

الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

STUDENT HANDBOOK

Your
global
future
begins
here

www.ahlia.edu.bh

CONTENTS

1.	About Ahlia University	5	7.	Payment of Fees	19
2.	Student Rights and Obligations	5	8.	Fees and Expenses Policy	20
3.	Admission	6	9.	Withdrawals	20
3.1.	Admission to Undergraduate Programmes	6	10.	Financial Aid and Tuition Remission	21
3.1.1	Recognized Secondary Certificates	6	10.1.	Tuition Remission based on Secondary School Scoring for Undergraduate Degree applicants	21
3.1.2	Undergraduate Degree Transfer Admission.....	6	10.2.	Tuition Remission for Undergraduate Degrees high achievers	21
3.1.3	Orientation Programme	7	10.3.	Tuition Remission for siblings enrolled at Ahlia University	21
3.1.4	Placement Tests	7	10.4.	Tuition Remission for Ahlia University graduates who wish to complete their Master's Degree at Ahlia University	21
3.2.	Admission to Master's Programmes	7	10.5.	Tuition Remission for Ahlia University Employees	22
3.2.1	Entry Requirements	7	10.6.	Financial Aid for Undergraduate Degree Applicants with Special Needs	22
3.2.2	Master's Degree Transfer Admission	8	10.7.	Financial Aid for Orphans	22
4.	Registration Procedure and Grading	9	11.	Student Counselling	22
4.1.	Student Identity Card	9	12.	Academic Advising	23
4.2.	Student Email	9	13.	Students with Special Needs	24
4.3.	Credit Hour System	9	14.	Ahlia University Student Information System (ADREG)	24
4.4.	Grading Systems	9	15.	Student Activities	24
4.5.	Grade Point Average (GPA)	10	16.	Student Council	25
4.6.	Challenge of Grade	11	17.	Internship Training Programme	26
4.7.	Adding and Dropping Courses	11	17.1.	Purpose of Internship	26
5.	Undergraduate Programmes Academic Rules and Regulations	11	17.2.	Who is Eligible?	26
5.1.	Academic Load	11	17.3.	Internship Course	26
5.2.	Continuous Enrolment and Maximum Length of Study	12	17.4.	Student Responsibilities	27
5.3.	Repeating Courses	12	18.	University Centres and Services	27
5.4.	Internal Transfer	12	18.1.	Library	27
5.5.	Academic Probation	13	18.2.	Media Production Centre	27
5.6.	Student Behaviour and Conduct	13	18.3.	ICT Centre	28
5.7.	Dismissal	13	19.	Student Enquiry / Complaint System	29
5.8.	Attendance Regulations	14			
5.9.	Graduation Requirements	14			
5.10.	President's Honours List	14			
5.11.	Dean's Honours List	15			
5.12.	Graduation with Distinction	15			
6.	Postgraduate Programmes Academic Rules and Regulations	16			
6.1.	Academic Load	16			
6.2.	Continuous Enrolment and Maximum Length of Study	16			
6.3.	Repeating Courses	16			
6.4.	Dismissal	17			
6.5.	Attendance Regulations	17			
6.6.	Graduation Requirements	17			
6.7.	President's Honours List	18			
6.8.	Dean's Honours List	18			
6.9.	Graduation with Distinction	18			

Dear student,

It is our pleasure to welcome you to Ahlia University, a step into your global future! Inspired by the values of our founding president, Ahlia provides for you not just a university education but opportunities for personal as well as academic growth.

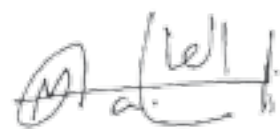
'Quality' is interwoven into every aspect of Ahlia: programmes, partnerships and faculty. Ahlia University is committed to graduating generations of distinguished scholars in their professional fields, with high ethical values and leadership capabilities. Ahlia University's mission is to be a leader in higher education and a distinguished centre in various fields of knowledge and scientific research. You can now take pride in being a part of the top private University in the Kingdom of Bahrain.

This Student Handbook presents a summary of the important regulations and procedures concerning students, in addition to other general guidance which we hope will assist students to make their university life smooth and enjoyable.

We would like to encourage students to be aware of all university rules and regulations, while referring them to their academic departments and/or the Deanship of Student Affairs, when in doubt. Please make yourself familiar with the different means of communication (University website- <http://www.ahlia.edu.bh>, ADREG, notice boards, e-mails, short messaging service (SMS), social media network, etc.), which can provide you with any relevant, necessary and up-to-date information.

Please note that every member of the University's academic and administrative staff is here to assist you with your aspirations and provide you with the guidance and support needed. Hence don't hesitate to seek their help!

We wish you success in your academic endeavours at Ahlia University. We hope to make our success story yours...



Professor Mansoor Alaali
President

1. ABOUT AHLIA UNIVERSITY

Ahlia University was the first private university to be licensed by the Government of the Kingdom of Bahrain, in March 2001. Our objective is to provide high quality academic programmes and to graduate students who are qualified to take a leading role in the development of their societies and countries. Another main objective of the University is to establish itself as a centre of research and learning, which naturally links the economic, cultural, scientific and industrial sectors of society in productive cooperation.

Ahlia University comprises the following colleges:

1. College of Arts and Science
2. College of Business and Finance
3. College of Engineering
4. College of Information Technology
5. College of Medical and Health Science
6. College of Graduate Studies and Research

2. STUDENT RIGHTS AND OBLIGATIONS

Ahlia University aspires to build a strong relationship between students and their fellow students, and between students and the academic staff through the educational process. Consequently, students, whilst enjoying all their rights and privileges, are expected to respect their duties and commitments. Some of the rights and privileges are listed below:

1. Students must take full responsibility for their actions and behaviour within the university.
2. Students are expected to fully understand and comply with the university rules and regulations.
3. Students are to avoid offending the feelings of others by direct actions or as a result of participating in different university committees. Students must always have mutual respect for their fellow students.
4. Students must respect the rights and privacy of others.
5. Students must raise any concerns at an early stage and seek to resolve them through the appropriate University channels.
6. Students must strive to maintain the University's good reputation and image at all times.

