كلية البحرين الجامعية
UNIVERSITY COLLEGE OF BAHRAIN

UNDERGRADUATE
STUDENT HANDBOOK

www.ucb.edu.bh

Table Of
CONTENT

Table Of
CONTENT

A. AcademicCalendar 2022-2023

Day	Date	Description
First Semester (Fall Semester) 2022-2023		
Sunday	September 11	First day of classes
Thursday	September 22	Last day for Drop and Add Period
Saturday	October 08	Prophet Mohammed Birthday Holiday *
Sunday	October 30	Start of Advising & Registration for Spring 2022- 2023
Tuesday – Wednesday	November 01 - 09	Mid Term Exam Period
Sunday - Monday	December 18 – 19	National Day Holiday
Wednesday	December 21	Last day of classes
Thursday	December 22	Last day to drop a course with "W"
Sunday - Thursday	Dec 25 – Janu 05	New Year's Holiday (2022)
Sunday- Monday	January 08 - 16	Final examinations period
Wednesday	January 19	Last Day for Faculty Submission of Final Grades
Monday- Thursday	January 17 - 26	Fall Semester Holiday for Students

Day	Date	Description
Second Semester (Spring Semester) 2022 - 2023		
Sunday	January 29	First day of classes
Thursday	February 02	Last day for Drop and Add
Sunday – Monday	March 12– 20	Mid Term Exam Period
Tuesday	March 21	Start of Advising & Registration for Summer Session (2021-2022)
Sunday	April 02	Start of Advising & Registration for Fall 2022- 2023
Sunday - Monday	April 22 - 23	Eid Al-Fitter Holiday *
Wednesday	April 26	Last day of classes
Thursday	April 27	Last day to drop a course with "W".
Monday	May 01	Labor Day Holiday
Sunday - Thursday	May 07 - 11	Final examinations period
Sunday	May 14	Spring Semester Holiday for Students
Monday	May 15	Last Day for Faculty Submission of Final Grades

Day	Date	Description
Third Semester (Summer Session) 2022-2023		
Sunday	May 14	First day of classes
Thursday	May 18	Last day for Drop and Add Period
Sunday – Sunday	June 04-11	Mid Term Period
Thursday	June 22	Last day of classes
Thursday	June 22	Last day to drop a course with "W".
Sunday – Wednesday	June 25 -27	Final examinations period.
Wednesday	June 28	Summer-1 Session Holiday for Students
Thursday	July 06	Last Day for Faculty Submission of Final Grades
Sunday	July 09	Faculty Holiday

Day	Date	Description
First Semester (Fall Semester) 2022-2023		
Sunday	September 03	Return of Academic Staff
Sunday	September 10	First day of classes
Thursday	September 21	Last day for Drop and Add Period

B. University Terminology

Academic Year — -The University Academic year is defined by the Fall and Spring semesters, and one or two optional Summer sessions.

Academic Status — -The student academic performance such as good standing, probation or dismissal, is determined by the University by-laws and regulations.

Add and Drop — -The period of time when students can adjust their personal semester schedules by dropping or adding courses or sections.

Admission — -The process which starts by filling an application for admission to the University and ends by receiving an acceptance letter in a degree program.

Advisor — -Faculty member assigned by the student's academic department to assist the student in planning his/her semester course registration in accordance with the requirement of his/her study plan.

Bachelor's Degree — -The degree that the student will receive by the end of his/her undergraduate study.

Academic Calendar Year — -The official dates and deadlines for the academic.

Course Load — -The total credits in which a student is allowed to register in any semester. Regular semester or summer session.

Credit — -Commonly defined as the equivalent to a one-hour weekly lecture in a semester.

Curriculum — -A structured set of learning objectives contained in a specified set of course.

Dismissal — -The compulsory registration termination of a student from the university for unsatisfactory conduct or academic achievement.

Elective Course — - A Course selected from a number of courses in that a student chooses with the approval of his/her academic advisor.

Fee — -Charges for courses or services.

Full-time Student — -A student that is registered in not less than 12 credit hours in a given semester.

GPA — -Total credit hours for each course in a semester X Number of points for each course / total credit hours in a semester.

CGPA — -Total points in a semester/ total credit hour in all semesters.

Concentration — -Student's principal field of study.

Grade Points — -Numerical value associated with each grade.

I.D. Card — -University Student identification card showing name, photo and student University number.

