissions if they have a reason to believe that by either providing additional evidence or through further clarifications, they can satisfy the Admissions requirements.
2. In cases where an applicant decides to appeal, they must fill out the form of Appeal against Denial of Admissions and submits it to the Directorate of Admissions and Registration.
3. Deanship sends the appeal form to the Committee of Appeal against Denial of Admissions for consideration and issuance of the final decision on the student admissions.
4. The Directorate receives the Committee's Decision and notifies the applicant the final decision of the Appeals Committee.
5. This decision will be considered final and cannot be appealed any further.

#### 4.1.9 Appeal Against Credit Transfer

1. Students may appeal their denial of Credit Transfer if they have a reason to believe that by either providing additional evidence or through further clarifications, they can satisfy the course requirements.
2. The student fills out the form of appeal against credit transfer and submits it to the Admissions Department.
3. Admissions Department sends appeal applications to the Committee of Appeal against Credit Transfer for consideration and issuance of the final decision on the request of credit transfer.
4. Admissions Department receives the Committee's Decision, and the decision shall be final where the student has notified the final decision of the Appeals Committee.

#### 4.1.10 Withdrawal from the University

The student who wishes to withdraw from the University to transfer to another institution or to cease their enrolment in ASU Programmes permanently, the following procedure will be applied:

1. Students should fill the required form.
2. Students must fill the clearance form.
3. Students submit this form to the Directorate of Admissions and Registration.
4. The Directorate of Admissions and Registration will issue an official letter indicating that the student has withdrawn from the University.
5. The Directorate will issue a certificate of courses completed and the credit accumulated by the students; this is also stamped by HEC.
6. The students will collect all their original documents and sign that they have received them.

#### 4.1.11 Admitting Students with Special Needs

The University has a separate Policy for Students with Special Needs. The following section is extracted from the policy, and it describes the process for admitting students with special needs:

1. Students with a disability or special need ought to disclose the nature of their disability on the Application Form.
2. The University will admit all students who fulfil the Admissions criteria and can be reasonably accommodated without posing any hardships to the University or the student.
3. Any student who fails to notify the University.
  - a. Waives any right that would otherwise have been obtained as per to this policy.
  - b. If assessed, based on the University's sole discretion, that accommodating the nature of the disability or special need is posing hardship or risk to the University, then the student in question may be subject to having his/her Registration cancelled and Admissions annulled.

- c. Should Registration be cancelled, pursuant to “b” above, the students forfeit all fees and tuition having been paid to the University
4. Having identified the nature of his disability or special need, the student, after having been provisionally admitted to the University, will be interviewed by a Committee that includes a representative drawn from each of the following:
  - a. Student Services.
  - b. Student Counselling.
  - c. Admissions Department.
  - d. A faculty member who has some background in psychology/ therapy or related fields.

If the Committee, by majority vote, determines that the University can accommodate the kind of disability or special need with which the student is encumbered, the student will be granted Admissions to the University, with a recognised disability or special need. Thus, making it possible for the student to avail of all the privileges/ benefits conferred to disabled students and students with special needs as contained herein.

If the Committee, by majority vote, determines that the student does not have a cognisable disability or special need, then the student will be granted ordinary Admissions – in which case the student cannot avail of all the privileges/ benefits conferred to disabled students and students with special needs as contained herein.

If the Committee, by majority vote, determines that the student has a cognisable disability or special need but which the University cannot feasibly accommodate, the student will be denied Admissions and the provisional Admissions will be withdrawn. The University is not responsible for any costs the student may have incurred, of any sort, by reliance on the provisionally offered admissions.

In the event that the Committee is divided on whether the student has a cognisable disability or special need, the Committee will refer the matter to a professional from outside the University for Final Judgment.

If the Committee is otherwise divided, the matter will be referred to the President of the University for Final Decision.

## **4.2 Registration Procedures**

### **4.2.1 Academic Calendar**

The Directorate of Admissions and Registration prepares the Academic Calendar through the following steps:

1. Setting the start date and end date of the academic year.
2. Entering the holidays coming through the academic year (national and religious) into the academic calendar.
3. Setting the start date and end of each semester taking into consideration that each semester should not be less than 14 weeks and the summer semester should not be less than seven weeks (in line with HEC regulation).
4. Defining the Registration, add and drop, withdrawal, and early and late Registration periods into the academic calendar.
5. Defining the mid-term and final-term examination periods for each semester.
6. The suggested academic calendar is approved by the University Council before the start of the new Academic Year.

#### **4.2.2 Procedure for Developing and Disseminating the Course Schedule**

1. The Directorate of Admissions and Registration compiles information regarding numbers of students expected to register in the University courses.
2. The Statistics regarding student numbers is sent to Colleges to prepare a course schedule.
3. Colleges distribute the statistics to the Heads of Departments who will determine which courses will be provided in addition to the number of batches and faculty members who teach these courses. They must take into consideration the ratio of faculty members to students in each College and the class size when determining the course schedule.
4. Upon completion, Colleges send the Course Schedule to the Directorate of Admissions and Registration.
5. The Course Schedule from the Colleges is entered into the SIS system. The system ensures that the academic load of each teaching faculty member does not conflict with the internal regulations of the University and regulations of the HEC.
6. Schedule of the midterm and final exams are determined for all courses offered so that students know the dates and times of the exams at the beginning of the semester.
7. The course schedule is sent to all Colleges for auditing and distribution, and any changes can be proposed at this stage.
8. After the approval of the final Course Schedule by the Colleges, it is displayed to the students before the start of the registration period on their portal on the ASU Website.

#### **4.2.3 Procedure for Students Registering on Courses**

The University has designed an Online System for students to register their desired courses. Students will register their courses online through the Student Information System (<http://sis.asu.edu.bh>). In case the students face problems in registering online, they can refer to the Registration Department for help.

Students are allowed to register courses based on the availability for the semester and their study load, for more information, please refers to the Student's Guide. The following procedure outlines the process for registering students on courses:

1. The start of the Registration period is stated in the calendar and announced for the students through social media, text message through SMS and emails.
2. Registration times assigned for each student will appear on the SIS System.
3. After the Registration period has commenced, students can register through the Website and choose courses based on their study plan and availability in accordance with the advice of the academic advisor.
4. A follow-up of courses that have been registered is conducted to track closed section and ones that should be provided for students.
5. If a student has a problem with registering courses at the Website, they can contact the Registration Department for resolution or manual Registration.
6. Registration of courses for students with a low GPA (students at-risk) is done online after approvals from their academic advisors.
7. Registering courses for newly admitted students is done by the Registration Department after determining the appropriate courses from their academic advisor.
8. Students can add and drop courses during the specified period in the academic calendar.
9. After the completion of registering courses, the student can view his schedule with classrooms and faculty members at the Website, or they can request a stamped hardcopy from the Registration Department front desk.



#### **4.2.4 Procedure for Registering Students At-Risk**

The students will enter a period of Academic Probation or Default if they are unable to sustain the desired GPA or the minimum GPA requirements for their Programmes (60% for Bachelor's or 75% for Master's Programmes). The Directorate of Admissions and Registration prepares a list of students with a GPA less than those specified above.

- a. Bachelor's Programme Minimum Requirements
  - i. Minimum GPA requirement is 60% to be eligible for graduation.
- b. Master's Programme Minimum Requirements
  - i. Minimum GPA requirement is 75%.
  - ii. If a student's score in a course is below 70%, then the student is asked to repeat the course.

Further Details regarding the Academic Probation and Academic Warning can be found in the Students at-risk Policy and the University Bylaws.

#### **4.2.5 Registration for At-Risk Undergraduate Students:**

1. The Directorate of Admissions and Registration prepares a list of students with a low GPA (less than 62%).
2. The students with low GPA (less than 62%) are notified by the SIS System to seek advice from their academic advisors to be able to register their courses online.
3. Academic advisors populate the advisory record with the courses deemed necessary for smooth student progression through the Student Information System (SIS).

#### **4.2.6 Registration for Postgraduate Students**

All Master's Degree students, whether at-risk or outstanding students are able to register their courses online only after meeting the academic advisor who populates their advisory records in the SIS with the appropriate courses.

#### **4.2.7 Course Withdrawals**

In cases where the student wishes to withdraw from a particular course, they may do so by filling the appropriate form and submitting the form to the Registration Department after getting the required approval from the Dean of his/ her College. See section 4.3 for more details about withdrawals.

#### **4.2.8 Lost/ Duplicate Certificates**

In cases of lost certificates or when an alumni member requires an additional copy of their certificate, the following procedure will be followed:

1. The graduate fills the form specified for issuing a replacement or additional certificate, pay the fees and submit the form and a copy of the fees receipt to the Directorate of Admissions and Registration.
2. The Directorate of Admissions and Registration access his/ her file to verify the status and other necessary validations.
3. A copy of the University council graduation decision is printed, and new certificates are issued.
4. A printed certificate is signed by the Director of Admissions and Registration, the appropriate Dean of College and the President of the University respectively.
5. If necessary, the Directorate of Admissions and Registration prepares the required documents

to send graduate certificates for accreditation of HEC.

6. The Directorate of Admissions and Registration notifies the student to collect his/ her certificates.
7. The student signs an acknowledgement of receiving his/ her certificates.

#### **4.2.9 Student Guidance Unit**

The Directorate of Admissions and Registration will let the students know about any warnings or defaults by email, in person or any other suitable mean. Any student at-risk or under a warning is advised to seek help from their College Dean, their Academic Advisor and the Deanship of Student Affairs

The passing rate for undergraduate courses is 50%, and a postgraduate course is 70%.

1. The Head of the Unit prepares a list of students with low GPA on a regular basis.
2. The Head of the Unit is responsible for collaboration with Colleges and Academic Guides to follow up on the student's academic status.
3. The Head of the Unit advises students about the grades to be obtained to raise the GPA.
4. Preparation of the necessary statistics about students with low GPA to take appropriate actions regarding both the academic side and Admissions policy.
5. Guidance of the newly admitted students during the Orientation Day for the new students.

NB: For further guidance, please refer to the University's Bylaws for Bachelor's 'and Master's Degree.

#### **4.2.10 Courses Registration: Add/ Drop Courses**

The student is permitted to add courses and to drop registered courses within five working days from the beginning of the first and second semesters and within three working days from the beginning of the summer semester. The courses dropped within those periods will not be included in the student's academic transcript. The student is permitted to drop any course within eight weeks from the beginning of either the first and second semester, and within four weeks from the beginning of the summer semester, provided that the student has not exceeded the percentage of the permitted number of unexcused absences.

The dropped course, in this case, would be included in the student's academic transcript with a note of withdrawn (W) and such a course is not included in the total credit hours he/ she studied in terms of the pass, fail, or graduation requirement. If the student dropped the course after the mentioned period, the faculty member should include the student's result in his/ her academic transcript. In all the cases, the withdrawal process will not decrease the number of credit hours studied by the student in terms of the minimum study load allowed according to these instructions, except in some compelling circumstances.

#### **4.2.11 Prerequisites and Co-requisites**

Students are not allowed to register in a course before the completion of any prerequisite course. The violation of this would result in the cancellation of the Registration and grade of that course. Upon the consent of the Dean of the College and with a recommendation from the Head of the Department, a student may enrol in a course and in its prerequisite concurrently in one semester only if his/ her graduation depends upon it, provided that the student doesn't have more than one prerequisite not taken or failed.

Students are not allowed to register in a course before the completion of any prerequisite course and having undertaken the examinations and provided his/her mark is not less than 36%.

### **4.3 Withdrawal**

In cases where a student wishes to withdraw from a particular course, they may do so by filling out the appropriate form and submitting the form to the Registration Department after getting the required approval from the Head of Department and Dean of his/ her College.

#### **4.3.1 Withdrawal from a Course (W)**

This indicates a student's withdrawal from an academic course within the period specified previously.

#### **4.3.2 Forced Withdrawal (WE)**

This indicates a student's forced withdrawal from all the academic courses after the specified withdrawal period for compelling reasons such as a health condition or a traffic accident with injury or death of a relative of the First or Second Degree.

#### **4.3.3 Compulsory Withdrawal (WF)**

This indicates a student's withdrawal from registered courses in a particular semester if the student has exceeded the permitted absenteeism rate without providing a valid excuse which has been officially deemed to be acceptable.

#### **4.3.4 Automatic Withdrawal (WA)**

This indicates a student's withdrawal from a registered course in a particular semester if the student enrolled on the course but did not attend any class.