3. ADMISSION

Admission to Ahlia University is selective based on academic achievements. Applications are welcomed from all students regardless of race, color, gender, religion, nationality or physical or learning disability. Admission is purely based on merit. Applicants are selected from the most promising of the eligible applicants and up to the limits of available space determined by the university. Ahlia University admits students to undergraduate and postgraduate programmes.

3.1. Admission to Undergraduate Programmes

To be eligible for consideration for admission at the undergraduate level, an applicant should normally hold a recently issued recognized secondary school certificate or its equivalent. The requirements for admission stated by the University are in all cases the minimum demanded for admission, and their fulfilment by a candidate does not automatically ensure his /her selection.

Prior to enrolling at Ahlia University, citizens of non-GCC States should secure residence permits in the Kingdom of Bahrain; otherwise, their admission, will be conditional and subject to being rescinded at the discretion of the University.

3.1.1 Recognized Secondary Certificates

1. Bahraini secondary school certificate (Tawjihia)
2. Secondary school certificates awarded by private secondary schools in the Kingdom of Bahrain provided such certificates are endorsed by the Bahraini Ministry of Education.
3. Arab secondary school certificates awarded by Arab Ministries of Education. Where applicable, the streams of these certificates are given the same consideration as the Bahraini Tawjihia.
4. Any other certificates recognized by the Bahraini Ministry of Education as equivalent to a Tawjihia certificate.

3.1.2 Undergraduate Degree Transfer Admission

The university accepts undergraduate programme applicants transferring from other recognized institutions of education. Transfer applicants are eligible for consideration for admission subject to meeting the following conditions:

- Completion of one or more semesters in the institution they are transferring from.
- Passing the English language proficiency requirements, if required.
- Submission of a copy of the official transcripts of the courses studied with the syllabi and course description from the previous institution of higher education.
- Submission of a leave letter from transferring institution (stating reason for discontinuation).

Transfer applicants attempting to transfer credits earned from their previous institution of higher education may be granted credits for courses required in their new academic programme at Ahlia University according to the University transfer of credits rules and regulations which are in line with the Bahraini Higher Education Council transfer of credits regulations, which are as follows:

- The maximum number of credits that an undergraduate programme transfer applicant can be exempted from based on their prior education is 66% of the total number of credits required in the programme they applied for at Ahlia University.
- Equivalent credits/courses taken at previous higher education institution will be transferred only if;
 - o The applicant has obtained a “C” grade or higher in the course.
 - o The course has an equivalent course in the new academic programme at Ahlia University.
 - o The course has an equal or higher number of credits to its equivalent course at Ahlia University.

The final approval on the transferred credits earned from their previous institution of higher education comes from the Higher Education Council (HEC).

3.1.3 Orientation Programme

The Orientation Programme is a one-semester programme offered to full-time students, who intend to pursue their education at Ahlia University. The programme aims at helping students develop proper study habits and skills, and to better prepare themselves for the initiation of their university work. The programme consists of a core of two subjects, English and Mathematics.

3.1.4 Placement Tests

The university administers placement tests in English language and Mathematics. Students who pass these exams are exempted from the orientation programme.

3.2 Admission to Master's Programmes

Admission to the Master's Degree programmes is contingent on the applicant demonstrating sufficient academic preparation at the undergraduate level, to warrant a prediction of scholastic success at the postgraduate level.

3.2.1 Entry Requirements

Ahlia University accepts Master programme applicants holding undergraduate degrees to join the University as new students provided that they meet the entry and application requirements set by the University and are in line with the Bahraini Higher Education Council requirements;

- Applicants must hold at least a Bachelor's Degree that is recognised and endorsed by the Higher Education Council (HEC) in Bahrain and the Bahraini Ministry of Education.
- Applicants must demonstrate a satisfactory level of English proficiency, if English language is not the primary language of instruction at undergraduate level.

Applicants should normally possess a minimum undergraduate GPA of 2.5 or its equivalent. Applicants with a GPA of less than 2.5 will be given conditional acceptance.

Candidates applying for the Master of Science Degree in Engineering Management must meet the entrance requirements of the School of Engineering and Applied Science in the George Washington University, USA. The final acceptance for joining the programme will be decided by the George Washington University, USA.

The Admissions Committee reserves the right to stipulate deficiency requirements to any applicant offered admission where, in the judgment of the Committee, the mastery of the relevant subject matter has not been conclusively demonstrated by the academic transcript.

3.2.2 Master's Degree Transfer Admission

Master's degree candidates transferring from a recognized institution of higher education are eligible for consideration for admission subject to meeting the following conditions:

1. Successful completion of one or more semesters in the institution they are transferring from.
2. Leave letter from transferring institution (stating reason for discontinuation).
3. Submission of official transcripts of the courses studied with the syllabi and course descriptions.
4. The maximum number of credits that a master's degree transfer applicant can be exempted from is 50% of the total number of credits required in their master's degree at Ahlia University.
5. The dissertation course cannot be transferred.

Master's degree transfer applicants may be given transfer credits for courses required in their new programme:

1. If there is a matching and/or equivalent course in their new programme at Ahlia University.
2. If they have obtained a "C" grade or higher in the courses studied in the previous higher education institution.

4. REGISTRATION PROCEDURE AND GRADING

4.1 Student Identity Card

After completing the admission process, students are issued with university ID card containing their name, photo, college and programme. Students must be prepared to present their ID card at any point within the various departments of the university.