Students who are academically admissible but who fail to meet the University's Language proficiency requirements will be required to enroll in the English Foundation Program for a semester or more:

Prerequisite	-A requirement that must be met before a certain course can be taken.
Academic Probation	-An academic status resulting from the student's unsatisfactory academic achievement (CGPA of less than 1.70).
Academic Warning	-An academic status resulting from the student's Unsatisfactory academic achievement (CGPA between 1.70 -1.99).
Registration	-The process of enrolling in classes in a semester.
Regular Student	-A degree seeking student who is officially admitted to the university and enrolled in a regular semester in not less than (12) credit hour.
Semester	-Designated periods which classes and exams are scheduled during an academic year.
Schedule	-List of courses offered during a semester, including the name of the instructors, lecture days, hours and locations of classes.
Student Schedule Transcript	-A list of courses that the student takes in a semester. The student's academic achievement and academic status.
Graduation	-Successfully completing all the study plan required courses with accumulative GPA of not less than 2.00 out of 4.00

C. General University Information and Regulations

1. Admission

1.1 Applying

Applications to all the Undergraduate programs are handled by the Admission Unit at the Registrar's Office.

Applications may be submitted in two methods:

- Filling an application form that is available at the Admission Unit in Saar Building at the

   University Campus and submitting it along with all the admission required documents.

- Submitting an online application available at the university website along with all the

   admission requirement

https://www.ucb.edu.bh/ucb/undergraduateapplication- english

1.1.1 Application Deadline

- Applications for admission to the Fall semester should be received no later than early September.
- Applications for admission to the Spring semester should be received no later than early January.
- Applications for admission to the Summer session should be received no later than early May.
- Late applications may be considered throughout the first two weeks of a regular semester and

   the first week of a summer session.

- Applications will not be considered after those dates.

1.1.2 Application Fee

Applications must be accompanied by an application fee of BD50/. This fee is nonre-fundable and can be payable by cash, credit card, cheque or bank transfer.

1.1.3 Scholarships

UCB might offer full scholarships to students with distinguished academic standing.

1.1.3.1 Financial Aid

UCB may also offer financial aid up to 50% on tuition fees to students with financial difficulties.

1.1.3.2 Eligibility

Applicants with a high secondary school average can be considered for scholarship. No certain qualifications can guarantee a scholarship.

1.1.3.3 Deadlines

The deadline for accepting scholarships applications for the Fall semester will be the end of June of each year.

Scholarships are limited in number; therefore, earlier applications receive priority.

Late Applications:

- May not be considered for scholarships
- May not be considered for a seat in certain programs due to limited number of seats.
- May not be considered for certain offered sections due to limited number of seats.

1.1.2 Application Fee
Applications must be accompanied by an application fee of BD50/. This fee is nonrefundable and can be payable by cash, credit card, cheque or bank transfer.

1.1.3 Scholarships
UCB might offer full scholarships to students with distinguished academic standing.

1.1.3.1 Financial Aid
UCB may also offer financial aid up to 50% on tuition fees to students with financial difficulties.

1.1.3.2 Eligibility
Applicants with a high secondary school average can be considered for scholarship. No certain qualifications can guarantee a scholarship.

1.1.3.3 Deadlines
The deadline for accepting scholarships applications for the Fall semester will be the end of June of each year.

Scholarships are limited in number; therefore, earlier applications receive priority.

1.1.3.4 Scholarship Application Procedure
i. Scholarship applicants are required to follow the usual admission process submitting all the necessary admission documents.
ii. Upon submission of the admission documents, applicants are also required to submit a letter explaining their request for a scholarship, outlining their personal situation and supporting documents.
iii. The Admissions Unit will inform the applicant with the final decision.

1.2 Admission Requirements

1.2.1 Admission Process
Students seeking admission must fill out an application form indicating their choice of Program and the University will do its best to fulfill their desire.

All applicants will equally compete for the available seats. UCB is fully committed to recruit and admit students on the basis of equal opportunity and fairness and to eliminate discrimination against all admitted students regardless of their diversity in the characteristics of: race, ethnicity, religious beliefs, gender, sex, age, nationality, place of birth, marital status, family circumstances, and physical disabilities .

The University will notify the applicants with the admission decision in writing.
Those who are not selected will receive a letter informing them of this decision and suggesting available alternatives.

Required documents:
- Filled application form.
- A certified copy of the Student's Secondary School Graduation Certificate or its Equivalent.
- A certified copy of the Student's Higher Education Institution Transcript along with the Course Description for transfer students.
- Copy of a Valid CPR and Passport
- (2) Personal Passport Size Photographs.
- Proof of proficiency in English.
- Medical fitness certificate.
- Any Additional Requirements needed by the University.

1.2.2 Proof of Proficiency in English

- All Applicants should provide proof of proficiency in English or take prior to their admission the English placement test at UCB, the placement test passing score is 60 out of 100. The applicant has the right to repeat the test three times. The fees for the placement test is 30 BD

- Applicants may be exempted from the placement test if:

  - Applicants graduated or transferring from other recognized universities or secondary schools where English is the medium of instruction.
  - Visiting students.
  - Passed the (IELTS- International English Language Testing System: 5 or more) must be taken within no more than 2 years prior to admission to UNIVERSITY COLLEGE OF BAHRAIN.