#### **4.3.5 Postponement of Study, Drop-out and Withdrawal from the University**

The student may apply for postponement of his/ her study prior to the commencement of the academic semester in which the course(s) be postponed would be delivered, provided that he/ she presents an excuse accepted by the competent authority, as follows:

- The Dean of the College may give consent to the student for the postponement of one semester, provided that this would not result in the student having postponed more than four consecutive or non-consecutive, academic semesters.
- The College Council may give consent to the student for the postponement of more than four semesters, provided that this would not result in the student exceeding six consecutive or non-consecutive, academic semesters.
- A newly admitted or transferring student is not allowed to postpone a semester unless he/she completes one semester at the University.
- In the event, a student did not register in one or more academic semesters and did not receive written approval from the Dean regarding the postponement of any semester, and the student loses his/ her place at the University.
- The period of the postponement is included in the maximum study duration specified for obtaining a Bachelor's Degree.

#### 4.4 Grades and Accumulative Average (GPA)

##### 4.4.1 Course Grade

The final grade of each course is the sum of the grades acquired at the semester from the final examination, midterms exam, and coursework. The semester coursework may include; quizzes, oral tests, reports, research projects, group discussions, and class presentations.

##### 4.4.2 Grade Classification

The following table shows the classification of grades for the Bachelor's Programme:

| <b>Grades</b> | <b>Assessment</b> | <b>Code in English</b> |
|---------------|-------------------|------------------------|
| 100% - 90%    | Excellent         | A                      |
| 89% - 80%     | Very Good         | B                      |
| 79% - 70%     | Good              | C                      |
| 69% - 60%     | Pass              | D                      |
| 59% - 50%     | Poor              | E                      |
| Below 50%     | Fail              | F                      |

The following table shows the classification of grades for the Master's Programme:

| <b>Grades</b> | <b>Assessment</b> | <b>Code in English</b> |
|---------------|-------------------|------------------------|
| 100% - 90%    | Excellent         | A                      |
| 89% - 80%     | Very Good         | B                      |
| 79% - 70%     | Good              | C                      |
| Less than 70% | Fail              | F                      |

##### 4.4.3 Semester and Accumulative Average Calculation

The calculation of the semester and accumulative average is made via the multiplication of the percentages of each course into the number of the credit hours of each course included in the average, and then the division of the product by the total credit hours. In the event of a failure which is above 35%, the percentage the student achieved would remain the same, but if it is below 35%, it would be converted to 35%. All courses completed by the student are documented in his/ her academic record.

#### 4.4.4 Accumulative Average Classification

Students will enter a period of Academic Probation or Default if they are unable to sustain the minimum GPA.

Bachelor's Programme minimum requirements

1. Minimum GPA requirement is 60% to be eligible for graduation

| Grades               | Assessment               |
|----------------------|--------------------------|
| 92% - 100%           | Excellent - Honours List |
| 84% to less than 92% | Excellent                |
| 76% to less than 84% | Very Good                |
| 68% to less than 76% | Good                     |
| 60% to less than 68% | Satisfactory             |

#### Master's Programme Minimum Requirements:

1. The minimum GPA requirement is 75%.
2. If the student's grade in a course is below 70%, then he/ she has to repeat the course.
3. Further details regarding Academic Probation and Academic Warning can be found in the 'Students at-risk Policy' document.

The following table shows the classification of accumulative averages:

| Grades               | Assessment               |
|----------------------|--------------------------|
| 94% - 100%           | Excellent - Honours List |
| 88% to less than 94% | Excellent                |
| 80% to less than 88% | Very Good                |
| 75% to less than 80% | Good                     |
| Less than 75%        | Fail                     |

#### 4.4.5 Study Levels and Credits Required for Graduation

The courses offered by each Programme as well as the courses included in the study plans are classified into four levels, stating the prerequisites, if any, of each course. Each course is assigned a code that indicates its level. Every course is documented in a standard course specification which, in addition to other information, identifies the number of lectures, the number of weekly laboratory hours and the number of credit hours. Bachelor's Degree courses are classified into four levels. The number of credit hours required for graduation is 135-139 hours.

#### 4.4.6 Requirements for Attaining a Degree

The University Degree is awarded to a student upon the completion of the following requirements:

1. Successfully completing all the courses required for graduation in his/ her academic study plan.
2. Obtaining an accumulative average of no less than 60% for a Bachelor's Degree and no less than 75% for Master's Programme.
3. Successfully completing all courses within the permissible duration required for the Degree, i.e. not exceeding the maximum study duration.

#### **4.4.7 Academic Warning and Dismissal**

Students who score below 60% for Bachelor's Degree and below 75% for Master's Degree, at the end of any academic semester except the first academic semester, are put under probation. The Directorate of Admissions and Registration must notify the students using an appropriate communication method. Students under probation must remove the cause(s) of this disciplinary measure in a period that does not exceed three academic semesters following the semester of the measure. In the event that the student fails to remove the probation, he/ she will be dismissed from his/ her Programme of Study. Any student who has completed 75% of the required credit hours of the academic Programme will not be subject to dismissal. Moreover, the bachelor student who obtains an accumulative average of 59.5%, to 59.9% will be given an extra semester to remove the probation. The student will, however, be dismissed if he/ she exceeds the permissible study duration for the Programme.

Every student who exceeds the study duration of the Programme at the University will be dismissed. A student with a warning is not permitted to register for more than 12 credit hours in a semester without the consent of the academic advisor and the head of department and is not permitted to participate in any activity conducted in the University.

Any student who is dismissed from his/ her Programme and rejected by all other departments of the University will be dismissed from the University. A student is not permitted to register and study in a Programme from which he/ she were previously dismissed.

#### **4.4.8 Attendance, Excuses, and Absenteeism**

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

The student is not permitted to miss more than 25% of the course hours. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of Department to take the necessary action in this respect. If a student misses more than 25% of the total course hours without presenting a satisfactory or compelling excuse approved by the Dean, he/ she will not be allowed to sit for the final exam and will be given the minimum grade of WF: 35. The course must be retaken by the student if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average while giving a warning or dismissal from the semester. The Head of Department submits to both the Dean of the respective College and the Directorate of Admissions and Registration the names of those students who are prohibited from taking the final examinations due to their absenteeism and those students are recorded as having the minimum grade for that course.

If a student misses more than 25% of the total course hours due to sickness or any compelling excuse approved by the Dean of the College, he/ she is considered as withdrawn from the course with a grade of W, and the rules of withdrawal apply. The Dean of the College informs the Directorate of Admissions and Registration about the decision, and a note of "Withdrawn" appears next to that course in the student's academic transcript. 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. It is stipulated that sick leave requires a certificate issued by an accredited medical authority, and such a certificate must be submitted to the Dean of College within a period no later than two weeks from the date of the absence. The Deans of the Colleges, Heads of Departments, faculty members and lecturers, as well as the Director of Admissions and Registration shall be responsible for enforcing attendance regulations.

#### **4.4.9 Grade Appeal**

The student has the right to ask for the revision of his/ her final examination grade for any course within a maximum of ten (10) days after the date of the grade announcement. In this case, the Dean of the College should examine the grading to make sure that no mistakes were made in marking or calculating the total percentage which the student achieved for the examination. This is done by a Committee formed by the Dean of the College. The Committee comprises faculty members excluding course instructor and any member of staff who has been involved in the original marking or moderation of the work. The student has to pay a fee of 10/- BHD for the petition to review any of his/ her final grades. The student has the right to request an appeal of his/her final grade of any course by following these steps:

1. The student should file an appeal to review his/ her final grade within ten days of the announcement of the grade. The student pays a fee of 10/- BHD per course, which is refundable in cases where the student's grade changes to his/ her benefit.
2. The Head of the Department forms a Special Committee consisting of two faculty members to review the student's coursework grades and his/her final grade provided that the concerned course instructor is not one of the Committee Members.
3. In cases where the two Committee Members fail to agree on the result, a third party may be consulted.
4. The Committee Members review the grades and their distribution. The Committee submits its decision to the Head of the Department within one week of its formation.
5. In case the grade changes as a result of the revision, it must be approved by the concerned Head of Department and the concerned Dean of College. The result is then submitted to the Directorate of Admissions and Registration to register the corrected grade prior to the end of the Add/ Drop period of the coming semester.
6. The Directorate of Admissions and Registration is responsible for informing the student concerned of the corrected grade.
7. The student is not allowed to request an appeal on a course that has already been reviewed. The first appeal decision will be considered final.

#### **4.4.10 Incomplete, Grades and Deadlines**

- 1- If the student misses the final or incomplete exam for a course, the university zero will be recorded for that course in his academic transcript.
- 2- A note of "Incomplete" shall be registered against the course where a student has not completed its requirements or missed the final exam with a compelling acceptable excuse after the payment of incomplete fees. Taking into consideration ASU regulations, the student must complete all the exams and coursework, if any, to remove the note of "Incomplete" in his/her academic transcript within the first two weeks of the semester following the semester in which the student was assigned the status of "Incomplete" against any course (without considering the summer semester). The accumulative average is revised upon the completion of the course with the note "Incomplete". The student is put under probation or dismissal until he/she completes the course.

#### **4.4.11 Academic Warning**

Students who score below 60, at the end of any academic semester, (except the summer semester) and the first academic semester at the University, are put under probation. The Directorate of Admissions and Registration must notify the student. Students under probation must remove the cause(s) of this disciplinary measure within a period that does not exceed two academic semesters following the semester during which the student was put under probation. In cases where the student fails to remove the probation, the student will be dismissed from his/ her Programme of Study. Any student who has completed 75% of the required credit hours of the

academic Programme will not be subject to dismissal. Also, any student who obtains an accumulative average of (59.5%, to 59.9%) will not be dismissed. The student will be dismissed, however, if he/ she exceeds the permissible study duration for the Programme. Every student who exceeds the permissible study duration for the Programme in the University will be dismissed.

#### **4.4.12 Under Dismissal and Dismissal from ASU**

Students who score an accumulative average of less than 50% in any semester will be dismissed from their Programme except for the student's first semester at the University. This measure becomes applicable after the completion of at least 12 credit hours. Any student who was dismissed from his/ her Programme and has been rejected by all other Departments at the University will be dismissed from the University. A student is not permitted to register for and study in a Programme he/ she was previously dismissed from. A student with a warning is not permitted to register for more than 12 credit hours in a semester. A student under academic warning is not permitted to participate in any activity conducted in the University.

#### **4.4.13 Graduation**

The graduation certificates are awarded upon the satisfactory completion of all requirements at the end of each semester. In cases where the student's graduation is dependent on one or two compulsory courses(s) not listed in the semester schedule or its timing clashes with another compulsory course(s), or the student has failed in the same course twice, the Dean of College after consultation with the Head of Department may allow the student to enrol in an alternative course(s) which is equivalent to the original one(s), considering the level of the course(s) and the Programme pathway. The Directorate of Admissions and Registration should be notified accordingly.

Similarly, if the student's graduation is dependent on one or two elective course(s) and the student is unable to enrol in that course(s) for a compelling reason, the Dean of College, after the consultation of the Head of Department, may allow the student to enrol in an alternative course(s) equivalent to the original course(s), considering the level of the course(s). The Directorate of Admissions and Registration should be notified accordingly and in all cases the number of alternative courses should not be more than two.

Upon the recommendation from the Head of Department and the approval of the Dean, if the student cannot register for a compulsory or elective course due to it not being offered or clashing with another course, the student may register a completely equivalent course in terms of description and content.

In case the student needs to register for less than twelve credit hours for graduation purposes, he can do so, regardless of the permitted minimum study load.

The Head of the Academic Department and the Academic Advisor are responsible for following up the academic status of the students in coordination with the Directorate of Admissions and Registration and to examine students' fulfilment of the graduation terms and conditions.

The student must obtain a no Liability Certificate from the University before the completion of the graduation procedures.