The student ID cards are also used as an identity for using the university car parks, exam entry, library access, etc. Students are not allowed to give their ID cards to anyone else, inside or outside the university.

4.2 Student Email

Upon admission, each student is issued a unique Ahlia University email which will be used as the official means of communication between the student and Ahlia University faculty and administrative staff. Please note that it is mandatory to use the Ahlia email and that personal emails will not be used as an official mean of communication by the University. All students must therefore check their Ahlia email on a regular basis.

4.3 Credit Hour System

Courses are weighted in terms of credit hours. One semester credit hour is equivalent to 15 lecture hours per academic semester, or from 30 to 45 laboratory or training hours. Courses are designated by an index of three numbers.

The first number refers to lecture hours per week, the second to laboratory hours and the third to credit hours. Thus, if a course is indexed with (3-2-4) for example, this means that 3 stands for lecture hours per week per semester, 2 stands for laboratory hours per week per semester, and 4 is the sum of lectures and laboratory hours in terms of credits.

4.4 Grading Systems

The university adopts a letter grading system that includes plus (+) and minus (-) indicators. The following table, which should be used as a guideline, shows each letter grade with its equivalence in terms of grade points and percentage:

LETTER GRADE	GRADE POINTS	PERCENTAGE
A	4.00	90-100
A-	3.67	87-89
B+	3.33	84-86
B	3.00	80-83
B-	2.67	77-79
C+	2.33	74-76
C	2.00	70-73
C-	1.67	67-69
D+	1.33	64-66
D	1.00	60-63
F	0.00	Below 60

Five more letter symbols are in use: "W", "I", "IF", "IG" and "IP".

"W" stands for Withdrawal.

"I" stands for incomplete work and is normally awarded to students who do not fulfil all course requirements by the end of the semester and who present a valid excuse acceptable to the course instructor. The grade of "I" is assigned by the course instructor and not the student.

The course requirements must be completed any time before the end of the following semester. If within the designated time period the student fails to complete/attend his/her final exam the "I" is converted to "IF" grade. In case where student is still missing any other course requirements (e.g. quizzes, assignments .etc) the student's final grade will be calculated based on those requirements that have been met. "IG" (In Progress) grade is assigned to students who are still working on their dissertation, and is governed by the same rules as the "I" grade, but it is converted to "IW" designating a failure in completing requirement. "IP" grade is assigned to students who pass their dissertation or internship.

4.5 Grade Point Average (GPA)

The Grade Point Average (GPA) is an index representing the students' academic achievement. The computation of the GPA is determined as follows:

1. Each letter grade is assigned grade points (Refer to **Grading Systems**).
2. These points are multiplied by the credit hours of the corresponding course to obtain "quality points" for each course.
3. The total quality points are divided by the total semester credit hours officially undertaken by the student. A GPA may range from 0.00 to 4.00; calculations are carried only to two decimal points.

For purposes of academic evaluation, two types of GPA are used:

*Semester GPA which is based on courses taken during any given semester.

*Cumulative GPA (CGPA) which is based on all the academic work taken at the university, thus far.

4.6 Challenge of Grade

Upon submission of a Challenge-of-Grade Form and payment of any stipulated fees, students have the right to challenge their end-of-semester grades provided that the deadline to challenge has not been exceeded.

The deadline for challenging a grade is the end of the subsequent semester to the semester in which the challenged grade was awarded. For the purposes of this deadline, the summer session does not count. Upon being officially informed of the challenge of grade by the Directorate of Admission and Registration, each department, under supervision of its chairperson, sets up an ad hoc committee of three faculty members to review challenged grades.

Grades may be raised or kept unchanged at the discretion of the committee and all grades reviewed accordingly are final, i.e. not subject to further review.

4.7 Adding and Dropping Courses

Students are allowed to add and drop courses during the Add and Drop period as specified in the Academic Calendar, which normally falls during the first week of the semester. Following the Add and Drop period, students may withdraw from their courses but the letter "W" will be inscribed on their records. For further information, please refer to the withdrawal policy.

5. UNDERGRADUATE PROGRAMMES ACADEMIC RULES AND REGULATIONS

5.1 Academic Load

The number of credit hours in which the student registers in any semester is referred to as the academic load. Normally, the academic load for a full time student in a normal semester is between 12 and 19 credit hours. A summer session academic load is normally between 3 and 10 credit hours. Under special circumstances, and for one semester only, the chairperson of the department concerned may allow a full time student to register for less than 12 credit hours. Permission to register for the maximum allowed number of credit hours (21 credit hours in a normal semester and 13 credit hours in a summer session) may be granted upon the approval of the chairperson of the department concerned, and by satisfying one of the following two conditions:

1. The student CGPA is not less than 3.00.
2. Credits are needed to complete graduation requirements.

5.2 Continuous Enrolment and Maximum Length of Study

Students are urged to maintain continuous enrolment in their study programme with minimal interruption. In extreme circumstances, students may apply for official withdrawal provided that the number of withdrawal semesters does not exceed six semesters.

Students who fail to register for any course in a specific semester (excluding the summer sessions) and have not officially withdrawn from the semester will be considered as unofficially withdrawn in that semester.

Students are considered in violation of the University Policy on Continuous Enrolment if they have withdrawn unofficially from any semester and upon which they will receive warnings for a maximum of two semesters. Students will be academically dismissed if they have more than two unofficial withdrawals.

For further details, please see the corresponding University Policy on Continuous Enrolment.

Students are encouraged to carefully choose their courses in coordination with their academic advisors so they can complete their degrees' graduation requirements with the minimum length of study. The maximum length of study allowed for any undergraduate student is 8 academic years; as per the university policy which is in line with the Higher Education Council (HEC) regulation. For further details, please see the corresponding University Policy on Length of Study.