  Passed the Toefl test with a 500 score or more

- The result in the English exam will determine whether the applicant will start first year or enroll in the University's English Foundation Program.

- Students who are academically admissible but who fail to meet the University's Language proficiency requirements will be required to take the Foundation English Program for a semester or more.

1.2.3 Other Placement tests

- Applicants to the Business **Administration Program and Information Technology Program** must sit for a Math placement test at UCB. The passing score of the placement test is 60 out of 100. The applicant has the right to repeat the test three times. The fees for the placement test is 30 BD

- Applicants to the **Communication and Multimedia** Program will prior for their admission sit for an interview by one of the faculty program.

1.2.4 Applicants Certificates

All Applicants must hold Bahraini Secondary School Certificate or its equivalent to be eligible for admission to any of the university programs.

Note - Holders of foreign High School certificates must have an equivalency certificate from the Ministry of Education in the Kingdom of Bahrain.

1.2.5 Visiting Students (Non-University College of Bahrain degree)

A visiting student must present proof of enrollment from his/her university. This can be in the form of a certified letter, official transcript or a valid Identification Card, UCB will provide the visiting student with an official transcript upon completion of the registered course/s. Official course description is available at the course concerned department and can be provided upon the visiting student's request.

2. General Policies and Information

2.1 Authorization, Acknowledgment and Consent
- All students at the University are bound to undertake and observe the rules, regulations, policies and pay fees in place from time to time.
- Students should verify any information or statement provided as part of their application, realizing that admission is based on information in their application and supporting documents. Incorrect or untrue information may lead to admission cancellation.

2.2 Academic Curriculum
The academic curriculum for each program consists of the following:
- The university requirement, which includes both compulsory and elective courses that are common to all concentrations.
- Ancillary courses, which are required by different concentrations but offered by other academic units.
- Department requirements which include courses that should be taken by all students in that Department.
- Concentration requirements which include the courses that should be taken by all students of that concentration.

2.3 Attendance & Punctuality Policy

2.3.1 Attendance
- Students shall attend all theoretical lectures, laboratory hours, and training sessions. They shall also participate in research sessions and sit for all examinations required in the courses in which they are enrolled.
- If a student without legitimate excuse misses 10% of the total tutorial hours in a course starting from the first day of the drop without add period, the instructor through the Registrar's Office gives him/her first warning.
- If a student without legitimate excuse misses 15% of the total tutorial hours in a course starting from the first day of the drop without add period, the instructor through the Registrar's Office gives him/her a second warning.
- If a student's total absences without legitimate excuse reach 25% of the total tutorial hours in a course starting from the first day of the drop without add period, the instructor through the Registrar's Office gives him/her an "F" grade in that course. The student who receives an "F" (Failure) grade in a course due to illegitimate absences can apply for a "W" (withdrawal without failure) grade in that course before the start of the semester final examinations period.
- Any absence due to representing the University or the Kingdom of Bahrain in any official capacity will not be considered absent provided that this absence is approved by the Registrar.
- If a student's absence is for legitimate reason, he/she should fill The Absence Excuse Form available at the Registrar's Office and submit it along with the supporting documents to the Registrar's Office. The Registrar's Office will verify the submitted excuse, keep the originals in the student's file and inform the course instructor for appropriate action.

2.3.2 Punctuality

-Students who enter the session/lecture/class after 15 minutes will not be entitled to receive attendance for the same.

-Students are not allowed to enter the session/lecture/class and attend after the maximum leeway unless they have a valid excuse.

Any claims for attendance lost, due to arriving late in class will not be entertained, provided the student has taken prior permission from the concerned faculty

2.4 Notice Board

The Notice Boards located in different locations at the University, are vital means of communication between the Administration, Program Department, Staff and the students. Students are obliged to refer to the Notice Boards on a regular basis and are responsible for being aware of any announcements.

2.5 E-mail Communication

E-mail is a medium of communication frequently used by the staff and students at UCB campus. Due to its importance, all students are awarded an individual e-mail address on the university's server. This enables students to have reliable spam-free e-mail access.

2.6 Academic Integrity

The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the University community, including students.

The University states unequivocally that it demands scholarly integrity from all its members. Academic dishonesty, in whatever form, is ultimately destructive to the values of the University. Furthermore, it is unfair and discouraging to those students who pursue their studies honestly.

All members of the university community (students, academic staff, staff and invigilators) have responsibility to maintain an atmosphere of academic integrity in all phases of academic life, including research, teaching, learning and administration.

2.6.2 Academic Dishonesty

Academic dishonesty consists of misrepresentation by deception or by other fraudulent means and can result in serious consequences, e.g. the grade of zero on an assignment, a notation of "F" on the official transcript and / or suspension or expulsion from the university.