## 5. Fees and Refund Policy

### 5.1 Tuition

#### 5.1.1 College of Administrative Sciences:

| College of Administrative Sciences |              |                                                      |    |
|------------------------------------|--------------|------------------------------------------------------|----|
| Fees per Credit Hours (BD)         | Credit Hours | Programmes                                           | NO |
| 92.700                             | 135          | Bachelor's Degree in Accounting                      | 1  |
| 92.700                             | 135          | Bachelor's Degree in Business Administration         | 2  |
| 92.700                             | 135          | Bachelor's Degree in Accounting and Finance Sciences | 3  |
| 92.700                             | 135          | Bachelor's Degree in Management Information Systems  | 4  |
| 92.700                             | 135          | Bachelor's Degree in Political Sciences              | 5  |
| 144.200                            | 36           | Master's Degree in Business Administration           | 6  |
| 144.200                            | 36           | Master's Degree in Human Resources Management        | 7  |
| 144.200                            | 36           | Master's Degree in Accounting and Finance Sciences   | 8  |

#### 5.1.2 College of Law

| College of Law             |              |                                   |    |
|----------------------------|--------------|-----------------------------------|----|
| Fees per Credit Hours (BD) | Credit Hours | Programmes                        | NO |
| 92.700                     | 135          | Bachelor's Degree in Law          | 1  |
| 144.200                    | 36           | Master's Degree in Law            | 2  |
| 144.200                    | 36           | Master's Degree in Commercial Law | 3  |

#### 5.1.3 College of Arts & Science

| College of Art & Science   |              |                                        |    |
|----------------------------|--------------|----------------------------------------|----|
| Fees per Credit Hours (BD) | Credit Hours | Programmes                             | NO |
| 92.700                     | 135          | Bachelor's Degree in Computer Sciences | 1  |
| 92.700                     | 135          | Bachelor's Degree in Graphic Design    | 2  |
| 92.700                     | 132          | Bachelor's Degree in Interior Design   | 3  |

### 5.1.4 Hosted Programmes

| Hosted Programmes from London South Bank University |              |                                                                  |    |
|-----------------------------------------------------|--------------|------------------------------------------------------------------|----|
| Fees per Credit Hours (BD)                          | Credit Hours | Programmes                                                       | NO |
| 180                                                 | 150          | Bachelor of Engineering in Civil Engineering                     | 1  |
| 180                                                 | 150          | Bachelor of Engineering in Architectural Engineering             | 2  |
| 180                                                 | 150          | Bachelor of Engineering in Mechanical Engineering                | 3  |
| 180                                                 | 150          | Bachelor of Engineering in Electrical and Electronic Engineering | 4  |
| 160                                                 | 147          | Bachelor of Law                                                  | 5  |
| 160                                                 | 147          | Bachelor of Business Management                                  | 6  |

## 5.2 Other Fees:

### 5.2.1 Bachelor Degree

#### Bachelor Degree Other 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.

\* 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 (mentioned in item (1) above).
- b) 100 BHD one-time registration fee (mentioned in item (2) above).
- c) 5 BHD fee to issue a new university ID card (mentioned in item (13) above).
- d) 535 BHD part of the tuition fees of the admissions semester.

### 5.2.2 Master Degree Other Fees:

#### Master Degree Other 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.

\* 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 (mentioned in item (1) above).
- b) 250 BHD registration fee for the admissions semester (mentioned in item (2) above).
- c) 5 BHD fee to issue a new university ID card (mentioned in item (12) above).
- d) 385 BHD part of the tuition fees of the admissions semester.

### 5.3 Refund Policy

All the other fees listed in the “Other Fees” table are “Non-Refundable” and “Non-Transferable”.

#### 5.3.1 Refundable Tuition Fees:

| Withdrawal dates from the University         | Refund % given                            |
|----------------------------------------------|-------------------------------------------|
| One week before the first day of classes     | 100% of total Tuition Fee only            |
| Before the end of the first week of classes  | 100% of total Tuition Fee only            |
| Before the end of the second week of classes | 75% of total Tuition Fee only             |
| Before the end of the third week of classes  | 50% of total Tuition Fee only             |
| Before the end of the fourth week of classes | 25% of total Tuition Fee only             |
| After the fourth week of classes only        | 0% of total Tuition Fee only<br>No Refund |

*Note: 1. the above table is not applicable in Summer Semesters.*

*2. The first day of classes is as determined by the Academic Calendar*

- ◆ The total number of credits registered will determine the final fee.
- ◆ The Registration fee must be paid before the commencement of classes.
- ◆ Cancellation of registration may be applicable for students who do not pay their tuition fees before the commencement of the semester.
- ◆ The following may be applicable for student(s) with outstanding fees until all dues are paid:
  - Denied the right to attend classes.
  - Denied for mid-term exams.
  - Denied for final examinations.
  - Denied future Registration for any course(s).
  - Denied from issuance of transcripts.
  - Withhold the degree(s) of a non-paying student(s) until all his/her dues are paid in full.

- Methods of payment:
  - ◆ Cash.
  - ◆ Cheque.
  - ◆ Electronic (Online and credit card payments).
  - ◆ Only the Bahraini currency will be accepted when making a payment unless otherwise approved by the Director of Admin & Finance.
  - ◆ A payment plan can be worked out by visiting the FAD.

**5.4 Lateness & Bucket Definitions:**

All students accounts overdue by one (1) day shall be categorized as overdue. All overdue accounts shall be categorized into different time buckets based on the number of days for which the fee has been overdue from the earliest unpaid instalment as detailed below:

| <b>Bucket</b> | <b>Overdue Days</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bucket 1      | 1-30                | Mail first overdue letter and send an email to the student/sponsor                                                                                                                                                                                                                                                                                                                     |
| Bucket 2      | 31-90               | Mail second and final overdue letter and email with reference to the University’s legal office.                                                                                                                                                                                                                                                                                        |
| Bucket 3      | 91 +                | Complete appropriate submittal forms and send to the University’s Legal Office. Refuse additional services to the delinquent debtor in accordance with point “7.6” of this policy. After 45 days from the date sent to the University’s Legal Office, a decision will be made on how to proceed with the account. The account may be assigned to a state contracted collection agency. |

*Note: The Director reserves the right to alter the aging buckets periods.*

## 6 Financial Support

### 6.2 Financial Discount for Outstanding Students Coming from High School (New Students)

ASU offers exceptionally talented students from high schools for the first semester the following financial discounts (as per the University Bylaws):

1. 30% discount for those who graduated from high school with an average of 95% and above.
2. 15% discount for those who graduated from high school with an average of 90% to 94.99%.

### 6.3 Financial Benefits for Students with Exceptional Performance (Existing Students)

Students who are named in the Honours Board of the University will be granted the following compensation (discount):

1. The best performing student on the Honours List is given a discount of 20% for the fees for the semester in which his or her name was announced.
2. The second-best performing student on the Honours List is given a discount of 15% for the fees for the semester in which his or her name was announced.
3. The third best performing student on the Honours List is given a discount of 10% for the fees for the semester in which his or her name was announced.
4. The fourth best performing student on the Honours List, and those up to the hundredth student in order of grade, are all given a discount of 5% for the fees for the semester in which their name were announced.

**Example:** If the amount of the quarterly fees for students is 1,500 dinars:

|                                                                                                      |                 |
|------------------------------------------------------------------------------------------------------|-----------------|
| The first student (20%) will receive:                                                                | 300 BHD maximum |
| The second student (15%) will receive:                                                               | 225 BHD maximum |
| The third student (10%) will receive:                                                                | 150 BHD maximum |
| The fourth student to the hundredth student (5%) will receive:                                       | 75 BHD maximum  |
| The total discounts for students in the honour's list for exceptionally well-performing students is: | 7,950 BHD       |

### 6.4 Financial Aid

ASU provides financial aid to assist individual students who are struggling financially with the cost of their education. The financial aid helps students to achieve their academic goals. Students can apply for financial aid by completing an application form available from the Deanship of Student Affairs within the set deadline. The Financial Aid Committee meets every year and grants aid to students who apply for financial aid in accordance with their needs and in accordance with the Financial Aid Policy.

The Deanship receives the Committee's decision and notifies the applicant of the final decision of the Financial Aid Committee. This decision is considered final and cannot be appealed. No discount is applicable to any of the following:

- Registration Fees.
- Books.

## **6.5 Siblings Discounts**

The siblings discount encourages students to recommend their brothers/ sisters to join ASU. ASU will provide the sibling (s) discount to the new student as an incentive as well as to enable additional financial support to our students.



## **7 Student Affairs (SA)**

The Deanship of Student Affairs follows a student-centred philosophy and is fully committed to enhancing the University life experience for all ASU students.

The Deanship of Student Affairs provides various services to deal with students' needs and solve their problems in collaboration with the Colleges, Departments and other relevant parties. The Deanship provides activities and opportunities for students to foster their intellectual and personal development, and to enhance the overall students' life experience.

### **7.1 Student Services Office**

The Student Services Office supports students in the following ways:

- Assists students and provides guidance to help them to deal with various issues in cooperation with their Academic Advisors, Academic Departments, and Colleges.
- Supervises the election of the Student Council and its constitution.
- Spreads awareness amongst students of the University's rules and regulations.
- Creates an environment that helps students to participate in all fields.
- Assists in establishing students' activities, organise clubs, sporting, cultural, and social activities that fulfil the needs of the students and improve their skills.
- Discovers students' particular talents and provides opportunities where possible to all students to maximise the use of these talents.
- Monitors the social media and disseminates information regarding relevant events which are relevant to ASU students.
- Supervise students Clubs formation and their activities
- Support student with special needs with coordination of the counselling Office Manager.

### **7.2 Student Counselling Office**

Students who need help, whether personal or educational or who find difficulty coping with stress can contact the Student Counselling manager or the Dean of Student Affairs. All cases are discussed in complete confidentiality.

The Student Counselling Office helps to solve social, psychological, and health-related issues that students may encounter during their academic study at ASU and ensures that where this requires the services of external professional advice or assistance that the student is directed to the appropriate people or agencies who can provide help. The Student counselling manager also deals with students with special needs, coordinates with relevant parties to ensure that, whilst preserving confidentiality, other academic or support staff are aware of any exceptional circumstances which may impinge on the student's academic work. The Student Counselling Office further strives to develop positive values and attitudes within students and motivates them to strive for excellence in their academic achievement.

### **7.3 Career Development and Alumni Affairs Office**

The Career Development and Alumni Affairs Office offer advice and information about job opportunities to ASU graduating students which are relevant to their qualifications and prepares them for the work place. It facilitates this by organising job fairs, workshops, and events to improve their chances of getting jobs that suit their needs. The Career Development and Alumni Affairs Office strengthens the relationship between employers and alumni members and updates them on the fields of study.

The University serves to educate and develop talent that can serve the community and help businesses and industry to prosper. The University strives to link the current economic

environment and market position to its curriculum to provide students with practical and realistic career expectations. To bridge the gap between industry and education and to improve real-time connectivity between the two, the University has developed a Career Development and Alumni Affairs Office within the Deanship of Student Affairs.

The Career Development and Alumni Affairs Office primarily serve to provide guidance and counselling to students regarding career issues. It assists employers to recruit effectively from the University and coordinates opportunities for internships for students in businesses, building relations and long-term associations with industries and businesses in the surrounding area.

The Career Development and Alumni Affairs Office work towards the following objectives:

- I. Establishing relations with industry and businesses in the Kingdom of Bahrain and the region through the following:
  - a. Increasing awareness about the programmes and courses offered at the University to relevant and interested industries and businesses
  - b. Building a portfolio of Alumni and their credentials.
  - c. Collecting recruitment requirements from interested businesses
  - d. Inviting industry or business representatives to visit the University and share information about their organizations
  - e. Collecting inputs from industry experts about the required updates to ASU programmes.
  - f. Increasing student awareness about interested organizations by organizing trips, site visits and facilitating student internships in interested organizations
  - g. Scheduling on campus or off campus interviews for students
  - h. Arranging the participation of alumni in career fairs and making students aware of upcoming events
  - i. Organizing a Career Fair annually
  - j. Establishing a network of past recruiters and collecting feedback about the recruitment process
  - k. Establishing and maintaining the relationships with the alumni using different channels.
  - l. Engaging the alumni in the events organized inside and outside the University.

#### **7.4 Student Council**

The Deanship of Student Affairs supports the Student Council constitution. The council is formed yearly and consists of elected representatives from the students at ASU in accordance with the ASU procedure for nomination, acclamation, and election.

The Student Council abides by the rules and the regulations of the constitution (in accordance with Student Council Bylaw).

All ASU students are represented by the Student Council members that serve the students and act as the students' voice at the University Council. All students at ASU have the opportunity to present ideas and comments to the Student Council.

Students at ASU have the opportunity to stand for the position of Member of the Student Council. For more information regarding the Student Council constitution, nomination, election procedure, Election Day, budget, duties and responsibilities, please refer to the Student Council bylaw.

## **7.5 ASU Clubs**

The Deanship of Student Affairs encourages students to pursue various activities in order to enrich their student life experience via clubs that usually constitute a group of ten students (minimum) sharing similar interests.

Students are allowed to form their own clubs or join an existing one and each club consists of students who are responsible, share the duties and abide by ASU rules and regulations. Clubs are encouraged to participate in the Orientation Programme, to produce brochures, or flyers, and to advertise their clubs' activities on the designated Student Affairs notice boards.