5.3 Repeating Courses

An undergraduate student is allowed to repeat a course for a maximum number of two times, i.e. the student can register in the same course a maximum number of three times for the purpose of either improving the student CGPA or attaining a better understanding of the course based on one of the following conditions:

- Received grade "F", "IF", "W" "IW"
- Received a grade below "C"

Students who fail to pass in a course after repeating the course for the maximum number of times can only register under the "special registration status" for a maximum of two times only. For further details, please see the University Policy on Repeating Courses.

5.4 Internal Transfer

Students may transfer from one academic programme to another in the university, provided that they apply to the Directorate of Admission and Registration at least a week prior to the beginning of every semester, and obtain the approval of the departments concerned. The departments concerned must approve the internal transfer, and equate the student's completed courses according to their new programme study plans.

5.5 Academic Probation

Undergraduate students with poor academic performance will be placed under academic probation as explained in the University Policy on Academic Probation. For more details, please see the corresponding policy on academic probation and the university dismissal policy.

5.6 Student Behaviour and Conduct

Students' behaviour has significant impact on their academic career and reflects on successful relationships between the students, faculty members and fellow students. Further, good behaviour and conduct allows students to benefit from their experience with others, and enjoy a successful university life filled with mutual cooperation and understanding. As per HEC directives, Ahlia University follows University of Bahrain students' code of conduct. Violations of the code of conduct include but are not limited to:

1. Disabling lectures or any related incitement actions.
2. Cheating, plagiarism and any related actions.
3. Any type of insult to faculty, staff and student.
4. Any violation of dress code.
5. Damaging university facilities.

Academic Misconduct

In a small number of cases there are students who are tempted to gain an unfair advantage in their assessments. This behaviour is considered unacceptable. There are at least three types of academic misconduct, which Ahlia University acknowledges and wishes to prevent: (1) plagiarism; (2) collusion; and (3) personation.

Plagiarism is a serious violation of academic integrity. Ahlia University has a zero—tolerance policy when it comes to plagiarism. The university utilizes plagiarism detection software.

1. **Plagiarism** includes the practice of presenting ideas, words, data, diagrams, illustrations or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.
2. **Collusion** is an act, involving two or more students, to deceive or mislead the University by submitting identical assignments or other pieces of work and presenting it as individual efforts.
3. **Personation** consists of one or more individuals preparing assignments for another student, or taking the place of another student in an examination.

For more details on code of conduct please refer to the relevant Policy.

Students who violate the Code of Conduct Policy will be investigated and, if the allegation is proven, the student will be penalized according to the Policy.

5.7 Dismissal

A student will be dismissed from the University in any of the following cases:

1. Exceeding the maximum length of study as explained in the Policy on Length of Study.
2. Exceeding the maximum number of withdrawal semesters as explained in the Policy on Continuous Enrolment.
3. Violating the student code of conduct.

5.8 Attendance Regulations

Student attendance is evaluated according to the following rules:

1. A student's absence from lectures, discussions, laboratories or class in excess of 15% of the total assigned sessions will result in an official warning.
2. A student's absence from lectures, discussions, laboratories or class in excess of 25% of the total assigned sessions will result in an enforced withdrawal of the student from the course, regardless of the cause for his/her absence. A grade of "W" is assigned to a student who misses 25% or more of the total course sessions.
3. A student must submit in writing to the instructor concerned the reasons for any absence. This should be done within a period of three days as of the resumption of attendance.

5.9 Graduation Requirements

Students are strongly urged to check carefully, by themselves and with their respective advisors, that all graduation requirements are fulfilled. To qualify for graduation, a student must meet all the requirements of an academic programme in effect during the time he/ she is actively pursuing that programme.

However, upon withdrawing from Ahlia University for one or more semesters, a student who is re-enrolled becomes subject to the rules of re-enrolment, and consequently, to new graduation requirements if, within this period, any changes have been introduced.

If, through no fault of his/her own, a student cannot complete the requirements of a particular programme for which he/she is otherwise eligible (courses are discontinued, new required courses are introduced for which the student does not hold suitable prerequisites, etc.), substitutions may be made by the department, but should be approved by the college. The minimum credit hour requirements should not, in any way, be affected by course substitution.

For a student to graduate, he/she must complete the required number of credits in his/her programme. He/she must also attain a grade of C (2.00) or better in his/her cumulative GPA.

5.10 President's Honours List

To be placed on the President's Honours List at the end of a semester, excluding the summer session, a student must:

- Have a CGPA of 3.75 or higher.
- Have an academic load of at least 12 credits.
- Have completed at least 66 credits
- Have not been subjected to any disciplinary action within the University.
- Have not repeated courses.

5.11 Dean's Honours List

To be placed on the Dean's Honours List at the end of a semester, excluding the summer session, a student must:

1. Have a CGPA between 3.5 and 3.74.
2. Have an academic load of at least 12 credits.
3. Have completed at least 66 credits
4. Have not been subjected to any disciplinary action within the University.
5. Have not repeated courses.

5.12 Graduation with Distinction

At the time of degree conferral, Ahlia University recognizes three levels of distinction applicable to all Bachelor's programmes. The following table cross-references the level of distinction and others, in descending order, with the mandated CGPA:

High Distinction with First Class Honours	3.90 - 4.00
High Distinction	3.75 - 3.89
Distinction	3.50 - 3.74
Very Good	3.00 - 3.49
Good Plus	2.50 - 2.99
Good	2.00 - 2.49

6. POSTGRADUATE PROGRAMMES ACADEMIC RULES AND REGULATIONS

6.1 Academic Load

The number of credit hours in which the student registers in any semester is referred to as the academic load. Normally, the academic load for a full time student in a normal semester is between 3 - 15 credit hours. A summer session academic load is normally between 3 - 9 credit hours.