Students are responsible for being aware of and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

i. Following the expectations articulated by instructors for referencing sources of information and for group work.

ii. Asking for clarification of expectations as necessary.

iii. Identifying testing situations that may allow copying.

iv. Preventing their work from being used by others, e.g., protecting access to computer files.

v. Adhering to the principles of academic integrity when conducting and reporting research.

It is the responsibility of the student to understand what constitutes to academic dishonesty. The following illustrates only three main forms of academic dishonesty:

i. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained. Students who have any doubt as to what might be considered "plagiarism" in preparing an essay or term paper should consult the instructor of the course.

ii. Improper collaboration in group work.

iii. Copying or using unauthorized aids in tests and examinations.

2.7 Non-smoking Policy

University policy prohibits smoking indoors all through UCB's campus.

3. Personal Information

3.1 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing, billing address and phone number as these are used by the University year-round. If the address is invalid or incomplete, the student is responsible for collecting the documents in person while updating their information at the Office of the Registrar.

3.2 Identification (ID) cards

All students at UCB are responsible for keeping their I.D. card on hand while on campus. At any point in time, students might be asked to present their I.D. card to any staff or academic member. A student transferred to a different concentration or Department should apply for a new ID card. The new ID card will be free of charge as long as the student hands in the previous one. The student is responsible for the safe keeping of his/her ID card and will be charged for the issue of a replacement if he/she loses it.

4. Registration

Students are responsible of following the registration process to ensure official registration in their desired courses.

For proper registration, the student is required to follow all the steps listed below consecutively:

i. Filling out the proper registration form (available at the Registrar's Office or online) with the help of the designated advisor.

ii. The form should be signed by the advisor, taking into consideration that no course can be registered unless the course's prerequisite(s) has/have been successfully completed.

iii. Settle any corresponding fees. The registration form should be signed by the Accountant.

iv. Submit the registration form to the Registrar's Office for the data entry.

v. Receive an official printed schedule from the Registrar's Office as a confirmation of the semester course registration.

4.1 Registration Periods

Registration dates are set yearly and determined by the academic calendar. Please note that registration is done on a first come first served basis. Early registration is strongly recommended to guarantee a seat in the desired course and section.

4.1.1 Late Registration

The University reserves the right to charge a late fee on late registration.

4.2 Class Schedule

The Class Schedule includes the offered courses, lecturing days, times, sections numbers, locations, names of instructors. The semester class schedule is available at the Registrar's Office, notice boards, and the University web page. The semester class schedule information is subject to change and update as courses are added, cancelled, rescheduled or relocated. It is the responsibility of all students to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes have not resulted in conflicts in their schedule.

4.3 Course Load

- Students with an academic load of 12 credits or more are considered as full-time students. Students with an academic load of below 12 credits are considered as part- time students.

- The maximum academic load in any regular semester is 19 credit hours. This can be increased to 21 credit hours at the discretion of the relevant program director on the condition that:

    a. The student's Grade Point Average is 3.00 or more OR

    b. Thestudentwillbegraduatingattheendofthat specific semester.

- The maximum academic load for any Summer session is 9 credit hours. This can be increased to 12 credit hours under the same conditions that apply to a regular semester.

- The completion of the course prerequisite is a requirement before registration in a course is permitted.

4.4 Course Change Period

4.4.1 Add or Drop Period

The add and drop period in which students may add and/ or drop courses upon the consent of the designated advisor is determined by the academic calendar. The same financial rule that applies during the regular registration period applies in this situation. Such transactions will have no bearing on the student's official transcript.

4.4.2 Add and Drop Process:

i. Filling out the proper drop/add form (available at the Registrar's Office) with the help of the designated advisor.

ii. Settle any corresponding fees. The form should be signed by the Accountant and the Academic Advisor.

iii. Forms are only processed if submitted to the Registrar's Office.

4.5 Regulations Concerning Withdrawal

4.5.1 Withdrawal Procedure and Fees Refund

In order to receive a refund of any fees, the student must fill out a Withdrawal Form (available at the Registrar's Office) and submit it to the Registrar's Office within the specified announced days of the semesters. Otherwise, a refund will not be provided.

Refund Schedule:

Prior to the first week of classes	100%
During the first week of classes	75%
During the second week of classes	50%
During the third week of classes	No refund

4.5.2 Course Withdrawal

After the Add and Drop period, students are only allowed to drop courses. The drop period in which students may drop courses is determined by the academic calendar. A course withdrawal "W" grade will appear on the student's official transcript. This will bear no effect on the students SGPA or CGPA. On the other hand, such a transaction will account for a financial loss. Again, withdrawing a course does not entail a refund.

i. Students can apply for withdrawal from a course or more with grade(W) till last day of semester classes.

ii. The withdrawal process is settled at the Registrar's Office. Students are to fill out a withdrawal form available at the Registrar's Office. Both the student and the Registrar's Office keep a copy of the withdrawal form for future reference.