Founding Members of any proposed club need to submit a written proposal with the required document to the Dean of Student Affairs in accordance with the Student Club Policy.

The Manager of Student Services Office and the Dean of Student Affairs supervise and authorise the activities of the clubs and provide available facilities, including a space for club meetings. The President of each club must provide a list of the Executive Members (i.e. The Club President, the Club Vice- President, the Club Treasurer and all Members of the Club), including their names and contact details which will be kept confidential by the Dean of Student Affairs/ The Manager of Student Services Office.

Maintaining clubs and membership is the responsibility of the Club Executive Committee, and any changes need to be reported to the Deanship of SA.

The following clubs that are currently registered at the Deanship are as follow:

1. Sports Club.
2. Media Club.
3. Volunteering Club.
4. Women's Club.
5. Cultural Club.
6. Talent Club.

## **7.6 Alumni Club**

The Alumni Club establishes links between graduates and ASU through reunion events that are held on a regular basis. It also creates links between ASU and other universities inside or outside the Kingdom of Bahrain.

The Alumni Club supports new graduates by preparing them for their potential work environment and helps new graduates with job interviews through workshops.

The constitution of the Alumni Club is renewed on a yearly basis in accordance with the Alumni Club Bylaw.

### **7.6.1 The Alumni Club Regulations**

The Club shall not participate in any political activity or engage in financial speculation. The Club shall follow public laws and morals. The Club activities shall not compromise the integrity of the Kingdom of Bahrain, its security or the government system. In addition, it shall consider the Bylaws and Regulations of the University and the Kingdom of Bahrain.

### **7.6.2 The Alumni Club Responsibilities**

The Alumni Club's objectives are as follows:

1. Connecting the University's alumni to their University, through reunion activities held on a regular basis
2. Educating the University's alumni about the importance of their role in serving their University and country in order to achieve progress in society.
3. Strengthening relationships and cooperation among alumni so that they can exchange knowledge and experiences.
4. Contributing to and cooperating with the University to achieve its educational, cultural, and social objectives.
5. Promoting a sense of responsibility among the University's alumni towards their University and society and fostering a spirit of citizenship in them.
6. Providing moral and material support for the Club in order for it to carry out its activities.
7. Promoting interaction between the University's alumni and the University through their involvement in the University's promotional plans for exhibitions, advertising campaigns, etc.
8. Supporting and updating the alumni database, as prepared and maintained by the Office.
9. Establishing communication between the University and other universities inside and outside the Kingdom of Bahrain to exchange expertise and serve University education locally, nationally and internationally.
10. Publishing the success stories of the University's alumni, making them role models for current and graduate students.
11. Providing feedback from the Alumni members on the University's reputation and position in their society, in the GCC and other Arab countries.
12. Assisting graduates with job opportunities when/ where possible and provide them with workshops related to recruitment related activities
13. Supporting new graduates through training to prepare them for the labour market by holding workshops and seminars.

### **7.6.3 Alumni Membership Requirements**

1. A Club Member must hold an academic degree in a discipline offered by the University.
2. The Club Member must demonstrate good behaviour and must never have been convicted of a felony or misdemeanour, compromising honesty, honour or morals unless there is an official vindication of their character or name clearing.
3. The Chairman of the Board must be a resident of the Kingdom of Bahrain.
4. A membership application shall only be accepted by the Office if it is referred by the Board, and the membership form is filled accurately.

### **7.6.4 Alumni Membership Categories**

1. Active Member: someone who fulfils the membership conditions and provides the Office with an address or other means of communication.
2. Loyal Member: an alumnus who contributes to and performs activities reflecting his/ her continued support of the club, facilitating the achievement of its mission according to the University's vision and mission. Increasing the number of loyal members is the most important goal of the Club.
3. Honorary Member: This membership shall be granted to VIP alumni as a result of their achievements in community service and their contributions to promoting the Club and the

University. The honorary membership shall be granted after obtaining the necessary approvals from the Deanship of Student Affairs and the Office. The Member being granted honorary membership is not required to complete a membership form.

## **7.7 Services for Students with Special Needs/ Disabilities**

The University provides full assistance to students with disabilities and assists them by taking appropriate actions to ensure their welfare. Students with particular medical conditions or with learning support needs that affect their ability to undertake their academic studies or general wellbeing are requested to inform the Student Counselling Office or the Dean of Student Affairs and submit their medical records. The Deanship of Student Affairs or the Student Counselling manager will, in full confidence, take appropriate actions and contact relevant academic staff to provide additional support throughout their study at the University.

The University aims to make all reasonable accommodations for students with disabilities. It has dedicated and qualified staff to handle issues pertaining to students with disabilities. For more information, please refer to the special needs policy on [www.asu.edu.bh](http://www.asu.edu.bh).

### **7.7.1 Support for Students with Disabilities**

#### **7.7.1.1 Physical support for ease of access**

1. **Car Park:** The University will provide, where possible, special car parking spaces for disabled students and students with special needs in close proximity to the entrance according to the policy for Students with Special Needs / Disabilities.
2. **Bathrooms:** The University will provide suitable bathrooms for disabled students and students with special needs.
3. **Entrances:** The University will provide suitable ramps on entrances as well as railings and elevator services (where appropriate) for disabled students and students with special needs.
4. **Classrooms:** where possible, the University will provide seating arrangement or facilities in classrooms and labs.
5. **Health Unit:** The University will ensure that the Health Unit is properly staffed and accessible at all times.

#### **7.7.1.2 Counselling**

The University will provide counselling services to students with disabilities on a regular basis and will strive to meet all learning requirements of the students and ensure that the students feel properly accommodated within University premises.

#### **7.7.1.3 Academic Support**

1. **Examination support:** Different examination halls, breaks between exams, increased examination time, increased font size used in examination papers, note taking, and other supports will be provided depending on the student case and needs.
2. **In-class support:** Seating arrangement facilities will be provided to accommodate students with disabilities adequately. Tutor support during and after class will also be provided if needed.
3. **Learning aids** such as visual aids, and other assistance devices will be provided when possible.

#### **7.7.1.4 Financial Support**

The University, at the sole discretion of the University administration, may provide students with financial assistance such as grants, loans, scholarships or waiving of certain fees for students with disabilities as a form of assistance.

### 7.7.1.5 Procedure for Applying for Assistance

1. Students with a disability or special need ought to disclose the nature of their disability on the University admissions application form.
2. The University will admit all students who fulfil the admissions criteria and can be reasonably accommodated without posing any hardships to the university or the student.
  - a. Any student who fails to notify the University waives any right that would otherwise have been obtained as per this policy.
  - b. If assessed, based on the Universities sole discretion, that accommodating the nature of the disability or special need is posing hardship or risk to the University, then the student in question may be subject to having his/her registration cancelled and admission annulled.
  - c. Should registration be cancelled, pursuant to “b” above, the students forfeits all fees and tuition having been paid to the University
3. Having identified the nature of the student’s disability or special need, the student, after having been provisionally admitted to the University, will be interviewed by a committee that includes a representative drawn from each of the following:
  - a. Student Services Office
  - b. Counselling Office
  - c. Member of the Admissions Committee
  - d. Member of the Health UnitJoined also by:
  - e. A faculty member who has some background in psychology/ therapy or related fields

If the Committee, by majority vote, determines that the University can accommodate the kind of disability or special need with which the student is encumbered, the student will be granted admission to the University, with a recognized disability or special need. Thus, making it possible for the student to avail of all the privileges/benefits conferred to disabled students and students with special needs as contained herein.

If the Committee, by majority vote, determines that the student does not have cognizable disability or special need, then the student will be granted ordinary admission – in which case the student cannot avail of all the privileges/benefits conferred to disabled students and students with special needs as contained herein.

If the Committee, by majority vote, determines that the student has a cognizable disability or special need but which the University cannot feasibly accommodate, the student will be denied admission and the provisional admission will be withdrawn. The University is not responsible for any costs the student may have incurred, of any sort, by reliance on the provisionally admitted.

In the event that the Committee is divided on whether the student has a cognizable disability or special need, the Committee will refer the matter to a professional from outside the University for a Final Judgment.

If the Committee is otherwise divided, the matter will be referred to the President of the University for a Final Decision.

### 7.7.1.6 Confidentiality

1. All matters pertaining to students that have been identified as students with special needs are treated with full confidentiality and discretion. Student's records are kept in secure files.
2. Students with special needs are required to update their health files/ records on a regular basis.

### 7.8 Health Unit

The provision of Health Unit is located in the 3<sup>rd</sup> floor of the Academic Building, room No. S327. ASU ensures that the Health Unit is always properly staffed and accessible during working hours from 8:00 a.m. to 9:00 p.m. The nurse can be contacted via phone at this number: 16036107.

The nurse provides basic nursing/medical first aid services and follow up with student who came to the Health Unit if needed, as well as referral to other health professionals if needed and keeps students' health records/files. This is a free and confidential service. The health Unit also participates in creating awareness of lifelong wellbeing Programmes. Beside the Health Unit, ASU has first aiders as follows available at each floor across the University campus to deal with any medical emergencies before the Health Unit nurse arrival.

| <b>Name</b>                                   | <b>Job Title</b>                                                    | <b>Location</b>               | <b>Phone</b>     |
|-----------------------------------------------|---------------------------------------------------------------------|-------------------------------|------------------|
| Mrs Fareeda Albaloooshi                       | Nurse                                                               | All-Around                    | 16036107         |
| Mr Noushad Abdul Hameed                       | Supervisor of Health and Safety                                     | All-Around                    | 16036104         |
| Ali Mohammed Ateya                            | Security Supervisor                                                 | All-Around                    | 16036101         |
| Mr Yoonusraj Kodakkadan                       | Academic Staff in Department of Civil and Architectural Engineering | Basement (Academic Building)  | 16036346         |
| Mrs Shatha Ghani Zayyan Ahmed Yaseen          | Administrator in College of Law                                     | 1st Floor (Admin Building)    | 16036116         |
| Mrs Latifa Salman Ali Fandi                   | Office Manager of Arts and Science College                          | 1st Floor (Academic Building) | 16036137         |
| Mr Abdulhameed Abdulghaffar Baqi              | Acting Office Manager of Marketing and Student Recruitment Office   | 4th Floor (Academic Building) | 16036031         |
| Dr Ammar Esam Abdulrahman Alsammarraee        | Academic Staff in Department of Accounting and Finance              | 5th Floor (Academic Building) | 16036190         |
| Mrs Muneera Khalifa Ebrahim Ali Jasim Alshawi | Administrator in VP Office for Academic Affairs and Development     | Clock Tower                   | 16306236         |
| Mr Mohamed Najjar                             | Student Services Manager at Student Affairs                         | 3rd Floor                     | 16036052/1603037 |
| Mrs Zahra Isa                                 | Library Administrator                                               | Ground Floor                  | 16036021         |

## **7.9 Orientation Programme**

All new students should attend an orientation programme that is designed to assist them with their transition to study at ASU.

The orientation programme provides very important information, and it is a great opportunity for students to meet other students and their College Staff; hence, attendance is compulsory! (Students who do not attend will be required to contact the Dean of Student Affairs to plan for an alternative orientation session).

This event welcomes students to ASU campus life and introduces them to important aspects of the University such as;

1. Academic Support Services, Academic Advisers, Faculty Expectations and College Policies.
2. Student support services, IT services, Moodle, how to access registration information and the student email account.
3. Library and learning services.
4. Admissions and Registration matters, student enrolment.
5. Student services, activities, and important dates to remember.
6. A campus tours.
7. A question and answer session and advice about what it takes to be a successful student.
8. How to enjoy the experience of student life.

### **7.9.1 New Student Orientation Guidelines and Procedure**

1. Prior to the commencement of their course of study, students will attend an orientation programme designed to assist them with their transition to study at their respective college.
2. The orientation programme will welcome students to campus life and introduce them to the important aspects of the University's operations, activities, regulations and the expectations for students.
  3. The orientation programme is conducted through a series of short seminars presented by key staff and faculty of various colleges and departments.
  4. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.
  5. Students will be provided with a comprehensive Student Orientation Pack that includes all the required administrative and organizational information and documentation relating to students' enrolment.
  6. The orientation programme also provides an opportunity for students to meet other students and the staff of the University.
  7. International students will be provided with an additional information session conducted by the Dean of Student Affairs to assist them with the adjustment to life and in Bahrain.
  8. During orientation, students will have an opportunity to:
    - a. Interact with staff, faculty and other students
    - b. Identify academic and student support services
    - c. Understand faculty expectations and college policies



- d. Access registration information and validate their e-mail account
  - e. Ask pertinent questions about programmes of study, important dates to remember, and academic support services
  - f. Know what it takes to be successful in academics
9. Orientation is compulsory and students who do not attend will be required to contact the Dean of Student Affairs to decide for an alternative orientation session.

