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AHLIA UNIVERSITY
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**STUDENT
HANDBOOK**

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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.

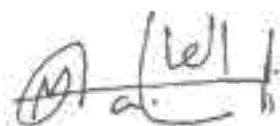
'Quality' is interwoven into every aspect of Ahlia: programmes, partnerships and faculty. Ahlia University is committed to graduating generations of distinguished scholars in their professional fields, with high ethical values and leadership capabilities. Ahlia University's mission is to be a leader 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 endeavors at Ahlia University. We hope to make our success story yours...



Professor Mansoor Alaali
President

1. ABOUT AHLIA UNIVERSITY

Ahlia University is the first private university to be licensed by the Government of the Kingdom of Bahrain, in March 2001. Ahlia university is accredited by the Bahraini Higher Education Council (HEC) and achieved the quality assurance requirements in the institutional review set and conducted by the Bahrain Education and Training Quality Authority (BQA).

Founded on principles of excellence, equality and opportunity for all, Ahlia University accepted its first cohort of 50 students to its programmes in February 2003, with the first batch of students graduating in 2006. AU offers 18 programmes distributed among five colleges.

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

OUR VISION

Ahlia University aspires to become an outstanding regional and international academic institution by promoting the highest level of integrity in the achievement of excellence in education and research and within a broad range of high quality professional services to the community.

OUR MISSION

As a leading institution for higher education, Ahlia University's Mission is to move forward the frontiers of human knowledge and elevate the social and living standards of the society. In support of this mission, the University is committed to:

- Producing graduates who are distinguished by their professional competence, humanistic outlook and uncompromising ethics.
- Providing the facilities and support for its staff to pursue innovative research.
- Establishing Ahlia University as an acknowledged centre of excellence in certain fields of knowledge.
- Working in partnership with local and regional communities to support societal and economic needs.

OUR OBJECTIVE

Ahlia University provides high standard academic programmes and to graduate students who are qualified to take a leading role in their chosen career in the competitive global market. Another main objective of the University is to establish itself as a leading centre of research, that attracts and develop outstanding researchers and partnership to improve the economic, cultural, scientific and industrial sectors of our local and global communities.

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

3.1 Admission Policy

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 based on the best qualified candidates amongst all of applicants and up to the limits of available space determined by the university. Ahlia University admits students to undergraduate and postgraduate programmes.

3.2 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.

3.2.1 Recognised Secondary Certificate

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.

3.2.2 General Admission Requirements

To be eligible for consideration for admission for undergraduate programmes, applicants must meet the following entry requirements set by the university in-line with Bahraini Higher Education Council requirements:

- The applicants must hold a recognized and endorsed secondary school certificate or its equivalent by the Bahraini Ministry of Education.
- The applicant must be medically fit for the academic program they wish to enroll in.

3.2.3 Programme Specific Admission Requirements

The applicants who meet the following programme specific admission requirements will be admitted to the Ahlia University:

Academic Programme	Academic Score in the Secondary School Certificate (Tawjihia) or its Equivalent		
	Unconditional Acceptance	Conditional Acceptance; Passing an Interview	Tracks Accepted
COLLEGE OF ARTS AND SCIENCE			
Bachelor's Degree in Interior Design	60%	50%	All tracks
Bachelor's Degree in Mass Communication & Public Relations	60%	50%	All tracks
COLLEGE OF BUSINESS & FINANCE			
Bachelor's Degree in Accounting & Finance	60%	50%	All tracks
Bachelor's Degree in Banking & Finance	60%	50%	All tracks
Bachelor's Degree in Economics & Finance	60%	50%	All tracks
Bachelor's Degree in Management Information Systems	60%	50%	All tracks
Bachelor's Degree in Management & Marketing	60%	50%	All tracks
COLLEGE OF INFORMATION TECHNOLOGY			
Bachelor's Degree in Information Technology	65%	50%	Science, Technical, Commercial & General
Bachelor's Degree in Multimedia Systems	65%	50%	Science, Technical, Commercial & General
COLLEGE OF ENGINEERING			
Bachelor's Degree in Computer and Communication Engineering	70%	60%	Science & Technical & General
Bachelor's Degree in Mobile and Network Engineering	70%	60%	Science & Technical & General