6.2 Continuous Enrolment and Maximum Length of Study

Students are urged to maintain continuous enrolment in their study programme with minimal interruption. In extreme circumstances, students may apply for official withdrawal as per the university continuous enrolment policy.

Students who fail to register for any course in a specific semester (excluding the summer sessions) and have not officially withdrawn from the semester will be considered as unofficially withdrawn in that semester.

Students are considered in violation of the University Policy on Continuous Enrolment if they have withdrawn unofficially from any semester and upon which they will receive warnings for a maximum of two semesters. Students will be academically dismissed if they have more than two unofficial withdrawals. For further details, please see the corresponding University Policy on Continuous Enrolment.

Students are encouraged to carefully choose their courses in coordination with their academic advisors so they can complete their degrees' graduation requirements with the minimum length of study. The maximum length of study allowed for any master's degree student is 5 academic years. In the case where students have extenuating circumstances, exceptions can be granted by the University. For further details, please see the corresponding University Policy on Length of Study.

6.3 Repeating Courses

A postgraduate student is allowed to repeat a course for a maximum number of two times, i.e. the student can register in the same course a maximum number of three times for the purpose of either improving the student CGPA or attaining a better understanding of the course, based on one of the following conditions:

1. Received grade "F", "IF", "W" "IW"
2. Received a grade below "B"

Students who fail to pass a course after repeating the course for the maximum number of two times can only register under the "special registration status" for a maximum of two times only. For further details, please see the Policy on Repeating Courses.

6.4 Dismissal

A student will be dismissed from the University in any of the following cases:

1. Exceeding the maximum length of study as explained in the Policy of Length of Study.
2. Exceeding the maximum number of withdrawal semesters as explained in the Policy on Continuous Enrolment
3. If the student violates the student code of conduct policy.

6.5 Attendance Regulations

Student attendance is evaluated according to the following rules:

1. A student's absence from lectures, discussions, laboratories or class in excess of 15% of the total assigned sessions will result in an official warning.
2. A student's absence from lectures, discussions, laboratories or class in excess of 25% of the total assigned sessions will result in an enforced withdrawal of the student from the course, regardless of the cause for his/her absence. A grade of "W" is assigned to a student who misses 25% or more of the total course sessions.
3. A student must submit in writing to the instructor concerned the reasons for any absence. This should be done within a period of three days as of the resumption of attendance.

6.6 Graduation Requirements

To earn an MSc from the College of Arts and Science or the College of Information Technology or an MBA from the College of Business and Finance, thirty-six (36) credit hours are required. Twenty-four (24) credit hours consist of a combination of core courses [eighteen (18) credit hours] and elective courses [six (6) credit hours]. The final twelve (12) credit hours comprise either of (6) credit hours selected from elective courses and a 6-credit-hours dissertation (Track 2) in an area of specialization, or a twelve(12)-credit-hours dissertation (Track 1).

Master's degree candidates may opt for either a dissertation (Track 1) [12 credits] or dissertation (Track 2) [6 credits]. Dissertations (Track 2) {6 credits} are to be in the area of the student's specialization and are subject to a defence which includes an external examiner. Grading for dissertations (Track 2) is based on the ordinary letter grade system.

Students must register for the dissertation (Track 2) {6 credits} after the completion of at least 24 credit hours including the course in research methodology -with a minimum of B grade and CGPA of at least 2.8.

Master's degree candidates opting for the dissertation (Track 1) (12 credits) ought to register for the dissertation after the completion of at least 21 credit hours including the course in research methodology, with a minimum of B grade, and CGPA of at least 3.0.

Each student undertaking a dissertation will be assigned to an academic supervisor. An internal examiner and one external examiner, together with the candidate's dissertation supervisor shall normally participate in the public assessment of the dissertation defence.

Dissertations (Track 1) are graded on a Pass "P" / Fail "F" basis. An "IG" grade which refers to (In Progress) is to be accorded to the student on an interim basis after the first semester, if the student has not completed the dissertation work. This "IG" grade shall be changed to either "IP" or "IF" upon completion of the dissertation. An "IW" grade is assigned if the student does not complete his/her dissertation within the period specified by the University, which is one academic year: two subsequent semesters and a summer session.

A minimum CGPA of 3 or higher is normally required for graduation in the Master's programmes. In order for a Master's student to raise his/her CGPA, a student may repeat any of those courses in which he /she has scored a "B-" grade or lower.

6.7 President's Honours List

To be placed on the President's Honours List at the end of a semester, excluding the summer session, a student must:

1. Have a CGPA of 3.9 or higher.
2. Have completed at least 18 credit hours.
3. Have not been subject to any disciplinary action within the University.
4. Have not repeated courses.

6.8 Dean's Honours List

To be placed on the Dean's Honours List at the end of a semester, excluding the summer session, a student must:

1. Have a CGPA between 3.75 and 3.89.
2. Have completed 18 credit hours.
3. Have not been subject to any disciplinary action within the University.
4. Have not repeated courses.

6.9 Graduation with Distinction

At the time of degree conferral, Ahlia University recognizes three levels of distinction applicable to all Master's programmes. The following table cross-references the level of distinction and others, in descending order, with the mandated CGPA:

Distinction with First Class Honours	3.90 - 4.00
Distinction with Second Class Honours	3.70 - 3.89
Distinction	3.50 - 3.69
Very Good	3.00 - 3.49

7. PAYMENT OF FEES

Tuition and registration fees are due on the dates indicated in the Academic Calendar of Ahlia University. Other fees are due in advance of the service rendered. Relevant information can also be obtained from the AU website (www.ahlia.edu.bh). Each AU student must pay all his/her tuition and other charges levied, on time. Students who do not pay their tuition charges within two weeks of the commencement of the semester are subject to having their registration for the current semester cancelled.