## **7.10 Student Internship**

The internship course is intended to provide students at the University with the opportunity to apply what they are learning in their academic courses to real-world situations. It aims to provide students with real-life work experience related the students' academic program.

### **7.10.1 Eligibility Requirements**

The eligibility requirements for students participating in the Internship course are:

1. Students must have completed 90 credit hours.
2. Students must have completed all prerequisite courses as per the study plan.
3. Students at risk should consult with their Academic Advisor before starting their internship.

### **7.10.2 Internship Period and Credit Hours**

1. The internship period extends to two months and no less than 120 hours. This period could be extended by the College as per the programme and the specialization requirements.
2. The Internship course is equivalent to 3 credits hours.

### **7.10.3 Identifying Internship Places and Internship Opportunities**

1. Correspondences by the Head of internship unit with the potential Internship Place should take place during the semester before the internship and should be finalized in the last two weeks.
2. Head of internship unit identifies organizations suitable for students.
3. Head of internship unit invites potential organizations companies by contacting them using business directories or references and explaining to them the Internship Course and its requirements.
4. Head of internship unit prepare a list of organizations who agree to offer internship opportunities for the University students, and provide the following details on each Internship Place:
  - a. Number of students that they are willing to take
  - b. Which department will they be put in
  - c. Suggested date of starting
  - d. Timing of internship
  - e. What additional benefits will be provided (Monetary or other)
5. Head of internship unit utilizes career day for identifying and approaching interested organizations.
6. Head of internship unit has to update the list of organizations regularly by adding or dropping new organizations depending on the quality of their engagement and feedback given by students.
7. Students can bring in names of potential organization for the internship unit to contact. The head of internship Unit contact nominated organization for formalities and agreement as per the Policy.
8. Students who are already employed could conduct his/her internship at the current workplace upon approvals by the Head of Internship Unit and the Academic Internship Supervisor, taking into consideration that the internship must be suitable to the level and the specialization of the academic programme.

#### **7.10.4 Assigning Internship Places for Students**

- 1.The allocation of students to the Internship Place is carried out prior the start of the semester in which the student is registered in.
- 2.The confirmation of the Internship Place will only be valid after Head of Internship Unit receives formal letter from the Internship Place stating that the student has been accepted as an intern.
- 3.Students will be provided with induction in the first week to familiarize with the Internship Place. Students have therefore this one-week period to register any complaint or request for any changes.
- 4.If student do not report any complaint or concern to Head of Internship Unit within that week, then the internship will be considered as accepted by the student.
- 5.Head of Internship Unit can choose to reject the appeal or concern if he/ she feels that that the request is unjustified.
- 6.Students will have to pay fees of the internship course before they can proceed with the internship.
- 7.Late applications will only be accepted under the following conditions:
  - a. The student has to provide an official document giving evidence of the reason for the delay.
  - b. If the Head of Internship Unit accepts the reason for the late application then any available opportunity will be provided to them.

#### **7.10.5 Announcement for Internship**

- 1.Announcements will be made to make students aware of the important dates for registration one semester before the internship.
- 2.Final acceptance of students will be made in the second week of the semester in which the internship will be conducted.
- 3.Any application for internship that comes after the deadline will only be accepted if student has a valid excuse, and is accepted by the Head of Internship the Unit.
- 4.The actual announcement for those students, who have been accepted, will be done one week after the application deadline, and they will be provided with a letter that they have been accepted by the Internship Unit.
- 5.The Head of the Internship Unit is responsible for accepting or refusing the applications.

#### **7.10.6 Internship Commencement**

1. Students should report his/her internship commencement on the assigned start date according to the letter sent from the internship unit.
2. If the student did not report to internship unit on the first three consecutive working days the following actions can be taken:
  - a. If the student does not have a legitimate reason for the absence then they will have to withdraw from the internship course and will be given a failing mark which will be registered in their academic record, and internship fees will not be refunded.
  - b. If there is a legitimate reason for the absence and the student wishes to withdraw from the internship then their fees will be carried forward.
  - c. If there is a legitimate reason for the absence and the student wishes to continue then the days of absence will be counted as allowed absence with excuse as explained in the following section (12. Attendance)
  - d. For students who withdraw from the internship course other students will be nominated in their place.

### **7.10.7 Attendance**

1. Student should not be absent for more than 5 continuous days provided that any of these days are not in the first 3 days of the Internship course.
2. The student should not be absent for more than a total of 9 days or 20 % (whichever is lower) of the internship period.
3. If the student is absent for more than 9 days or 20 % internship will be failed and the course will have to be repeated.
4. If the student has a legitimate reason for exceeding the maximum number of absent days, then the students name will be withdrawn from the internship course and they will have to repeat the course during the next internship cycle.
5. Students who have legitimate reason for their absence will be given priority during the next semester and it will not reflect on their academic record.

### **7.10.8 Final Report Guidelines**

- 1.The report should follow the correct format which will be discussed in the course outline at the beginning of the Internship course.
- 2.The report should be well written and should be presentable to external parties.
- 3.It should cover the major topics of the internship and build links between theory and application of academic concepts.
- 4.Should be written completely by the students and any references or external sources of information should be properly documented in a separate section.
- 5.It should be printed on A4 page format with a font size of 14, in preferred language either English or Arabic.
- 6.Any supplements should be put in the end of the report included at the end as appendix, with proper titles and documentation for charts and tables.
- 7.Final report should be examined against plagiarism using the software available at the University.
- 8.Report should not exceed 30 pages and should not be shorter than 15 pages (excluding the appendix).
- 9.A soft copy of the report should be given to the Head of Internship Unit.
10. The hard copy of the report should be in the following format:
  - a. The report should be in a black hard cover
  - b. The spine of the report should carry the name of the report and the year of publication
  - c. The front of the cover should carry:
    - The university logo
    - Title of the report
    - Name of the student, Program of study
    - Date of publishing

### **7.10.9 Evaluation of the Internship Course**

- 1.The internship is compulsory for all students and it is a prerequisite for graduation
- 2.The internship course is Graded and the passing mark is 50 %
- 3.Students will prepare a final report by the end of the internship that will be the basis of the evaluation
- 4.The internship is evaluated by:
  - a. Industry Internship Supervisor (30% of the total mark)
  - b. Internship Evaluation Committee (70% of the total mark) [40% for the Academic Internship Supervisor, and 30% for other two members (15% each)]
  - c. Attendance will be a factor in the overall grade
- 5.The Industry Internship Supervisor will fill a form for the evaluation which includes
  - a. The activity report of the student (daily activity for each week)
  - b. The attendance report for the whole period of internship.
- 6.At the end of the internship the student will be evaluated with the inputs of:

- a. Industry Internship Supervisor evaluation form filled and signed-off
- b. Student activity report filled and signed-off
- c. Student attendance report filled and signed-off
- d. Final report
- e. Presentation: the student will have to provide a presentation of his report to the Internship Evaluation Committee formed by Head of Internship Unit in coordination with concerned Head of Departments, the committee should include the Academic Internship Supervisor and two other academic members in the college.

#### **7.10.10 Student's Withdrawal from the Internship Course**

1. Students can withdraw from the internship course after following the procedure outlined:
  - a. By submitting an official letter of withdrawal from the internship course within one week after the date of announcing names of enrolled students.
  - b. The Head of Internship Unit may not accept the letter of withdrawal if he/ she is not convinced about the reasons behind the withdrawal.
  - c. Withdrawing from the internship course can have a negative consequence on the student's graduation as they will only be eligible to participate in the next internship cycle.
  - d. After the withdrawal reason is accepted, the Head of Internship Unit will inform the Admissions and Registration Directorate to make the necessary adjustments to the student records.
2. If the student withdraws during the internship course due to a legitimate reason
  - a. Course Fees will not be refunded
  - b. Their status for the course will be withdrawn with (W) grade.

#### **7.10.11 Failure of the Internship**

Under the following conditions internship can be given a failing grade:

1. Student did not appear in the first three days without any legitimate reason.
2. Being absent for 5 consecutive days outside the first three days.
3. Being absent for more than 9 days or 20% of total working days whichever is lower without any legitimate reason.
4. Achieving less than 50 % as overall grade.
5. Student is found in violation of rules and regulations of the internship place or university.
6. Student did not hand the field internship report and other required reports on time, or fails to make the required modifications/ improvements within the stipulated time.

#### **7.10.12 International Opportunities for Internship**

1. Students are allowed to conduct an internship outside of the Kingdom of Bahrain only if they are not Bahrain nationals.
2. The company where the student would like to train should fit with their program of study.
3. Multinational or International organizations with a regional presence will be preferred.
4. Students should get the official approval by the company and ensure all rules and regulations are met before commencement of the internship course.
5. The student should bring back a signed acceptance letter or the organization should send it to the university by mail which mentions the starting date and intended period of internship.
6. For Bahrain National students who would like to train internationally the Head of Internship Unit will handle each case individually and take the appropriate decision.

## **7.11 Academic Advising**

### **7.11.1 Academic Advising Policy Statement**

1. All registered students are assigned an academic advisor before the commencement of their academic studies. The students will be given the opportunity to meet their advisors during the orientation process.
2. The academic advisor will assist the student to successfully complete their degree Programme through periodic coaching, mentoring, and guiding the student through the University policies, regulations, and assessment criteria.
3. Academic advisors help to develop well-rounded individuals who are able to make informed and sound career choices and also help the students through their personal issues and problems that may get in the way of their academic progress.
4. Academic advisors are available to support and guide students; however, students themselves are responsible for selecting and managing the content of their academic Programmes and making satisfactory progress toward their chosen academic degrees.

## **7.12 Community Engagement**

The University believes that it is fulfilling an important role in the community by producing future leaders and entrepreneurs. The University is also instilling a sense of community service and social responsibility amongst its students. In doing so, it believes that its efforts will not only help the University gain recognition in the community as a positive contributor but also help the nation and region by providing access to high-quality education.

1. The Community Engagement Office and the Deanship of Student Affairs coordinate with the Student Council to encourage students and staff to participate in cultural events not only to increase the morale and spirit of everyone involved but also to make students more aware of their society.
2. The Community Engagement Office works with the Deanship of Student Affairs and the Student Council and in collaboration with faculty and staff plan an annual calendar of events broken down by semester. The activities focus on student's overall development.

## **7.13 Student Experience**

ASU strives to offer the best possible student experience and hence has formed a Student Experience Committee that will monitor and suggest improvements to the overall student experience - both in terms of their satisfaction with teaching and their overall satisfaction with the learning environment.

ASU encourages the students to complete the Student Satisfaction Survey appropriately. The Survey is monitored to ensure improvements are in place if needed.

The Student Experience Committee (including students' representatives) is responsible for:

1. Examining new and innovative ideas for engaging students to take full advantage of the teaching and learning opportunities which are provided.
2. Considering issues regarding campus facilities and how well they meet the needs of students.
3. Developing priorities and policies concerning the equitable treatment of students engaged in any course of study within the University and recommending priorities and policies to Student Affairs to ensure all students feel they are valued and that their needs are listened to.
4. Investigating barriers to engagement within the University and identifying areas where gaps may exist. The Committee is also charged with reviewing metrics by which student

satisfaction can be measured.

5. Evaluating the overall student experience and responding quickly to issues identified by students which negatively impact on their learning experience
6. Ensuring feedback is given to students and that their comments are being heard and acted upon.

## 8 Library

The Applied Science University (ASU) Library is both a physical and virtual centre where students and faculty engage in learning, teaching, and research. The Library serves the learning community with services to help both students and faculty with the information services and resources to maintain and acquire relevant and up to date knowledge and skills and find, assess and use information effectively and ethically.

### 8.1 About the Library and Information Services Directorate

The Library is conveniently located in the campus, spread over an area of 1000 square meters, consisting of a reading area, book display area, service counter, and 30 computer terminals including 10 study rooms, each equipped with a computer. The Library's extensive collection includes over 32000 books in Arabic and English, printed journals that cover all subjects taught at ASU in business, computer science, political sciences, law, accounting and other fields, together with student theses. Library users can search physical library resources on and off campus using future library system. Currently, the Library receives more than 1,500 books to its collection annually. The required information materials are being purchased especially on recommendations of academic staff and students.

The University Library has Permanent Reference Collection (PRC) which consists of ready reference sources such as dictionaries, encyclopedias, government Gazettes, books in heavy demand. The Library and Information Services Directorate also operates a separate book shop for selling textbooks for the students. Further, the Library attends 2-3 book fairs per annum to facilitate the selection of additional academic and research material to be acquired for the Library.