3.2.4 Orientation Courses

The Orientation courses are offered to students, who intend to pursue their education at Ahlia University. These orientation courses aim at helping students develop proper study habits and skills, and to better prepare themselves for the initiation of their university work. The orientation is consisted of two core subjects, English and Mathematics.

3.2.5 Proficiency Skills Requirements

Undergraduate applicants who fulfill one of the proficiency skills criteria in English and Mathematics are exempted from the orientation courses.

3.2.5.1 English Proficiency Skills Requirements

Applicants who fulfill one of the following English proficiency skills will be exempted from English orientation courses:

CRITERIA	SCORE
Overall Score in Secondary School Certificate (Tawjihia) or its Equivalent	≥ 85%
Average Score in English Language Courses studied in the Secondary School Certificate (Tawjihia) or its Equivalent	≥ 85%
Private Schools - where English Language is used as a mean of instruction	-
TOEFL	≥ 500 or its equivalent
IELTS	≥ 5.5 or its equivalent
Pass English Placement Test	60%

3.2.5.2 Mathematics Proficiency Skills Requirements

Applicants who fulfill one of the following Mathematics proficiency skills will be exempted from the Mathematics orientation course:

CRITERIA	SCORE
Overall Score in Secondary School Certificate (Tawjihia) or its Equivalent	≥ 85%
Average Score in Mathematics Courses studied in the Secondary School Certificate (Tawjihia) or its Equivalent	≥ 85%
Pass Mathematics Placement Test	60%

3.2.5.3 Proficiency Skills Required for Interior Design Programme

Applicants who wish to join the Bachelor's Degree in Interior Design (BSID) programme need to score at least 60% in the BSID aptitude test.

3.2.6 Placement Tests

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

3.2.7 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:

- 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).

3.3 Admission to Master's Degree Programmes

Admission to master's degree programmes in Ahlia University (AU) is selective based on academic achievements. The most qualified candidates; regardless of race, colour, gender, religion, nationality, sector or disabilities; will be selected to fill the available places.

3.3.1 Admission Requirements for Postgraduate Master's Degree Programmes Hosted by Ahlia

Admission to postgraduate academic programmes hosted at Ahlia University (Foreign Awards) are based on the admission requirements as decided by the degree awarding institution.

Accordingly, candidates applying for the Master of Science Degree in Engineering Management must meet the entrance requirements as set by 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.

3.3.2 Admission Requirements for Ahlia (Home-grown) Master's Degree Programmes

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

3.3.2.1 General Master's Degree Admission Requirements

To be eligible for consideration for admission to the master's degree programmes, applicants must meet the following entry criteria set by the university in-line with Bahraini Higher Education Council requirements:

- The applicant must hold a recognised bachelor's degree or its equivalent.
- The applicant must hold a recognised secondary school certificate or its equivalent.
- The applicant must be medically fit for the academic programme they wish to apply for.
- All applicants will be interviewed by a relevant programme committee. Only successful applicants in the interview will be considered for admission.

3.3.2.2 Programme-specific Admission Requirements

In addition to the general master's degree admission requirements mentioned above, there are specific admission criteria for each master's degree programme and the applicants must meet those criteria to be eligible for admission.