At the discretion of the University, tuition fees following cancellation may be partially pro-rated, with the proportion of the amount outstanding paid by the student. A student in debt is further subject to being denied the right to attend classes and to sit for final examinations as well as having his/her final grades withheld by the Directorate of Admission & Registration and his/her requests for transcripts denied. University policy also mandates the withholding of the degrees of a delinquent student until such time as debts owed to AU are paid in full.

All students must finalize registration and settle their accounts with the University on time. Under exceptional circumstances, with prior approval of the President of the University, a student may be permitted, for one semester only, to pay in instalments.

Otherwise, late payment incurs a late payment fee (Refer to the Academic Calendar) and the University reserves the right to charge additional successive levies on delinquent accounts.

8. FEES AND EXPENSES POLICY

Ahlia University's policy on fees and expenses is to charge students at a minimum, consistent with the provision of high quality instruction and superior facilities and equipment.

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY OR ALL FEES AT ANY TIME WITHOUT PRIOR NOTICE.

Such changes will be applicable to students currently registered at the University as well as to new students.

9. WITHDRAWALS

In the event that a student withdraws for justifiable reasons after registration, the following refund schedule will be applied for the first and second semesters only:

During the Add/Drop period	100% of tuition
During the two weeks after the Add/Drop period	50% of tuition
After the end of the two weeks following the Add/Drop period	no refund

For the Summer Session the following refund schedule will be applied:

During the Add/Drop period	100% of tuition
During the first week after the Add/Drop period	50% of tuition
After the end of the first week following the Add/Drop period	no refund

In all cases, all other fees, including the application fees and Registration fees, are not refundable under any circumstances.

For further details, please see the Policy on Official Withdrawal and Re-Enrolment Policy.

10. FINANCIAL AID AND TUITION REMISSION

Ahlia University allocates funds for highly qualified students with limited financial resources. Admitted student may apply for financial aid or tuition remission as follows:

10.1 Tuition Remission based on Secondary School Scoring for Undergraduate Degree Applicants

First time students may be granted tuition fees remission ranging from 10% to 50% provided that they meet the following criteria:

1. Applicant must be a fresh high-school graduate, i.e. has not transferred from another higher education institution.
2. Secondary school certificate must not be more than 2 years old.

The following financial aid schemes may be offered:

1. Applicants with secondary school score of 95% and above get 50% off the tuition fee.
2. Applicants with secondary school score of 90% to 94.9% get 25% off the tuition fee.
3. Applicants with secondary school score of 80% to 89.9% get 20% off the tuition fee.
4. Applicants with secondary school score of 98% and above may apply for the President's Full Tuition Remission provided that they provide proof of limited financial resources.

10.2 Tuition Remission for Undergraduate Degree High Achievers

Enrolled undergraduate student who achieve CGPA of 3.50 or higher can apply for a "High Achievers Tuition Remission", which entitles them to a tuition fees remission of 25% in the courses registered in the subsequent semester.

10.3 Tuition Remission for siblings enrolled at Ahlia University

Ahlia University offers 10% tuition fees remission for undergraduate and postgraduate applicants who have siblings already enrolled at the university.

10.4 Tuition Remission for Ahlia University graduates who wish to complete their Master's Degree at Ahlia University

Ahlia University offers 20% tuition fees remission for its undergraduate programme graduates who wish to complete their master's degree at Ahlia University. This tuition remission does not apply on The George Washington University, Master's of Science degree in Engineering Management.

10.5 Tuition Remission for Ahlia University Employees

Ahlia University offers 50% tuition fees remission for Ahlia University full-time employees and their partners (husband/wife) and siblings who are willing to study undergraduate and postgraduate degrees at Ahlia University.

10.6 Financial Aid for Undergraduate Degree Applicants With Special Needs

As part of Ahlia University's community engagement, the university offers 50% tuition fees remission for all applicants with special needs/disability provided that they have a special need/disability card from the Bahraini Ministry of Labor and Social Development. Ahlia University aims to provide the appropriate care and learning environment for these applicants in order to qualify them to integrate into society and the business market.

10.7 Financial Aid for Orphans

As part of Ahlia University community's engagement, the university offers 50% tuition fees remission for orphans who are registered under local governmental and non-governmental social welfare organizations such as the Bahraini Royal Charity Organization and others in order to empower these orphans and provide them with a better living.

Disclaimer

Ahlia University tuition fees remission offered as part of the university funding cannot be accumulated. The student will receive the highest fees remission applicable to their cases.

Ahlia University reserves the right to change any or all funding at any time without prior notice. Such changes will be applicable to students currently registered in the university as well as to new students.

11. STUDENT COUNSELLING

Ahlia University provides a variety of student guidance services through a specialized directorate in the Deanship of Student Affairs. The Deanship of Student Affairs is responsible for providing services that help students overcome any academic, personal, social and psychological concerns that they may face throughout their study at Ahlia University.

Our student centred counselling services are driven by our mission to provide services that are preventative and remedial in nature while addressing the psychological, educational, social, and developmental needs of AU students. We aim to empower students, while educating them on developing lifelong skills that can assist them in the pursuit of their life and future goals. We are data driven, which means data is used in assessing student counselling needs and effectiveness, while driving future programme development and evaluation.

Counselling may be of help to you if you are in need of/experiencing any of the following:

1. Academic Support services: including concerns about being at risk, on academic probation; struggling with low/under performance, study skills, language proficiency; in need of mediation with faculty/staff...etc.
2. Personal concerns that could be from within or outside university life that are hindering your academic success and overall well-being.
3. Adjusting to University life: University is a great milestone in your life. This transition can be challenging for some, causing undue stress.
4. Questioning your choice of major: For many, University provides them with an opportunity to seek and identify careers better suited to their interests and abilities. This might require guidance and support.
5. Any other thing that you might want to discuss in a confidential manner

Please consider meeting with a counsellor if you are experiencing any of the above concerns, or even otherwise. Counsellors at AU have an open door policy, where the counsellor-student relationship is viewed as unconditional in nature, not restricting frequency or purpose of contact. For concerns we cannot resolve, we will refer you to the appropriate body.