The Library also has an annual subscription to e-books and access to databases including electronic journals in full text. ASU has extent its International databases and subscriptions and these now include ProQuest (Avery Index), Ebrary, ARADO, EMERALD, EBSCOhost, ACM Digital Library, The Learn Book and Dar Almanduma. Library users can access the databases and conduct online searches from on and off campus using library portal powered by Deep Knowledge via ASU's website (lib.asu.edu.bh).

The Library is committed to creating information and technology-rich learning environment where academic and intellectual needs of our students and faculty members are anticipated, supported and fulfilled.

The Library endeavours to provide up to date, high quality and comprehensive educational and research material to students and faculty. It coordinates with the Deans and faculty to enable students to acquire and develop information literacy skills which support them in achieving academic excellence.

### 8.2 Main Services the Library and Information Services Directorate

1. Guide students and help them find the desired material.
2. Organise the borrowing operations by assigning a unique username and code to each borrower at the library system.
3. Assist user(s) to ensure proper use of the library system.
4. Help library attendants in printing, copying and bookbinding of study material.
5. Manage the procurement of library resource(s).
6. Check the reading list periodically to determine which items are likely to be in high demand.
7. Organise informative workshops for students and staff.
8. Operate the University book shop.

Every student is issued a library access along with a unique log-in credentials to access the E-library. The students are provided with information regarding the library system upon library registration. Students must produce their library access in order to borrow material from the library.



| <b>Students</b>       | <b>Borrowing Limit (At a time)</b> | <b>Duration</b> | <b>Renewal</b> |
|-----------------------|------------------------------------|-----------------|----------------|
| Bachelor students     | 4 books                            | Per 2 weeks     | 2 weeks        |
| Postgraduate students | 5 books                            | Per 6 weeks     | 6 weeks        |

\* A postgraduate student is allowed to borrow three additional books if/ when required

### **8.3 Photocopying Service**

Printing and photocopying services are available for students at an advertised concessional rate.

### **8.4 General Library Rules**

1. If the discipline of the Library is violated by the students, the Librarian has the right to ask the students to leave.
2. It is not permitted to photocopy more than 10% of the material regarding to the copyright regulations.
3. At the time of leaving the Library, the visitors in possession of books and other library materials should leave it at the Library entrance.
4. If the behaviour of the visitor offended someone or violates the instructions of the Library, then the DOL can prevent him/ her from entering the Library and disallow him/ her from borrowing any library materials for a period of one semester.
5. Mobile phone should be turned off or kept on silent mode.
6. Keeping the Library clean by not littering and following the Library rules and regulations is a must.
7. Library property has to be respected and maintained at all times.
8. Silence is a necessity inside the Library, and reasonable effort should be made to keep the noise level at a minimum.
9. Students must show their ID cards when asked by the Librarian.
10. Books that have been read or removed from their shelves can be left on the table.
11. Library computers have to be used for academic purposes only.
12. It is not allowed to leave any notes, scribbles or markings on the books or deteriorate/damage the books.
13. Eating and drinking inside the Library is not permitted.
14. Books can only be borrowed via the library card.
15. It is not permitted to bring children inside the Library as this might distract the researchers from doing their work.

### **8.5 Library Opening Hours**

- 1- Saturdays to Thursdays from 8:00 a.m. to 8:00 p.m.
- 2- Fridays from 2:00 p.m. to 8:00 p.m.

## **9 ASU Regulations**

### **9.1 Academic Misconduct and Plagiarism Policies.**

The Applied Science University complies with the Academic Misconduct Policy rigorously.

#### **9.1.1 Academic Misconduct**

Academic misconduct is defined by the University as an activity or attempted activity, which gives an unfair advantage to one or more students over their peers.

#### **9.1.2 Plagiarism**

It is the direct incorporation of another's work in an assessment without proper acknowledgement.

#### **9.1.3 Examples of plagiarism**

Examples of plagiarism which can occur in varying degrees are as follows:

1. The inclusion in a student's work of more than a single phrase from another's work without the use of quotation marks and acknowledgement of the sources.
2. The summarising of another's work by simply changing a few words or altering the order of presentation without acknowledgement.
3. Copying the work of another student, with or without the student's knowledge or agreement.
4. Submitting work which is in whole or part identical to work already submitted by that student for another assignment.
5. Commissioning of a piece of work prepared by one or more others but submitted by the student as if it was their own.
6. Purchase of another's work from any source.

If the student is in any doubt as to how to reference material, they must consult their Academic Advisor.

The University makes use of Turnitin<sup>©</sup> Plagiarism Detection software and reserves the use this to ascertain or confirm cases where an Academic Member of Staff suspects that a piece of work may be plagiarised. All Graduation Projects are checked for authenticity using the software.

### 9.1.4 Table of Definitions, Examples, and Types of Academic Misconduct

The University recognises three broad types of academic misconduct, as outlined in the table below, which includes examples and the recommended penalty.

| Type                                                                     | Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Stage                                                                                                                                | Recommended Penalty                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Academic Negligence</b></p> <p>(regarded as the least serious)</p> | <ul style="list-style-type: none"> <li>• First academic misconduct offence.</li> <li>• Plagiarism:               <ul style="list-style-type: none"> <li>➤ Small in scale and may be present in only part of the work</li> <li>➤ Related only to the work of the individual student and not the work of others.</li> <li>➤ Ignorance: Could be considered to have resulted from ignorance of requirements or a misunderstanding, or it could be that an attempt to follow good practice has failed, for example, inappropriate use of secondary sources.</li> <li>➤ Careless: May be considered to be due to lack of care and forgetfulness.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Informal</li> <li>• No need to go through the Disciplinary and Appeal Committees</li> </ul> | <p>Penalty 1</p> <ul style="list-style-type: none"> <li>• Give appropriate advice and guidance on how to avoid academic misconduct.</li> <li>• Enter the occurrence into the Student Profile.</li> <li>• Award a mark for the assessment (or components) ignoring the academic misconduct issues.</li> </ul> |
| <p><b>Academic Malpractice</b></p>                                       | <ul style="list-style-type: none"> <li>• Plagiarism:               <ul style="list-style-type: none"> <li>➤ Systematic and extensive failure to observe all normal academic requirements, e.g., extensive paraphrasing with no attempt to acknowledge sources.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                              | <p>First offence of Academic Malpractice</p> <p>No need to go through</p>                                                            | <p>Penalty 2</p> <ul style="list-style-type: none"> <li>• Give appropriate advice and guidance on how to avoid academic misconduct.</li> </ul>                                                                                                                                                               |
|                                                                          | <ul style="list-style-type: none"> <li>➤ Systematic failure to reference, as opposed simply to poor referencing.</li> <li>➤ Failure to follow tutor instructions as regards the extent and limit of any part of a submitted piece of work which can be written as group work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           | <p>the Disciplinary and Appeal Committees</p>                                                                                        | <ul style="list-style-type: none"> <li>• Enter offence into Student profile.</li> <li>• The student to resubmit the entire piece of assessment in question, having rectified the academic misconduct issues.</li> <li>• If the resubmitted work receives a fail</li> </ul>                                   |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                | mark or the student chooses not to resubmit the standard assessment regulations will apply.                                                                                                                                                                                   |
|                                                         | <ul style="list-style-type: none"> <li>• Second and subsequent alleged offences that would normally have been classified as academic negligence.</li> <li>• Self-Plagiarism: Submitting work which is in whole or part identical to work already submitted by that student for another assignment</li> </ul>                                                                                                                                                                                                        | Second and Subsequent Offences | <ul style="list-style-type: none"> <li>* Penalty 3 – 2<sup>nd</sup> and subsequent Offences</li> <li>* Enter offence into Student Profile.</li> <li>* Ask the student to resubmit the work and send to the Disciplinary and Appeal Committees for further actions.</li> </ul> |
| <b>Academic Cheating (regarded as the most serious)</b> | <ul style="list-style-type: none"> <li>• Plagiarism in a Dissertation module or equivalent (final year UG or Master’s Level - Dissertation/ Project course, any UG Year 4 Course requiring independent study and any taught Master’s Level Course).</li> <li>• Collusion: Collusion exists where a student: <ul style="list-style-type: none"> <li>➢ Submits as entirely their own, with the intention to gain an unfair advantage, work done in conjunction with another when this is not a</li> </ul> </li> </ul> | All Stage                      | <ul style="list-style-type: none"> <li>* Penalty 3 – 1<sup>st</sup> Offence</li> <li>* Enter offence into Student Profile.</li> <li>* Send to the Disciplinary and Appeal Committees to issue the final decision.</li> </ul>                                                  |
|                                                         | <p>Requirement Assessment</p> <ul style="list-style-type: none"> <li>➢ Permits another student to copy all or part of their work and the latter student then submits it as their own unaided work.</li> <li>• Theft.</li> <li>• Falsification of results/ data: The presentation of data in laboratory reports, projects, etc. based on experimental work falsely purported to have been carried out by the student or obtained by</li> </ul>                                                                       |                                |                                                                                                                                                                                                                                                                               |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>unfair means. This also includes manipulation, tampering with and adding data in experimental or similar situations.</p> <ul style="list-style-type: none"> <li>● Personation: The legal term for what is usually referred to as ‘impersonation’. Personation is thus the assumption by one person of the identity of another person with the intent to deceive or to gain an unfair advantage. It may exist where:<br/>One person assumes the identity of a student, with the intention of gaining an unfair advantage for that student. The student is knowingly and willingly impersonated by another with the intention of gaining a n unfair advantage for themselves.</li> <li>● Modification: The submission of a piece of work known to have been originated by another but which the student has deliberately modified to make it appear as if it was their own piece of work.</li> </ul> |  |  |
|  | <ul style="list-style-type: none"> <li>● Unauthorised possession of confidential staff materials relating to an assessment, such as would give the student an unfair advantage.</li> <li>● Any attempt to interfere with or revise recorded marks.</li> <li>● Examination Irregularities, which may include the following: <ul style="list-style-type: none"> <li>➤ Communicating with or copying from any other students during an examination.</li> <li>➤ Communicating during an examination with any person</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                |  |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>other than an Authorised Member of Staff.</p> <ul style="list-style-type: none"> <li>➤ Taking any written, printed materials or electronically stored information into the examination room unless expressly permitted by the examination or Programme regulations.</li> <li>➤ Gaining access to any unauthorised material relating to an examination during or before the examination.</li> <li>➤ Obtaining a copy of an ‘unseen’ examination question paper in advance of the date and time for its authorised release.</li> <li>➤ Breach of the regulations with reference to the ‘Instructions to Students undertaking Examinations’.</li> <li>• Purchase/ commissioning of a piece of work from another party which is passed off as their own work.</li> <li>• Submitting a fraudulent case of mitigating circumstances.</li> <li>• Assisting other students to commit an academic offence.</li> </ul> |  |  |
|  | <ul style="list-style-type: none"> <li>• Bribery: The offering of money or other incentives to persuade a person to influence a behaviour which gives them an unfair advantage over their peers.</li> </ul> <p>Any other practice which the ASU Bylaws consider to be cheating.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |

*NOTE: Plagiarism can occur in varying degrees of seriousness throughout all types*

## **9.2 Student Disciplinary and Appeal Procedure**

The Academic Misconduct Code is applicable to all students enrolled at ASU.

There is a procedure relating to academic misconduct (refer to the policy and procedure). Decisions are subject to the Appeal Procedure.

Students who allegedly violate both academic and non-academic regulations will be subject to appropriate penalties as defined in both the Academic Misconduct Code and the Student Code of Conduct.

### **9.2.1 University Disciplinary and Appeals Committee**

1. The purpose of the University Disciplinary and Appeals Committee is to examine cases of student misconduct that are referred to it by the Deanship of Student Affairs. These cases concern issues that take place both inside and out of the College.
2. The College Disciplinary Committee reviews allegations of academic dishonesty, plagiarism, or other forms of academic misconduct outlined in the catalogue, student handbook, and other resources of the University.
3. It also examines violations of a non-academic nature that take place within the College.
4. The Disciplinary Committees will work to allow the University to determine whether or not academic/non-academic misconduct has taken place.
5. The College Disciplinary Committee makes recommendations for suspension, dismissal, or other appropriate action for persons found responsible for sufficiently serious violations.
6. Students can appeal to the University Disciplinary and Appeals Committee if they feel aggrieved by a decision of the College Disciplinary Committee to the Dean of Students Affairs.
7. Both the University Disciplinary and Appeals Committees and the College Disciplinary Committees make their recommendations to the Dean of Student Affairs.