3.3.2.2.1 Master's Degree in Information Technology and Computer Science (MITCS)

College	Information Technology
Programme	Master's Degree in Information Technology and Computer Science (MITCS)
Required Specialisation	<p>Recognised bachelor's degree or its equivalent in any of the following disciplines:</p> <ul style="list-style-type: none"> Information Technology Computer Science Management Information Systems Information Systems Mathematical Sciences Engineering; (electrical, communication, computer, informatics) Any other IT related field <p>Applicants who hold a recognised bachelor's degree in any discipline other than the ones mentioned above, may be considered subject to passing an interview and successful completion of the Foundation Courses identified by the interview committee.</p>
Cumulative Grade Point Average (CGPA) requirement	<ul style="list-style-type: none"> Minimum CGPA normally required at the bachelor's degree \geq 2.5 or its equivalent Applicants with CGPA lower than 2.5 but $>$ 2.0 or its equivalent at the bachelor's degree level, maybe be considered subject to passing the interview at the program level and successful completion of the Foundation Courses identified by the interview committee.
Work Experience and Professional Courses/ Certificates	Work experience and professional courses/certificate in the IT field will be an added advantage.
Passing an Interview	All applicants must pass an interview. After the interview, foundation courses may be decided.
Language Requirements	Applicants must demonstrate a satisfactory level of English proficiency. If English was not the primary language of instruction at the undergraduate level, then English language proficiency level is determined after the interview.

* Final admission will be based on the merit list of the applicants.

3.3.2.2.2 Master's Degree in Business Administration (MBA)

College	Business and Finance
Programme	Master's Degree in Business Administration (MBA)
Required Specialisation	<ul style="list-style-type: none"> Recognised bachelor's degree or its equivalent in any business and management related disciplines. Applicants who hold a recognised bachelor's degree in disciplines other than the ones mentioned above, may be accepted in the programme subject to passing the interview at the programme level and successful completion of the Foundation Courses.
Cumulative Grade Point Average (CGPA) requirement	<ul style="list-style-type: none"> Minimum CGPA normally required at the bachelor's degree \geq 2.5 or its equivalent Applicants with CGPA lower than 2.5 but $>$ 2.0 or its equivalent at the bachelor's degree level, maybe be considered subject to passing the interview at the program level and successful completion of the Foundation Courses.
Work Experience and Professional Courses/ Certificates	Work experience and professional courses/certificates in business or management related disciplines will be an added advantage.
Passing an Interview	All applicants must pass an interview. After the interview, foundation courses may be decided.
Language Requirements	Applicants must demonstrate a satisfactory level of English proficiency. If English was not the primary language of instruction at the undergraduate level, then English language proficiency level is determined after the interview.

* Final admission will be based on the merit list of the applicants.

3.3.2.2.3 Master's Degree in Mass Communication and Public Relations (MSMCPR)

College	Arts and Science
Programme	Master's Degree in Mass Communication and Public Relations (MSMCPR)
Required Specialisation	Recognised bachelor's degree or its equivalent in any of the following disciplines: <ul style="list-style-type: none"> • Mass Communication • Public Relations <p>Applicants who hold a recognised bachelor's degree in any discipline other than the ones mentioned above, may be considered subject to passing an interview and successful completion of the Foundation Courses identified by the interview committee.</p>
Cumulative Grade Point Average (CGPA) requirement	<ul style="list-style-type: none"> • Minimum CGPA required at the bachelor's degree is normally ≥ 2.5 or its equivalent • Applicants with CGPA < 2.5 but > 2.0 or its equivalent at the bachelor's degree level, maybe be considered subject to passing the interview and successful completion of the Foundation Courses identified by the interview committee.
Work Experience and Professional Courses/Certificates	Work experience and professional courses/certificates in relevant fields will be an added advantage
Passing an Interview	All applicants must pass an interview. After the interview, foundation courses may be decided.

* Final admission will be based on the merit list of the applicants.

3.3.4 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:

- Leave letter from transferring institution (stating reason for discontinuation).
- Submission of official transcripts of the courses studied with the syllabi and course descriptions.
- 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.
- The dissertation course cannot be transferred.