4.5.3 University Withdrawal

The student registration at the University will be terminated in the following cases:

i. Failure to register for two regular continuous or discontinuous semesters during the student's period of study will result in an automatic registration termination from the university.

ii. A student submits a request for withdrawal from the University.

iii. Exceeding 16 regular semesters of study.

4.6 Summer Term/Summer Studies

UCB offers one or two summer sessions. The summer session consists of 8 weeks. The maximum load per summer session is 9 credit hours. This can be increased to 12 credit hours under the same conditions that apply for increasing load to a regular semester.

4.7 Re-admission

- In order for a withdrawn student from UCB to enroll again as a regular student, he/she has to go through the usual undergraduate application regulation and process.

- A student whose registration has been terminated due to illegal drop out or withdrawal from the University can apply for Re-admission.

- Re-admitted students may be granted credits for courses previously studied at the UCB under the following conditions:

i. All the accepted courses should be passed with not less than "C".

ii. The total number of accepted courses should not exceed 66% of the total number of credits required for Graduation.

iii. Accepted courses will be shown on the student's transcript under "Granted "courses and will not be included in the student's SGPA or CGPA but will be counted toward graduation.

iv. The re-admitted student should apply to the Registrar's Office for the previously passed courses, who, in turn, will forward the application to the relevant Department who will determine the acceptable courses, according to the student's new plan.

5. Student Records

5.1 Academic Standing

Registered student will maintain a satisfactory standing status at the University as long as his/ her cumulative GPA is 2.00 or above.

5.1.2 Academic Probation

- A student with a cumulative GPA of less than 1.70 will be placed under Academic Probation. The student's probation status will appear on the student's official transcript.

- A student with a cumulative GPA between 1.70 – 1.99 will be placed under Academic Warning. The student's warning

- status will appear on the student's official transcript.

- No student will be able to graduate if his/her CGPA is less than 2.00 out of 4.00.

- The University reserves the right to expel students remaining under probation for more than six consecutive regular semesters.

- The student will automatically be returned to Satisfactory Standing status if he/she managed to raise his CGPA to 2.00 or more.

5.2 Credit System

UCB follows the Credit hour System, where each course is assigned credit rating hours, which reflect the number of weekly contact hours. In general, a three-credit hour course indicates three hours of lecturing per week during a semester. In order to complete an undergraduate degree at UCB students must pass the designated number of credit hours required by his degree program. The total required number of credit hours varies from one concentration to another.

Students enrolled in the Foundation Program are not awarded any credits. In other words, Foundation Program Semester/s does not count towards the student's degree.

5.3 Grading and Grade Point Average (GPA)

Grades	Equivalent Percentage	Points
A	90-100	4.00
A-	87-89	3.67
B+	84-86	3.33
B	80-83	3.00
B-	77-79	2.67
C+	74-76	2.33
C	70-73	2.00
C-	67-69	1.67
D+	64-66	1.33
D	60-63	1.00
F (Failure)	59 and below	0.00

5.3.1 Other Grades

Grades	Terminology
I	Incomplete
CI	Change Incomplete
S	Satisfactory
GC	Grade Change
W	Withdrawal
#	Not in CGPA
-	No Grade Received
T	Transferred
R	Repeat
PC	Plan Credits Only
Dis	Disciplinary Decision

5.4 Incomplete Courses

In the event that a student fails to attend a final exam, due to legitimate reasons he/ she should submit an Incomplete Request Form attached to a proof of his/her legitimate absence excuse in order to avoid failure. Such students will receive an 'I' grade (Incomplete) on his/her academic transcript. The student will have to sit for the missed final exam during the following regular semester. Upon completion of the make-up exam the 'I' grade (Incomplete) on the student's transcript will be updated.

5.5 Transfer Credits

Transfer students may be granted credits for courses previously studied at another recognized University under the following conditions:

i. All the transferred courses should be passed with not less than "C" or Good grade.

ii. The total number of requested transfer courses should not exceed 66% of the total number of credits required for Graduation.

iii. The student should be transferred from accredited university.

iv. Transfer courses are given a 'T' grade on the transcript and will not be included in the student's SGPA or CGPA but will be counted toward graduation.

v. The Transferred student should apply to the Registrar's Office for the transfer of courses, who, in turn, will forward the application to the relevant Department who will determine the acceptable transfer courses, according to the student's plan.

vi. The approved list of transfer courses, certified transcript and course description will be sent with the applicant's other documents to the Higher Education Council for Final approval.

5.6 Transcript of Academic Record

A student's transcript includes all information relating to the student's academic progress at the university.

The student's transcript lists all the courses taken including withdrawn courses with grade "W", results, semester and cumulative credits, SGPA and CGPA. Transferred courses will also appear on the transcript.