### **9.2.2 Student Appeals Procedure**

1. ASU students have the right to appeal against the Academic Misconduct Committee decision no later than 15 days from notification of the decision.
2. The student may appeal in writing by submitting a letter to the University Council.
3. The University Council has the right to reopen the investigation. It also has the right to reinforce or modify or cancel the decision/penalty made by the Academic Misconduct Committee.
4. The decision/penalty becomes effective immediately after the final notification to the student.

### **9.2.3 Student Code of Conduct**

All ASU students are entitled to all rights and freedoms recognised by the law of the Kingdom of Bahrain and must be treated with respect and dignity by other students, staff, and visitors.

Students are expected to abide by the Student Code of Conduct at all times, either within the University or outside the University whenever they are representing the University.

### **9.2.4 Students Responsibilities:**

1. Abide by the by-laws and the laws of the Kingdom of Bahrain.
2. Abide by the University By-laws, rules and regulations, policies and procedures.
3. Abide by any instruction either given verbally or in writing, by any Official Member of the University.
4. Abide by the University Library rules and regulations.
5. Carry their ID cards at all time when within the University.
6. Pay the fees and any financial penalties or any sum of money due to the University on time.
7. Refrain from smoking on-campus (except in authorised designated areas).
8. Respect the freedom and the rights of others.
9. Refrain from the use of alcohol, drugs, or restricted substances.
10. Refrain from trespassing or entering restricted areas.
11. Refrain from theft, vandalism, destruction or damage of University property.
12. Refrain from any act that interferes with the rights, freedom, safety, wellbeing, or entitlement of others.
13. Refrain from using unauthorised websites using on-campus IT facilities.

### **9.3 Dress Code**

The terms of the Dress Code Regulations are applicable to all male and female students of the Applied Sciences University while on-campus.

The students' appearance and clothing should comply with the customs and traditions of Bahraini society and its generally accepted religious, social, and ethical values while respecting the students' personal freedoms and the diversity of their social and cultural backgrounds.

#### **9.3.1 Female Students**

ASU Female students shall comply with this regulation and wear clothes that are NOT:

1. Transparent (see-through) or that reveal their body shapes.
2. Tight and define the shape of their body.
3. Short, including:
  - a. Tops or shirts that barely cover the belly.
  - b. Short dresses or skirts that show the knees in any position (standing, sitting or walking);
  - c. Very short sleeves that reveal more than half of the upper arm; or
  - d. Shorts or short pants/trousers.
4. Exposing clothing that shows the visible contours of the body, including:
  - a. Tops with a revealing, deep neckline;
  - b. Short dresses or skirts that show the knees in any position (standing, sitting or walking); or
  - c. Open wrap skirts.
5. Improper dress code includes;
  - a. An Abaya made with see-through fabric, or that is open and reveals improper clothes that violate the University dress code;
  - b. Wearing excessive eye make-up – including when wearing a veil;
  - c. Wearing a short, tight vest worn over a shirt or a t-shirt, which exposes the midriff or the chest.
  - d. Shirts, pants/trousers or blouses that bear any vulgar, offensive or obscene prints or language.
6. Female students of ASU shall also NOT wear:
  - a. Excessive accessories, including leg or foot bracelets.
  - b. Tattoo painting on the face or upper arms.



- c. Hair dyed in bizarre or unusual colours.

### **9.3.2 Male Students**

ASU male students shall comply with this regulation and shall avoid:

1. Showing long hair.
2. Bizarre haircuts, such as the cupcake haircut etc.
3. Wearing accessories that are not usual in Bahraini culture, such as ear-rings, chains, etc.
4. Wearing shorts or short pants/ trousers.
5. Wearing sleeveless T-shirts.
6. Wearing sleeveless undershirts.
7. Wearing flip-flops or slippers.
8. Wearing shirts, pants/trousers or T-shirts that bear any vulgar, offensive, or obscene prints or language.

## 10 Equality and Diversity Policy

### 10.1 Policy Statement

This policy outlines the commitment of Applied Science University to create an environment where differences are valued and equality of opportunity is evident among all staff, students, and any stakeholder.

1. This policy defines certain actions that are not permissible and that are considered unlawful. These are called 'Types of Discrimination'.
2. It also identifies so-called 'protected characteristics' which are best described as certain attributes that regular people possess which the University considers should be safeguarded. When 'safeguarded' it means against the 'Types of Discrimination'.

The Applied Science University is fully committed to promoting equality of opportunity and fairness and to eliminate discrimination against all national and international staff, students, and anyone associated with the University (e.g. visitors, contractors and service providers) regardless of:

- a. Age
- b. Disability
- c. Marital Status
- d. Pregnancy and Maternity
- e. Race (colour, ethnicity, or nationality)
- f. Religion or Belief
- g. Gender
- h. Unfair Dismissal

No kinds of discrimination, harassment, or bullying are tolerated at the Applied Science University.

## **11 Student Complaints Procedure**

ASU has an effective mechanism that allows students to make legitimate complaints and suggestions. Students may file complaints and suggestions about aspects related to academic and teaching facilities, University resources, administrative services, financial issues, conflicts with academic or administrative staff, and conflicts with students.

### **11.1 Procedure**

Any student who wants to make a complaint will need to do the following;

1. The student must file the complaint at the Deanship of Student Affairs either directly in person or by email, suggestion box, Students Online Service-SOS, or through any other means available throughout the University.
2. The student needs to fill out the complaint form clearly and must sign it. Anonymous complaints will not be considered.
3. The complaint is reviewed initially by the Director of Student Affairs, then by the Dean of Student Affairs, and both provide their comments/recommendations on the complaint form, sign it, and then forward it to the responsible party for action or recommendation.
4. Some complaints or suggestions may require further referral to the relevant Committee for immediate action.
5. All complaints are filed and assigned a complaint number then forwarded to the VP Academics/ College Deans or to the relevant Department for action.
6. In most cases, depending on the gravity of the complaint, when a complaint is resolved, the feedback is forwarded to the Deanship of Student Affairs to close the case.
7. Collective complaints which impact on a group of students either in relation to their academic studies or resources and services provided to them should be channelled through the Student Council who will liaise with the relevant person(s) or Committees within ASU to resolve the issue.

### **11.2 Students Online Service-SOS**

Students Online Service-SOS enables the students at ASU to have easy access and communicate with the Deanship of Student Affairs staff any time and from anywhere. The System offers our students the possibility to easily place their requests, complaints, or suggestions related to academic, finance, health and safety, personal issues and other matters. In addition, the System also offers access to students with special needs so that they can have direct contact with the Deanship anytime and anywhere. The System will greatly enhance the opportunity for students to share their opinions while at the same time allowing for a prompt response to their queries, concerns or suggestions.

## 12 E-Learning Policy

The University has developed the e-learning policy and procedure in compliance with its e-learning strategy and in line with its vision, mission and its strategic objectives in providing a quality e-learning system which includes technology enhanced learning and or online synchronous education.

The e-learning policy has been developed considering the e-learning strategic key priorities, including; building institutional capacity and the infrastructure to support the e-learning platform in enhancing the quality of students' experience and opportunities, creating staff capacity capable to deliver online learning and teaching and supporting various students' learning modes and needs.

This policy has been developed to ensure that online teaching, learning and assessment are well supported, effective and comparable to the face to face environment.

### 12.1 Learning, Teaching and Assessment

#### Course Material

The design of the online course material offered on the LMS must be at least the same as the course material given in face to face mode and according to the course specification.

#### Online Class Activities

- a. The online class must include the following items in order to enhance student participation and interaction
  - Interactive class discussion Questions/Answers
  - Formative assessment
- b. Optional activities
  - Student presentations
  - Polls
  - Peer review activities
  - Discussion forums
  - Chatting through LMS
  -

#### Class Recordings

- a. All classes must be recorded and provided for students to go back to when they need.
- b. The Directorate of ICT and KM will make resources available for all online classes to be recorded.

#### Assessment

- a. Students should have access to information on the assessment method, relative weighting of the course components, marking scheme, rubrics, etc. through the course specification.
- b. Staff should provide feedback of their diagnostic or formative assessment of the academic performance in a timely manner. The feedback should have clear guidance and constructive information to support their summative assessment.
- c. Colleges should ensure that academics performing the assessment are capable of confirming that students' assessed work is the original work of the students, especially as the students as assessed remotely.
- d. Academic staff should provide continuous formative assessment for online learning to ensure that students learning is in progress towards the intended leaning outcomes

- e. Student's marks are to be posted via the SIS in coordination with the colleges and the Directorate of Admissions and Registration.
- f. The types of assessment of online classes can take any of the following forms:
  - Quizzes
  - Homework assignments (theoretical and practical)
  - Research projects
  - Case studies
  - Online take home and time-constrained exams
  - Online time-constrained proctored exams
- g. Submission and marking of assessment tasks are done through the LMS only.
- h. Online time-constrained proctored exam questions can be of the following types:
  - Essay questions
  - Short Answers
  - Multiple choice questions
  - Drag and match
  - Fill in the blanks
  - True/False
- i. Online exams should be in the form of random questions taken from a bank of questions such that each student gets a different set of questions from other students
- j. All Online time-constrained proctored exams must be proctored using the capabilities of the LMS.
- k. Proctored exams must include verification of approved photo ID through a web cam (Photo IDs may include CPR, driver's license, passport, or a government-issued identification) as well as electronic verification of identity.

#### Master Defense/ Viva

- a. The LMS allows for MSc defense /vivas
- b. HEC representatives are given access to monitor the viva sessions
- c. All viva sessions must be recorded
- d. The chair of defense committee is the moderator of the online session
- e. The induction for external members must be done before the time of the viva
- f. Tests for the technical issues must be done one day before the viva
- g. A technical staff must be present during the viva

## 12.2 Learning Resources and Student Support

### Course Material

1. Academic departments shall ensure:
  - Students have access to information on the programme, the course and components of study through the university website and the LMS.
  - Students have access to the course specification through the LMS. The course specification should have clear intended learning outcomes, assessment methods, and quality learning and teaching material, and the schedule for the delivery of the coursework and assessments.
  - Every student has a nominated academic advisor who supports them and provides guidance on their performance and progression through the student advising system.
  - Students are provided with a schedule of student support, training activities, e.g. tutorials, guidelines on LMS tutorials, library resources, and basic trouble shooting skills.
  - Students are provided with an e-learning course orientation at the start of their study at ASU with an overview of the university requirements, college requirements, department requirements, and course requirements.
  - Students have access to academic staff through online office hours or by appointment on the LMS.
  
2. The University shall provide the following electronic services to all students:
  - Academic advising system
  - Electronic admission and registration
  - Applications for financial aid
  - Student appeal procedure
  - Withdrawal process (Classes or college)
  - Disciplinary committees
  - Library/ learning resources
  - Bookstore
  - Technical assistance
  - Career and Alumni Services Office
  - Student Counseling Office
  - Clearance applications
  - Fees payment
  - Certificate delivery
  - English placement tests

### Students with Special Needs

Students with special needs will be introduced to software features such as Magnifier, Narrator, etc. through induction at the beginning of the semester by the Deanship of Student Affairs.

Feedback of students with special needs is received through SOS and processed by the Deanship of Student Affairs to make necessary arrangements with colleges.

## Office Hours

Academic staff provide online office hours and post availability for students in order to provide additional support to students and to promote student- academic staff communication and interaction particularly in remote teaching.

## Attendance

1. Students are required to adhere to the weekly schedule and to understand the e-learning course resources.
2. Students' attendance for e-learning courses should comply with ASU's traditional face to face attendance bylaws and policies.
3. Students' attendance is registered by the academic staff via the SIS where students have access to clear and transparent information.

## 12.3 Online Learning Environment and Information Management

### 12.3.1 E-learning environment:

The e-learning environment at ASU is supported by the following:

1. LMS (such as Moodle), with the following functionalities/tools:
  - Schedules for posting and viewing deadlines, events, etc.
  - Announcements for posting current information to all students.
  - Modules For publishing and viewing course content in sections.
  - Tools for posting, submitting, and grading student work.
  - Discussion Board for asynchronous discussions, group work, and collaboration.
  - Private Messages for private communication between students and/or the instructor.
  - Chat-lines for real-time, synchronous conversation between staff and students in written form.
  - Exams, Tests & Quizzes for authoring and administering exams, quizzes, surveys, etc.
  - Gradebook for posting and managing student grades.
  - Turnitin Assignment For posting, submitting, and check student work originality
2. SIS for registrations, class time table, attendance etc.
3. SOS system for students':
  - Requests, suggestions
  - Complaints
  - Praises
  - Appeals
  - Personal data update
  - Selection of tracks
4. Plagiarism detection software

### **12.3.2 Plagiarism**

1. All submitted work by students should be checked by a proper plagiarism detection software
2. Teaching material posted by academic staff for students should be free from plagiarism
3. It is necessary to guard against plagiarism and copyright infringement.
4. Plagiarism that is intended or non-intended shall be dealt with according to ASU bylaws and policies.