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

- If there is a matching and/or equivalent course in their new programme at Ahlia University.
- If they have obtained a "C" grade or higher in the courses studied in the previous higher education institution.
- The course has an equal or higher number of credits to its equivalent course at Ahlia University.

3.4 Admission to the PhD programme

The Phd programme without Residence (WR) is offered by Ahlia University (Foreign Award) in collaboration with Brunel University London, UK in two disciplines:

- Doctor of Philosophy (PhD-WR) in Management Studies, Operational Research and related fields.
- Doctor of Philosophy (PhD-WR) in Information Systems, Computing and Mathematics and related fields.

3.4.1 Entry Requirements

The PhD programmes offered by Brunel University, UK in partnership with AU follow the entry requirements of the relevant academic discipline at Brunel University London. Applicants are normally expected to hold a Bachelor degree and a Master's degree in a relevant academic discipline. If English is not your first language you will be required to demonstrate an adequate level of proficiency: IELTS score of at least 7.0 with a minimum of 6.0 in all sub-areas or the equivalent TOEFL scores

The PhD programme is a full time programme, where a student should normally complete the PhD in 3 years. The assessment is based on the submission of the degree thesis and an oral defence in a viva voce. This will be held at Brunel University London in the UK and will be conducted under Brunel University London regulations.

3.5 Student Unified File and HEC ID

After admission, each student enrolled in any academic programme at Ahlia University must have a student unified file which includes all the student documents listed as per the Bahrain Higher Educational Council (HEC) requirement. Once the student unified file is created the admission process is further verified by the HEC, whereby all files of the accepted students are sent to the HEC for authentication and the assigning of a unique HEC ID for each student.

4. REGISTRATION PROCEDURE, EXAMINATION 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 (eg. 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/final project, 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.

NOTE: For a limited period, during the exceptional circumstances brought about by the coronavirus (COVID-19) pandemic outbreak, which caused a major disruption to normal teaching and learning practice (preventing in person face-to-face lectures), an alternative grading system and modality were introduced.

Undergraduate students were allowed to choose between a Pass/Fail (P/F) grading option, or the letter grading option. In all cases, students are evaluated based on continuous (online) assessment subject to normal quality assurance procedures in accordance with the AUQMS.

Postgraduate students enrolled in Master Degree programmes are evaluated based on continuous (online) assessment as per AU's normal letter grading system, subject to normal quality assurance procedures in accordance with the AUQMS.

The alternative grading system was developed in line with the Higher Education Council directives, and will be reflected in the students' transcript.

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.

4.8 Examination Information and Regulations

The dates of the final examination period are specified in the Academic Calendar for each semester, which normally falls after the last day of classes. The final examination schedule is issued by the Directorate of Admission and Registration directly after the add and drop period of a specific semester. The student personalized final examination schedule will be reflected in their course schedule in ADREG system and the full examination schedule will be posted on Ahlia University Website.

4.8.1 Examination Rules and Regulations

1. Students must be present at the examination hall 10 minutes prior to the start of the exam.
2. Students will not be permitted to enter the examination hall after half the time of the exam has elapsed.
3. Students must present their university ID card and their exam card in order to be permitted to enter the exam hall.
4. The exam card may be printed by the student through the ADREG Online Student Information System, or by making a request to the Directorate of Financial Affairs.
5. Students must leave all textbooks, learning resources, PDAs and web-access devices outside the examination hall. Only approved calculators are allowed.