Our core belief is that all students' have dignity and worth and have the right to a safe, mutually respectful and orderly learning environment. Diversity is to be respected and appreciated as we foster unity amongst our students, faculty, staff and community.

Note: All students have the right to confidentiality. Please know that counselling services are offered in a private, safe and secure environment. All information shared is kept confidential (private); unless required by University policy, Kingdom law and/or the Counselling Code of Ethic (ACA; 2014).

12. ACADEMIC ADVISING

Every student is assigned an academic advisor from their relevant department and college. An academic advisor is responsible for providing accurate and complete information about a student's degree requirements, and assisting with students' overall academic progress throughout their study duration.

A student can approach an academic advisor for the following concerns:

1. Outlining a plan of studies for the upcoming semesters, reviewing and satisfying all degree requirements.
2. Resolving academic difficulties; information on how to prepare for final exams, course related concerns etc.
3. Clarifying university policies, regulations, programmes, and procedures.

4. Reviewing academic records, and any deficiencies.
5. Assessing goals and interests, and developing a strategy to achieve academic and future career goals.
6. Assessing progress and performance.
7. Any other thing related to your programme that you might want to discuss in a confidential manner

Note: For concerns advisors cannot resolve, they may refer students to the appropriate body.

13. STUDENTS WITH SPECIAL NEEDS

Ahlia University welcomes students with special needs to any of the programmes offered. Admission of students with special needs is considered by a special needs admission committee which assesses the potential of the candidates to succeed in their chosen academic programme.

Students with special needs are given all necessary support and guidance by Ahlia University faculty and staff. Further, a special needs unit exists to specifically look after the welfare of those students with special needs.

14. AHLIA UNIVERSITY STUDENT INFORMATION SYSTEM (ADREG)

The Ahlia University Online Student Information System (ADREG) maintains all necessary information about students and faculty. All students are given access to ADREG through their own private username and password and can access ADREG to do the following:

1. Register for new courses in each semester.
2. Add and drop courses during the add and drop period.
3. Update their contact information.
4. View their academic transcript.
5. View and monitor their academic progress and programme study plan.
6. Request challenge of grade forms.
7. Request withdrawal from course forms.
8. Enter an enquiry / complaint

Ahlia University ensures that all student information in ADREG is confidential and secure. Students can get their username and password from the Directorate of Admission and Registration. The ADREG system can be accessed through the university website (<http://www.ahlia.edu.bh>)

15. STUDENT ACTIVITIES

Ahlia University provides and supports a variety of student social, cultural and sports activities through a specialized directorate within the Deanship of Student Affairs. The Directorate of Student Activities also provides other student services such as advice on student accommodation; and facilitating the election of the students' representatives in the Student Council.

Student activities are an important aspect of the student's university life. Activities provide the students with a lot of benefits and enjoyment. These activities strengthen the students' association with their university and fellow students.

Further, these activities provide opportunities for students to develop their hobbies and interests, which will polish their personalities and help them utilize their free time wisely. All students have the right to participate in such activities.

The Student Council plays a major role in deciding the types of activities and helps in their coordination.

16. STUDENT COUNCIL

One of Ahlia University priorities is to create the right means of communication between students and the management and give the students the right to express their opinions and to discuss their problems in a democratic manner.

In order to achieve this objective, the university has established the Student Council, which consists of members elected by their fellow students from different colleges. Student Council membership normally lasts for one year. The winners in the election elect the Student Council President and the heads of different Student Council committees.

The Student Council aims to achieve the following:

1. Develop students' personalities from the academic, social, cultural, and national aspects.
2. Develop students' leadership skills and allow them to freely express their views and opinions.
3. Develop students' awareness of their rights and responsibilities within the university rules and regulations.
4. Support students activities in the fields of science, culture, social events and sports, which are expected to improve the students overall educational attainment.
5. Encourage the spirit of collaboration and team work between the students and create a strong bond between the students and the University faculty and staff.
6. Encourage students' contributions towards the development of better student services.

All full-time undergraduate students have the right to be nominated for the membership of the Student Council provided that they meet the following criteria:

1. Must be a full-time student within the college he/she will represent.
2. Must be of good behaviour and conduct.
3. Must have successfully completed at least 30 credit-hours.
4. Must have a minimum CGPA of 2.00.
5. The elected Student Council members must register for at least 12 credit-hours for every academic semester, apart from the summer session and the graduating semester.
6. Students can run for membership in the Student Council twice throughout their study duration.

17. INTERNSHIP TRAINING PROGRAMME

Students enrolled in any Bachelor's degree programme, on full-time or part-time basis, are required to register for the internship course. The internship course has a number of benefits to students.

17.1 Purpose of Internship

1. Observe and work with professionals.
2. Make a positive contribution to a workplace.
3. Learn and develop practical skills.
4. Solve problems by taking initiative.
5. Observe and learn ethics at work.

17.2 Who is Eligible?

Working, non-working, full-time and part-time undergraduate students who have:

1. Completed at least 90 credit hours;
2. Obtained a CGPA of 2.00.

In special circumstances, the academic advisor can recommend that the student takes the internship course where he/she has a CGPA of less than 2.00 but not less than 1.90 and/or has completed at least 87 credit hours. This requires the approval of the Dean of Student Affairs.

17.3 Internship Course

1. Two months internship training programme.
2. Minimum of 240 working hours.
3. Successful completion of 3 credit-hours.
4. Fee is equivalent to the fee of 3 credits of the undergraduate programme.
5. "IP" grade is assigned to students who pass their internship course.