5.6.1 Official Transcripts

The student's transcript will be official only if it is printed on the University's official paper, signed by the Registrar and stamped.

5.6.2 Unofficial Transcripts

An unofficial transcript is an identical copy of the official transcript, but it is printed on non-official paper and is not signed or stamped. The unofficial transcript is for the student's personal use and granted upon request.

6. Examinations

6.1 Midterm Examinations:

Each course instructor will hold one midterm examination during the semester. The midterm examinations period is identified in the academic calendar .

6.2 Final Examinations:

The Office of the Registrar schedules the University final examinations according to final examinations period that is determined by the University academic calendar. The final examinations schedule is posted on campus notice boards, on the university's website, and can be available on demand from the Registrar's Office.

6.2.1 University Regulations concerning Final Examinations

i. Students may only use papers or other instruments such as calculators during an examination if the instructor specifically prescribes them.

ii. No mobile phones are allowed inside the examination room.

iii. No written or published material is allowed inside the examination room.

iv. Any student arriving ten minutes late will not be permitted into the examination room.

v . If a student missed a final examination for legitimate reasons, he/she is required to submit an Incomplete Request Form that is available at the Registrar's Office along with the excuse supporting documents. If the excuse is found legitimate and approved by the Registrar, the student will be granted a grade of "I" for the relevant course. If the student fails to sit for the make-up examination, during the allowed period or the excuse has not been approved, the student will be awarded a Zero grade in the final examination.

6.2.2 Grade Appealing

If a student likes to appeal for a grade revision, he/she should abide by the following:

i. Fill out the appropriate form available at the Registrar's Office.

ii. Pay the grade-appealing form fee at the Students' Accounting Office. The Accountant should sign the form.

iii. The form should then be submitted to the Registrar's Office to complete the process.

iv. The Registrar's Office will send the request to the concerned department and inform the student with the request result.

7. Graduation

- In order to graduate, a student must successfully complete all his/her study plan requirements within not less than 6 and no more than 16 regular semesters with a CGPA of not less than 2.00 out of 4.00. It is the student's responsibility to ensure that all his/her program requirements are met before graduation. All students should contact their Advisors early in the graduating year to ensure that he/she will meet the necessary program requirements by graduation time.

- No student will be allowed to graduate within less than (6) regular semesters and should not exceed (16) regular semesters.

8. Student Conduct

8.1 Introduction

At the University, a student is expected to start a markedly new phase in education, different from high school. Here the students should behave responsibly towards everyone else. Freedom is basic principle that is shared by all, and the limits of one's freedom are the legitimate demands that others impose on that freedom. But one cannot live responsibly without an adequate grasp of morality and ethical behavior. Acting responsibly and living morally are essential perquisites for a genuine student life. Common experience tells us that student life is never repeated in one's life, it is unique, a fact that all students should remember. Life at the university is precious and one should take advantage of it to the maximum degree. One should aim at living a well- balanced life at the university, trying to satisfy one's interest without sacrificing one's main objectives. It is essential that one abides by the rules of the university and respect everyone else's property and rights. However, should anyone break the rules of the University and show disrespect to one's instructors and fellow students, then that person should be prepared to bear the consequences of his action. It is not possible to cite all the possible regulations that students might violate; however, below is a list of some of the University violation that call for disciplinary action. It is the student's responsibility to read and understand the rules regarding the student code of conduct.

8.2 Academic Violations

i. Breaking the laws of the Kingdom and the explicit rules of the University.

ii. Misbehaving in classroom, laboratories, libraries and any other place in the University.

iii. Plagiarism: Plagiarism is an act of stealing someone else's property and claiming it as one's own. This property might be a paper, a book, an idea, a computer program, an experiment, an answer and the like. Being free, a person is entitled to act in accordance with one's beliefs, but it is wrong to plagiarize. Therefore, a person caught plagiarizing or stealing will be subjected to the University's code of conduct and will be punished accordingly. Students are alerted to this misdemeanor and encouraged to behave and avoid exposing themselves to the consequences and illegal behavior.

iv. Inappropriate collaboration: The norm is that close collaboration with others on academic work requires acknowledgement of other collaborators. Inappropriate collaboration involves working with others in developing, organizing, or revising a project, which might be a paper, a presentation of a research or design project, or a take-home examination without acknowledging their help.

v. Dishonesty in examination and submitted work: All academic work and materials submitted not for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examination. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.

vi. Work completed for one course and submitted for another: Students may not present the same work for more than one course. Students are reminded that when incorporating their own past research in current projects, they need to reference such previous work.

vii. Deliberate falsification of data: Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.

viii. Interference with other student's work: Students may not intentionally interfere with the work of others by sabotaging laboratory experiment, research or digital files, giving misleading or disrupting class work.

ix. Copyright violation: Copyright law govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplication copy-righted material, and reproducing audio-visual work. Such practices must be observed. The code conduct forbids theft and the unauthorized use of documents.

x. Complicity in academic dishonesty: Complicity in academic dishonesty consists in helping, attempting or to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves per-meditated and intention acts such as doing the work, designing or producing a project, willfully providing answers during an exam, test or quiz for other student; calling a student on a mobile telephone taking an exam; providing a student with an advanced copy of a test; altering of a test and so on.