6. Students must leave their mobile phone devices outside the examination hall. Students carrying their mobile phone devices must ensure that the device is switched off at all times while inside the examination hall, or else they risk being in violation of the final examination rules and regulations.
7. Students may not leave the examination hall before half of the exam time has elapsed.
8. Where a student is caught cheating in an exam, regardless of the nature of cheating, this is considered as violation of the final examination rules & regulation. Students caught cheating will be reported to the Deanship of Student Affairs, which will deliberate through an Exam Disciplinary Committee. This process may result in the student receiving "F" grade and/ or a written warning.
9. All results are published on, and can be accessed through, the ADREG Online Student Information System. Students should not contact the instructor of the course to enquire about their examinations results.
10. Invigilators are authorized to give students verbal warnings, confiscate any cheating materials, have the student moved to another examination hall, and confiscate the student's exam paper and answer sheet and escort him/her out of the examination hall.
11. Students are responsible for making themselves aware of all rules and regulations, including policies governing Student Behavior and Conduct, and Academic Integrity (and Misconduct).

4.8.2 Student Testing and Assessments during Course

Ahlia University Assessment Policy is committed to ensuring that the schedule, methods, criteria and guidelines of all assessments used during the course to assess and evaluate the students' achievement of the course learning outcomes are clearly defined and transparent to all students.

At the beginning of the semester students will be given a clear schedule of the course assessments together with information on the topics and ILOs covered by each assessment and the assessment and evaluation criteria and guidelines used in the course. During the semester, students should be given sufficient notice of these assessment criteria before submitting their work.

4.8.3 Feedback on Student Assessments

The University considers the feedback given to the students regarding their performance in the course assessments as a crucial and integral part of the learning process. Students should obtain regular and constructive feedback on their academic performance and attainment of the course learning outcomes from their respective course instructors. Feedback should be given to the students regarding their performance on the previous assessment and before the next assessment method is due. Students will receive informative and constructive feedback on their academic performance on all assessments taken during the study period before the final examination.

4.9 Visiting and Study Abroad Students

Visiting students are non-degree seeking students who are taking courses at a host institution while maintaining full-time enrollment in another institution.

Ahlia University students may apply for study abroad allowing them to spend up to one full academic year at a foreign institution of higher education. An Ahlia outgoing study abroad student will be considered a visiting student at the Host institution, and credits earned during the Study Abroad period may be transferred back to Ahlia University (Home Institution) towards the degree programme and the external transfer of credits rules and regulations apply. For Further details, please see the corresponding Study Abroad Policy and Procedure.

5. WITHDRAWALS

Ahlia University encourages continuous enrollment of students according to their study plan until all their programme requirements are fulfilled. The University recognizes however the need for some students to withdraw temporarily from any specific semester due to special extenuating circumstances.

5.1 Official Temporary Withdrawal

Any student request for official temporary withdrawal must be made during the scheduled Add/Drop period to prevent the accumulation of tuition fees and other charges. If a student applies for official temporary withdrawal during the Add/Drop Period, the student will be dropped from all the courses in which s/he was registered in that specific semester without any charges or consequences; otherwise, actions will be taken follows depending on the time of withdrawal as stated in point 5.4.

After the withdrawal period the student must complete the re-registration process in order to register in courses by the end of their approved official temporary withdrawal period. Students who fail to register in any course upon the end of their official temporary withdrawal period will be considered unofficially withdrawn and their statuses will be changed to "Unofficial Withdrawal".

5.2 Unofficial Withdrawal

Students who fail to register for any course in a specific semester without an approved official withdrawal request will be considered as unofficially withdrawn from that specific semester.

5.3 Permanent Withdrawal from the University

Ahlia university students may apply for permanent withdrawal from Ahlia University. Students can apply for Official Permanent Withdrawal during the Add/Drop period, the student will be dropped from all the courses in which s/he was registered in that specific semester without any charges or consequences; otherwise, after the end of Add/Drop period students who apply for Official Permanent Withdrawal will get (W) grade for all the registered courses in that semester and they must pay the stipulated fees as explained in point 5.4.

5.4 Fees Related to Withdrawal

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.

6. UNDERGRADUATE 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 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. A student may register in less than 12 credit hours for more than one semester as part time, but these semesters will be counted towards to the maximum length of study specified for each academic degree programme. 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.