17.4 Student Responsibilities

1. The student must adhere to all the rules and regulations of the work place.
2. The student must complete all the work assigned to him/her by the site supervisor.

A plan of the internship tasks expected from the student will be developed jointly between the academic supervisor and the site supervisor. Only when the evaluation forms of the bi-monthly reports and the reflective final report are complete, the grade be awarded for the internship.

For further information, please refer to the university website or the Professional Relations Directorate in the Deanship of Student Affairs. Full details about internships are available in the "Internship Guide", which is available on the Ahlia website and in a hard-copy booklet.

18. UNIVERSITY CENTRES AND SERVICES

The University has various departments and centres, which provide the students with a number of academic and technical services. All students are entitled to use and benefit from these centres and services. These centres and services include:

18.1 Library

The Ahlia University Library holds a large collection of books, journals, DVDs and E-resources. The library also provides places to study, self-service photocopying facilities and a wireless network, in order to create an appropriate learning atmosphere. The library provides access to more than 2,500,000 Electronic Journals and reference materials to 30 databases covering the disciplines of Business, Management, Information Technology, Mass Communications, Sciences, Engineering, Languages, Physiotherapy, Interior Design and Public Relations. In addition to periodical collections, the information centre also provides access to more than 40,000 Electronic Books across the disciplines being taught at the University. At present the library accommodates a collection of more than 9000 conventional books across the disciplines offered by Ahlia.

18.2 Media Production Centre

The Ahlia University Media Production Centre primarily supports students with a high-tech venue, designed to impart and refine practical skills in media production. The Media Production Centre consists of the following four units:

1. Photography Studio

Provides students with powerful photographic equipment permitting highly effective image editing that produces powerful visual effects.

2. Field Production Unit

Helps students in creating an in-depth case-study or documentary with technology essential to on-location video shooting, editing and production.

3. TV and Audio Production Studio

HD technology provides students with a professional set-up to explore camera operation, make-up, lighting, audio and sound mixing, character generation for titling, acting, moderating, costuming and set designing.

4. Post Production Unit

Transferring all footage for editing using the latest computer software, or film screening, the Post Production Unit provides a vast suite of resources necessary for students to refine their creative productions.

18.3 ICT Centre

The Information and Communication Technology Centre is responsible for delivering a secure channel access to information and improving communication and learning processes by using the latest technological tools. The ICT Centre also offers day-to-day services through the Helpdesk.

Students that encounter any issues with the virtual learning system (MOODLE) should approach the ICTC helpdesk for assistance.

19. STUDENT ENQUIRY / COMPLAINT SYSTEM

Ahlia University takes student concerns very seriously. In order to deal with them in an effective manner, an automated system has been set up to route any enquiry or complaint quickly and efficiently. If the student has an enquiry or a complaint, he/she should log into the ADREG system through the Ahlia website (www.ahlia.edu.bh) and submit his/her 'Enquiry/complaint' to the Deanship of Student Affairs Office. Thereafter, the Student Support Officer will process the enquiry/complaint and will inform the student about any decision taken.

Please note that in case of any academic or non-academic complaint, you can directly contact the Deanship of Student Affairs or any directorate within the Deanship of Student Affairs. Students can refer to the Ahlia University website for further in-depth rules and regulations related to the academic and administrative procedures.

Please note that all Ahlia University academic and administrative staff members are available to help you overcome any obstacles or problems you may face. Therefore, do not hesitate to contact the Deanship of Student Affairs for any query or request. We will be pleased to assist and provide you with appropriate advice and guidance.

IMPORTANT CONTACTS

SERVICES

Office Requirements	17313534
Email Service	17298980
Telephone Repair Service	17298980
IT & Equipment	17298980
Internal Mail	17298976
Operator	17298999
Purchasing	17313513 / 17313515

EMERGENCY

Safety & Security Department	17290675
Security Guard	36921321 / 36928948
Maintenance Technician	36258934 / 36258920

EMPLOYMENT

Human Resources	17313531 / 17313532
Payroll	17313530
Government Liaison	17313533

PROFESSIONAL DEVELOPMENT

Administrative Staff Development	17313531
Academic Staff Development	17313538

UNIVERSITY OFFICES

A	
Academic Affairs Office	17313545
Administrative Services	17313534
Admissions & Registration	17298550
Ahlia Centre for Information and Documentation (ACID)	17298661
Admission & Registration System Support	17298695
ADREG system support	17298947 / 17298695

B	
Business Development	17298973

C	
Centre for Accreditation and Quality Assurance (CAQA)	17298952
Centre for Measurement and Evaluation	17298944

College of Arts & Science	17298995
College of Business & Finance	17298986
College of Engineering	17298999 Ext. 8694
College of Graduate Studies & Research	17298962 / 17313524
College of Information Technology	17298656
College of Medical & Health Sciences	17298961

D

Deanship of Student Affairs Office	17298963 / 17298560
Digital and Branding Department	17313529

F

Financial Affairs Directorate	17313527 / 3526 / 3502
-------------------------------	------------------------

H

Human Resources Directorate	17313531
-----------------------------	----------

I

Information & Communications Technology Centre	17298980 / 8940 / 8933
International Relations Directorate	17298900

L

Library and Information Resources	17298922 / 17298982
-----------------------------------	---------------------

M

Managing Director Office	17298997 / 17298948
Marketing & Public Relations Directorate	17313521 / 3512 / 3547 / 3546
Media Production Centre	17298950

P

President Office	17298964 / 17298559
Professional Relations	17298925 / 8561 / 8565

S

Student Activities and Services Directorate	17298932
Student Counseling Directorate	17298907 / 17298932
Strategic Planning Directorate	17298670



الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

For more information please visit our website

www.ahlia.edu.bh

[f](#) [t](#) [s](#) [in](#) [ahliauniversity](#) [@](#) [ahliauniversitybh](#)