8.2 Academic Violations

All complaints and accusations against students violating the UCB Code of Conduct will be taken very seriously from cheating to attempting to cheat, helping or attempting to help someone else cheat, whether directly or indirectly, including the use of mobile phones. Our advice to student is to take the University rules very seriously and avoid at all costs breaking its rules. Violating the rules very does not pay, particularly cheating: in fact, it brings hardships and shame on the person caught cheating or even caught preparing to cheat.

8.4 Disciplinary Measures

he purpose of the Student Code of Conduct is to warn students in advance about the consequences of misbehavior or unacceptable actions in the University. It is hoped that disciplinary measures would not be resorted to and that every student would abide by the rules of the University and behave according to sound moral judgment. However, should a student violate the rules and regulations of UCB, that student shall receive the appropriate penalty, which can range from verbal warning to actual expulsion from the University. The University cannot shirk its responsibility towards the student body and society. It cannot tolerate or permit students to violate its rules with impunity. The students are expected to take themselves seriously and act responsibly. When they violate the rules of the University, they will be penalized. The penalty may include:

i. Verbal or written warning.

ii. A stronger penalty is given to a student after the verbal warnings. The student maybe denied certain University privileges either on a temporary or permanent basis or prevented from attending classes in a particular course.

iii. Canceling the student's results in a course or more and be treated as failed in that or those courses.

iv. Enforcing a withdrawal without failure (W) in a course or more.

v. Enforcing semester administrative withdrawal for a semester or more.

vi. A student may be deprived from benefiting from his academic record or may be denied the privilege to graduate.

vii. Enforcing a financial penalty.

viii. Dismissal from the University.

8.5 Violations Reports

i. The Department Council will look into charges brought against students for violating the rules of the University and prepare a report recommending the penalty for each violation.

ii. All reports of violations against any person shall be referred by the Department Council to the University's Academic Vice President or President, for the appropriate decision.

iii. The Registrar's Office will inform the student of the imposed penalty and keep a copy of the penalty letter in the student's file.

iv. A student may fill out an appeal request to the University's Academic Vice President or President through the Registrar's Office within a week from the issue date.

v. The University's Academic Vice President or President will revise the student's case and penalty in consultation with the concerned Program and take one of the following decisions:

a. Reducethepenalty.

b. Changethepenalty.

c. Remove the penalty.

d. Maximizethepenalty.

e. Keep the penalty.

vi. The University's Academic Vice President or President decision after the student's appeal will be final.

8.6 Student Complaints

The University College of Bahrain (UCB) aims towards meeting the needs of its students at the highest levels of excellence. UCB deals with the student concerns and complaints in a fair and consistent manner. This policy applies to all enrolled students and is designed to give them the confidence to report any concern or complaint and be assured that their complaints shall be handled in complete confidentiality.

- All complaints will be handled with confidentiality in order to protect the interests of both the student and the staff member.
- All complaints shall be documented and kept at the Student Affairs Office for five years at least.
- A student with a complaint shall first try to address it informally with the right staff member, who might be a Head of Program, a Director, or a Manager.
- If the informal method fails to provide an acceptable outcome, the student may file a formal written complaint with the Student Affairs Office within a maximum of two weeks of initial incident.
- To guarantee that the complaint is handled properly and rapidly, the student shall provide his/her full name, UCB's ID number, program of Study and concentration, and contact information, as well as any supporting evidence must be attached.
- Once the complaint is received and meets the policy's criteria, the Student Affairs Coordinator shall hand the complaint to the relevant designated official responsible for the service to examine the issue(s) mentioned in the complaint.
- The student shall receive a receipt confirmation and shall be notified of the procedures performed as well as the timeline for the investigation to be concluded.
- Within fifteen days of receiving the complaint, the designated official responsible for the service shall submit a report to the Student Affairs Coordinator with the findings, and the Student Affairs Coordinator shall notify the student in writing of the outcomes.
- If the student is still unsatisfied with the decision, he or she may express in writing his/her concerns and the reasons for dissatisfaction with the Student Affairs Coordinator within seven days from receiving the decision.
- Student dissatisfaction with the investigation's result does not require any additional investigation unless it is accompanied with a new evidence or an error with the complaint procedure. The Student Affairs Coordinator shall schedule a meeting with the student to clarify investigation outcome.