6.2 Length of Study

Ahlia University requires all students to complete their academic degree requirements without exceeding the maximum length of study specified for each academic degree program. The length of study for any student in any academic program offered by the University is defined as the period the student spends in the program which includes any period in which the student has suspension or withdrawal (official or unofficial) status.

The maximum length of study allowed for any undergraduate student is 8 academic years starting from the first semester in which they are enrolled; as per the university policy which is in line with the Higher Education Council (HEC) regulation.

6.3 Repeating Courses

Students may choose to repeat courses to improve their cumulative grade point average, or to enhance skills and learning in order to attain a better understanding of the course. All Undergraduate students are allowed to repeat courses in which they earned any grade below "C".

Grades of all attempted courses will appear on the transcript, however, for repeated courses only the highest grade received will be used in calculating the student's Cumulative Grade Point Average (CGPA).

6.4 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 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.

6.5 Academic Probation

Undergraduate students with poor academic performance are placed under academic probation in order to establish the minimum academic standards of satisfactory performance. The academic probation is also used to alert students when they are not meeting the minimum required grade for graduation from the academic programme they are enrolled in.

At the end of each semester including the summer session, the academic status of the student will be determined by using the following:

1. The CGPA achieved,
2. The total number of passed credits (PCR).

The following table shows the minimum CGPA at which the probationary action is enforced in terms of the credit hours completed by the student:

CREDIT-HOURS COMPLETED	MINIMUM CGPA REQUIRED
Less than 15 credits	Not applicable - probation not applied
16 - 30 credits	1.50
31 - 45 credits	1.67
46 - 95 credits	2.00
96 and above	Not applicable, probation not applied

6.6 Dismissal

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

1. Exceeding the maximum length of study.
2. Violating the student code of conduct.

6.7 Punctuality Regulations

Ahlia University emphasizes the importance of attending classes on time. The university strives to build the quality of maintaining punctuality in students. Course instructors have the rights to refuse students entry to their class if they are consistently late for more than 15 minutes.

6.8 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.

6.9 Course Pre-requisite

Some courses have a pre-requisite, which means a course or other requirement that the student must successfully complete before registering in a specific course according to their programme study plan.

6.10 Programme Study Plan

Each student is assigned to a personalized programme study plan which lists the courses along with the number of credits required for the student to complete every semester in order to complete the academic degree requirements within four academic years.

6.11 Programme Course Components

Under each academic programme students must complete all the courses/credits as per the programme study plan. Below are the programme course components for all the undergraduates programme's:

6.11.1 College of Arts & Science

- Bachelor's Degree in Interior Design (BSID)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	12	4
Programme Requirements	84	28
Programme Electives	6	2
Internship	3	1
Humanities and Social Sciences	3	1
Free Electives	6	2
TOTAL	134	45

- Bachelor's Degree in Mass Communication and Public Relations (BSMCPR)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	12	4
Programme Requirements	78	26
Programme Electives	12	4
Internship	3	1
Humanities and Social Sciences	3	1
Free Electives	6	2
TOTAL	134	45

6.11.2 College of Business & Finance

- Bachelor's Degree in Accounting and Finance (BSAF)
- Bachelor's Degree in Banking and Finance (BSBF)
- Bachelor's Degree in Economics and Finance (BSEF)
- Bachelor's Degree in Management and Marketing (BSMM)
- Bachelor's Degree in Management Information Systems (BSMIS)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	24	8
Programme Requirements	75	25
Programme Electives	3	1
Internship	3	1
Humanities and Social Sciences	3	1
Free Electives	6	2
TOTAL	134	45

6.11.3 College of Engineering

- Bachelor's Degree in Computer and Communication Engineering (BSCCE)
- Bachelor's Degree in Mobile and Network Engineering (BSMNE)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	21	7
Programme Requirements	81	27
Programme Electives	6	2
Internship	3	1
Humanities and Social Sciences	3	1
TOTAL	134	45