### **12.3.3 Intellectual Property**

1. Any materials and content developed by the academic staff at the University to deliver their courses become the property of the University
2. Any materials and content developed by the academic staff at the University to deliver their courses can be used in other courses.
3. Students cannot re-use work from previous courses unless approved by the academic staff.

### **12.3.4 Data security**

1. The university uses all means of security and protection as recognized by international standards which are monitored continuously to ensure the protection of students' and staff's personal data in compliance with the personal data protection law of Bahrain.
2. The LMS have the following security features:
  - It is hosted on secure servers.
  - Data transmission is encrypted.
  - Authentication through credentials is known to the students only.
  - There are high end security appliances.



### 13 Instructions to Students Undertaking Examinations

By entering the examination room, a student agrees to be bound by the regulations of Applied Science University, under the authority of the Senior Invigilator.

- a. A student must present himself or herself at the time and place appointed by the University for the examination of students in his or her group. Failure to do so, or failure to submit work having so presented himself or herself, will normally be deemed to constitute a failure in that assessment unless there is some cause found valid on production of acceptable evidence to the relevant Dean of College and the Director of Student Affairs.
- b. Students must not enter the examination room until permission is given by the Senior Invigilator, normally not more than 10 minutes before the scheduled start of the examination.
- c. Students must place their University ID Card face upwards on the desk at which they are sitting their examination. This card may be inspected during the examination. Students unable to produce their University ID Card (or equivalent) will be required to provide an alternative form of photographic identification.
- d. Students must not communicate with each other whilst they are in the examination room and must behave in a quiet and orderly manner. Use of mobile telephones, pagers, PDAs or any other similar device is not permitted.
- e. Students are not permitted to use dictionaries unless authorised to do so, as part of the assessment, notification subsequently needs to be made to the Senior Invigilator.
- f. Students must leave all bags, coats, and other personal belongings (including mobile telephones, pagers, PDAs or any other similar devices, which must be switched off) and all unauthorised material in the part of the examination room specified by the Senior Invigilator. The University does not accept liability for any losses resulting from this instruction. Students must not bring valuable items into an examination room. All items brought into an examination room by a student are at the sole risk of that student.
- g. Before the examination commences, students must take essential equipment from pencil cases, calculator cases, and spectacle cases, and must place these cases (and all similar unauthorised small items) on the floor under their desks. If unauthorised material is subsequently discovered not to have been placed in the appropriate area, such material may be confiscated at the discretion of the Senior Invigilator. Receipts will be provided by the Senior Invigilator for personal possessions which are confiscated.
- h. A student having any queries about what material is regarded as being unauthorised must consult the Senior Invigilator before the examination.
- i. A student found with unauthorised material in his or her possession during the examination will be reported by the Invigilator. This may be deemed academic misconduct and be subject to action under the Regulations relating to Academic Misconduct.
- j. In examinations with durations that necessitate a break, bags, books, notes, etc. must be left in the examination room. The University will make reasonable efforts to ensure that such possessions remain secure, but this excludes liability for valuable items which, as noted above, should not be taken into the examination room. Furthermore, the University's liability for loss or damage to a student's possessions will be limited solely to a proven loss of items necessary for the examinations.
- k. Smoking, eating and drinking beverages is forbidden in the examination room, unless prior arrangements have been made on the basis of the medical needs of a student.
- l. Each student must sign the attendance sheet before he/ she commences the examination.
- m. Students will be informed by the Senior Invigilator when they may commence the examination.

- n. Any student arriving more than 30 minutes late will not be admitted to the examination room. Any student arriving late but less than 30 minutes late must give the reason for lateness to the Senior Invigilator and may at his/her discretion be allowed to undertake the examination.
- o. Unless explicitly provided for by the appropriate Assessment Board, late students will not be allowed extra time
- p. Queries about the contents of examination questions will not be answered. A student having any such query must note it in his or her answer script and, in the case of an apparently ambiguous question, must state the interpretation assumed in his or her answer.
- q. Students must not leave their seats without permission from an Invigilator. Any student wishing to attract the attention of an Invigilator must raise his or her hand.
- r. Extra paper for rough work will not be provided. All work must be done in the supplied answer scripts and any rough work crossed out.
- s. Students wishing to leave the examination room because of illness or wanting to visit the toilet must be accompanied by an Invigilator.
- t. Students completing their work before the end of the examination will usually be allowed to leave the examination except during the first 30 minutes:
- u. Students wishing to leave the examination must obtain permission from an Invigilator and will not be readmitted.
- v. The Senior Invigilator will formally announce the end of the examination at which time students must stop writing their answers. Students must remain seated and silent until dismissed by the Senior Invigilator. Students will not be dismissed until all answer books, scripts, etc. have been collected.
- w. The Regulations relating to Academic Misconduct define academic misconduct in examination situations as engaging in any action with the intent of gaining an unfair advantage over other students taking the same examination. This will include:
  - x. Communicating with or copying from any other students during an examination except where regulations specifically allow such communication.
  - y. Communicating during an examination with any person other than an Authorised Member of Staff invigilating.
  - z. Taking any written, printed materials or electronically stored information into the examination room unless expressly permitted by the examination or Programme regulations that have been notified to the Senior Invigilator.
  - aa. Gaining access to unauthorised material relating to the examination during or before the examination.
  - bb. Obtaining a copy of an 'unseen' examination question paper in advance of the date and time authorised for its release.
  - cc. Personation: The legal term for impersonating another person with the intention to deceive or gain an unfair advantage.
- dd. Any student suspected of contravening these regulations will be reported to the appropriate Assistant Dean of the relevant College and dealt with in accordance with the regulations relating to Academic Misconduct. The student(s) involved will be informed by the Senior Invigilator at the time of the nature of the alleged contravention.
- ee. During an examination, the interpretation of these regulations is at the discretion of the Senior Invigilator. A student dissatisfied with any such interpretation must send a letter to the appropriate Assistant Dean of the relevant College within two working days after the examination.
- ff. If following or prior to an examination the student feels his/ her performance may have or may be affected by any mitigating circumstances during the examination, he/ she must complete a Mitigating Circumstances Form, which is available from the College Office.

## **14 Campus Facilities**

### **14.1 ID Cards**

All ASU students must carry their IDs with them at all times and show them upon request. ID cards are provided from the Directorate of Admissions and Registration and must be validated every year.

### **14.2 Lost and Found**

Lost and Found property is located at the Security Office, in the main academic reception area. Lost and found items are held for a specific period. After the holding time expires, the procedure for disposing of unclaimed items comes into effect.

### **14.3 Safety**

ASU safety is monitored by the Safety Division that promotes a safe and healthy environment around the University. It provides information on health hazards and occupational safety. The Safety Division can be contacted at 1636205 or 1636101 or 1636103.

### **14.4 Dining**

The University has a campus restaurant and coffee shop, in addition to vending machines containing beverages and snacks.

### **14.5 Bookstore**

The bookstore sells all required textbooks and is located on the ground floor, in the Administration Building, near the Finance Division.

### **14.6 Lockers**

Lockers are available at ASU. Students need to apply to the Office of Student Affairs' Director to be allocated a locker. ASU takes no responsibility for lost or stolen items. It is not recommended to leave valuable items in the lockers.

### **14.7 Prayer Room**

Available for male and female students from 8:00 a.m. to 8:00 p.m.

### **14.8 Games Room**

Available for male and female students.

### **14.9 Abdulla Nass Auditorium and the University Dome Hall**

Available for events and activities.

#### **14.10 Female Lounge**

This great students' facility is available for female students only, it is located in the basement floor and opens from 8:00 a.m. to 8:00 p.m. (next to the Ladies Prayer Room).

#### **14.11 Students Council, Alumni Club and Students Clubs Room No. (301)**

This students' facility is located on the 3<sup>rd</sup> floor, and it is part of the Deanship of Student Affairs; it supports the students to work together and perform their tasks.

#### **14.12 Student Activities**

The Deanship of Student Affairs has the responsibility for ensuring that students are exposed to and involved in various activities and provides various opportunities for the students to develop their personal and educational potential. ASU encourages the students to be involved in the Student Council, clubs, events, workshops, national and international celebrations, sporting activities, competitions, national and international fora, debates, and extracurricular activities. Students are informed of forthcoming activities through ASU communication channels, including social media.

#### **14.13 Students Sport Facilities**

The University is in the process of building more sport facilities. Meanwhile, students are allowed to use free of charge provisional alternatives in external independent sport halls/ clubs organised by the University for ASU students. (for more details, please contact the Deanship of Student Affairs).

#### **14.14 Academic Facilities, Resources and Useful Information**

ASU offers a variety of learning resources and academic support services. For more specific information, please refer to the University Website or ASU Catalogue. More information on ASU Students related information, forms, policies, regulations could be found ASU Website. <http://www.asu.edu.bh>.

## 15 Coronavirus COVID-19 Protection Procedures

The university is prepared to respond effectively to the coronavirus COVID-19 pandemic. To protect yourself and others, all our students are requested to follow coronavirus COVID-19 protection guidelines on the university website through the link: <https://www.asu.edu.bh/covid-19/guidelines/>. We will continue to update this information as changes occur.

## 16. First Aider

| Name                                 | Job Title                                                           | Location                                  | Ph.No.   |
|--------------------------------------|---------------------------------------------------------------------|-------------------------------------------|----------|
| Ms. Fareeda Al. Balooshi             | Nurse                                                               | All Round                                 | 16036107 |
| Mr. Noushad Abdul Hameed             | Supervisor of Health and Safety                                     | All Round                                 | 16036104 |
| Mr. Ali Mohammed Ateya               | Security Supervisor                                                 | All Round                                 | 16036101 |
| Mr. Yoonusraj Kodakkadan             | Academic Staff in Department of Civil and Architectural Engineering | Basement (Academic Building)              | 16036346 |
| Mr. Ahed Mohammad Taher Shanti       | Administrator in Registration Department                            | Ground Floor (Academic Building)          | 16036003 |
| Ms. Latifa Salman Ali Fandi          | Office Manager of Arts and Science College                          | 1 <sup>st</sup> Floor (Academic Building) | 16036137 |
| Ms. Rawan Hasan Ali Abdulla Bucheeri | Administrator in Deanship of Student Affairs                        | 3 <sup>rd</sup> Floor (Academic Building) | 16036154 |
| Mr. Abdulhameed Abdulghaffar Baqi    | Acting Office Manager of Marketing and Student Recruitment Office   | 4 <sup>th</sup> Floor (Academic Building) | 16036031 |
| Ms. Sara Abdulla Alshakrani          | Administrator in Department of Management Information Systems       | 5 <sup>th</sup> Floor (Academic Building) | 16036219 |
| Ms. Muneera Khalifa Alshawi          | Administrator in VP Office for Academic Affairs and Development     | Clock Tower                               | 16036236 |
| Ms. Shatha Ghani Yaseen              | Administrator in College of Law                                     | Admin Building                            | 16036116 |
| Ms. Safa Jamal Abed Awawdeh          | Research and Teaching Assistant in College of Engineering           | Technology Building                       | 16036102 |

## 17. Useful Contacts

| Department                                                                   | Contact Number |          |
|------------------------------------------------------------------------------|----------------|----------|
| Security                                                                     | 16036205       | 16036101 |
| Nurse                                                                        | 16036107       |          |
| Reception                                                                    | 16036107       | 16036001 |
| Directorate of Admission and Registration                                    | 16036006       | 16036012 |
| (Deanship of Student Affairs Front Desk)                                     | 16036154       | 16036037 |
| Library                                                                      | 16036022       | 16036021 |
| Cafeteria                                                                    | 16036210       |          |
| Finance Department Office                                                    | 16036027       | 16036023 |
| College of Law Office                                                        | 16036122       | 16036121 |
| College of Administrative Sciences Office                                    | 16036173       | 16036171 |
| College of Arts and Science Office                                           | 16036256       | 16036137 |
| College of Engineering Office                                                | 16036310       | 16036273 |
| Deanship of Student Affairs Office (Secretary +Dean office)                  | 16036038       | 16036043 |
| Vice President for Academic Affairs and Development Office                   | 16036236       |          |
| Vice President of Administration and Finance and Community Engagement Office | 16036242       |          |