9. Information Technology Resources

9.1 Introduction

Students at UCB have the opportunity to be connected with the latest technologies and online services available today. As a UCB student, the following is a brief description of some of the services the university has launched recently. These services, unique in their offering in the Kingdom of Bahrain, will enhance students' abilities in academics as well as their social interactions with other students, faculty and staff:

9.1.1 Microsoft Office 365

Education is a collection of services that allows you to collaborate and share your school-work. It's available for free to UCB Faculty and Staff as well as to UCB students. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. UCB also allows all users to install the full Office applications on up to 5 PCs or Macs for free.

9.1.2 Turnitin

Available to students, faculty, and staff, is an automated web-based application works one-on-one with a student to prevent plagiarism and reinforce proper revision habits. Upload drafts of your writing assignments to Turnitin to receive immediate instructional feedback on over 100 points of double-check if all sources are properly cited!

9.1.3 Zendy

Zendy Database covers various subjects i.e.; business, art, engineering, history and geography, law, science and technology, with access to over 120,000 publications, including journals, e-books, reports, research papers, magazines, and more. Zendy also provides premium academic content from the following publishers: Emerald Publishing, SAGE Publishing, Taylor & Francis, and Wiley, as well as collections from EBSCO.

9.1.4 LMS – Microsoft Teams

Bring conversations, content, assignments, and apps together in one place with Microsoft Teams. Build Collaborative classrooms, connect in professional learning communities, and connect with students all from a single Office 365 Educational experience.

9.2 Computer Labs

UCB has four fully equipped computer labs as follows: Two computer labs at Saar Hall in which each of them is equipped with 24 top of the line Dell desktop PCs running Windows 10. Each desktop is loaded with up-to-date software packages required for all majors.

The Janabiya Hall has two computer labs each equipped with 15 top of the line iMac desktop with 2.0 GB Ram running Mac OX. Each iMac is loaded with up-to-date Graphic Design software packages.

The computer labs are heavily used as an instructional utility for most majors.

9.3 Network System

UCB adapts an integrated network system based on Windows technology that offers high-speed Internet access throughout campus. At the same time, the network maintains the functionality of our servers.

Network infrastructure: Cisco Meraki is UCB's preferred network and firewall equipment provider, where it covers the entire campus with ultra- fast internet access. The network is cloud managed and is therefore continuously up to date and secure from any digital/online threats.

10. Library System

The library system is a fully automated cataloguing internal based system for the UCB library. The system enables students to access top of the online resources and e- Library. The system also enables students to search UCB library books and journals. During the process of searching, the students can request and reserve books and journals. Each student has a user name and password to access and request books and journals from the library system. The library can be accessed through the university's official website or directly through the following link.

http://www.ucb.edu.bh/library

11.Office of Student Affairs

11.1 Introduction

The add and drop period in which students may add and/ or drop courses upon the con-UCB aims at offering the best education along with grooming the students for a well-rounded personality. The Student Affairs Department works to improve the student experience through the development of a variety of programs, policies and initiatives. It

provides a range of ongoing support services to ensure that the experience of students is a positive and successful one. It focuses on giving students a platform to showcase their talent in various spheres of life & also helps them build the spirit of working in teams towards successfully organizing events.

The Student Affairs Department, provides a diversity of programs and services to enhance the transition, engagement, and overall study experience of the University's students. The team is on hand to assist in all general matters related to student's life cycle at the university.

11.2 Mission

The department aims to develop leadership qualities, interpersonal, organizational, sports and arts skills, and provide guidance to the students through diverse extracurricular activities and programs. The department is set up to ensure that the students are constantly active& each day gets etched in their memories.

11.3 Objectives:

i. Develop plans for sports, social and cultural activities.

ii. Conduct seminars, conferences, events, etc. to create awareness in various aspects like Career and Personality Development, Environmental issues, etc.

iii. Encourage participation of students in various activities held on campus.

iv. Create placement and recruitment opportunities for students – Career day, Day.

v. Liaise with various industries for internships and placements.

vi. Actively encourages students to engage in Community Service.

11.4 UCB Student Council

UCB established its first student council in the Fall semester 2011. The council is a 7-member entity consisting of the following:

i. President

ii. Vice- President

iii. Treasurer

iv. Head of Sports Affairs

v. Head of Student Events and activities

vi. Head of Academic Affairs

vii. Head of PR & Media

12. Out of Hours & Emergency Support

12.1 Out of Hours Contact Details

Office	Number
Admission	17790828 Ext. *330
Registration	17790828 Ext. *333
Student Accounts	17790828 Ext. *365
Student Affairs	17790828 Ext. *236
Library	17790828 Ext. *350
Reception	17790828 Ext. *221
IT	17790828 Ext. *234
Student Counselor	17790828 Ext. *332
UCB Security	17790828 Ext. *226

12.2 Emergency Contact Details

Office	Number
UCB Security	17790828 Ext. *226
Emergency	112
National Emergency Call Centre	999
Ambulance	998
Traffic Police	199