6.11.4 College of Information Technology

- Bachelor's Degree in Multimedia Systems (BSMS)
- Bachelor's Degree in Information Technology (BSIT)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	21	7
Programme Requirements	72	24
Programme Electives	9	3
Internship	3	1
Humanities and Social Sciences	3	1
Free Electives	6	2
TOTAL	134	45

6.11.5 College of Medical & Health Sciences

- Bachelor's Degree in Physiotherapy (BSPT)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
University Requirements	20	7
College Requirements	21	7
Programme Requirements	103	31
Humanities and Social Sciences	6	2
Free Electives	6	2
TOTAL	156	49

6.12 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.

6.13 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.

6.14 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.

6.15 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

7. MASTERS PROGRAMMES ACADEMIC RULES AND REGULATIONS

7.1 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.

7.2 Length of Study

Ahlia University requires all students to complete their academic degree requirements without exceeding the maximum length of study specified for each academic degree program. The length of study for any student in any academic program offered by the University is defined as the period the student spends in the program which includes any period in which the student has suspension or withdrawal (official or unofficial) status.

The maximum length of study for students enrolled in a Masters' degree programme is five academic years starting from the first semester in which they are enrolled. In the case where students have extenuating circumstances, exceptions can be granted by the University.

7.3 Repeating Courses

Students may choose to repeat courses to improve their cumulative grade point average, or to enhance skills and learning in order to attain a better understanding of the course. All master degree students are allowed to repeat courses in which they earned a grade of B- or below.

Grades of all attempted courses will appear on the transcript, however, for repeated courses only the highest grade received will be used in calculating the student's Cumulative Grade Point Average (CGPA).

7.4 Dismissal

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

1. Exceeding the maximum length of study.
2. If the student violates the student code of conduct policy.

7.5 Punctuality Regulations

Ahlia University emphasizes the importance of attending classes on time. The university strives to build the quality of maintaining punctuality in students. Course instructors have the rights to refuse students entry to their class if they are consistently late for more than 15 minutes.

7.6 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.

7.7 Course Pre-requisite

Some courses have a pre-requisite, which means a course or other requirement that the student must successfully complete before registering in a specific course according to their programme study plan.

7.8 Programme Study Plan

Each student is assigned to a personalized programme study plan which lists the courses along with the number of credits required for the student to complete every semester in order to complete the academic degree requirements within two academic years.

7.9 Programme Course Components

Under each academic programme students must complete all the courses/credits as per the programme study plan. Below are the programme course components for all the Master degree programme's:

7.9.1 College of Arts & Science

- Master's Degree in Mass Communication and Public Relations (MSMCPR)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
Foundation Courses (if required)*	6*	3*
Programme Requirements	18	6
Programme Electives	6	2
Dissertation	12	1
TOTAL	36	9

*Not counted towards the 36 credit-hours necessary for the Master's Degree in Mass Communication and Public Relations.

7.9.2 College of Business & Finance

- Master's Degree in Business Administration (MBA)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
Foundation Courses (if required)*	9*	3*
Programme Requirements	18	6
Programme Electives	6	2
Dissertation	12	1
TOTAL	36	9

*Not counted towards the 36 credit-hours necessary for the Master's Degree in Business Administration.

- Master of Science Degree in Engineering Management in Collaboration with The George Washington University (EMSE)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
Foundation Courses (if required)*	3*	1*
Programme Requirements	15	5
Programme Electives	15	5
Dissertation	6	1
TOTAL	36	11

*Not counted towards the 36 credit-hours necessary for the Master of Science in Engineering Management Degree.

7.9.3 College of Information Technology

- Master of Science Degree in Information Technology and Computer Science (MITCS)

COURSE TYPE	NO. OF CREDIT-HOURS	NO. OF COURSES
Foundation Courses (if required)*	9*	3*
Programme Requirements	18	6
Programme Electives	6	2
Dissertation	12	1
TOTAL	36	9

*Not counted towards the 36 credit-hours necessary for the Master's Degree in Information Technology and Computer Science.

7.10 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] and the final twelve (12) credit hours dissertation.

Dissertations are to be in the student's specialization and are subject to a defence which includes an external examiner. Master's degree candidates must register in 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 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 required for graduation in the Master's programmes.

7.11 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.

7.12 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.

7.13 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

8. STUDENT BEHAVIOUR AND CONDUCT

A student's behaviour has a significant impact on their academic career and reflects on successful relationships between 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 (Higher Education Council) directives, Ahlia University adopts a code of conduct aligned with the University of Bahrain student code of conduct. Violations of the code of conduct include but are not limited to:

1. Disrupting lectures or any related incitement actions;
2. Cheating, plagiarism and any related academic integrity violations;
3. Any type of insult, harassment, or threats made to faculty, staff or students;
4. Any violation of the dress code;
5. Damaging university property, or facilities;
6. Theft;
7. Deliberately setting off fire alarms;
8. Ignoring 'Health and Safety' regulations that exist to protect everyone.

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 attributed allegation is proven, will be penalized according to the policy.

8.1 Academic Misconduct

There are at least six types of academic misconduct, which Ahlia University acknowledges and wishes to prevent: (1) plagiarism; (2) data falsification; (3) use of third-parties (tacit personation) or cheat-ware sites; (4) free-riding collusion; (5) recycling collusion; and (6) active personation.

Plagiarism is a serious violation of academic integrity. Ahlia University has a zero—tolerance policy when it comes to plagiarism. The university utilises 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. **Data Falsification** is an act involving willful creation of false data as in students in the project filling out questionnaires themselves rather than distributing them and soliciting legitimate feedback from the population or changing data collected on received questionnaires.
3. **Use of third parties (tacit personation) or cheat ware sites** which are typically for a fee, write all or part of a manuscript or design a model that students in the project then present as their own original work. Students are, however, permitted to use a professional proofreading service provided they declare use of such a service. When third parties prepare academic work-product for one (or more) students, a form of tacit personation results.
4. **Free-riding collusion** involves one student (or more) in the project cohort doing work on behalf of another who in fact makes no contribution to the assessment. In free riding collusion both the student(s) not doing any work as well as the other(s) doing work at the behest of the former, who passes such work off as his/her own are liable.
5. **Recycling collusion** involves one student (or more) in the assessment cohort enlisting outside the cohort support of one student (or more) who previously submitted academic work product is fobbed off as being the unique intellectual work product of those concerned conspiring project cohort members.
6. **Active personation** occurs when one (or more) students outside the cohort substitute for one (or more) students in the assessment cohort proffering false identities at the time of project defense or final examination (in the admittedly unlikely scenario of the project/assessment supervisor not remembering the physical appearance of each member of the cohort).

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 attributed is proven, the student will be penalized according to the Policy.

9. 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.

10. 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.

11. FINANCIAL AID AND TUITION REMISSION (DISCOUNTS)

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

11.1 Discount based on Secondary School Scoring for Undergraduate Degree Applicants

- Applicants with secondary school score of 95% and above get 50% tuition fee discount.
- Applicants with secondary school score of 90% to 94.9% get 25% tuition fee discount.
- Applicants with secondary school score of 80% to 89.9% get 20% tuition fee discount.
- Applicants with secondary school score of 98% and above may apply for the President's partial tuition remission provided that they provide proof of limited financial resources.

Applicants who receive discounts based on their secondary school results will maintain the discount subject to achieving required cumulative CGPA's. Students who fall below the required CGPA can still benefit from the merit discount whenever they achieve the required CGPA. The table below summarized the student merit discount.

HIGH SCHOOL RESULT (%)	DISCOUNT GIVEN AS % OF FEES	MINIMUM CGPA REQUIRED
80 to 89.9	20	2.5
90 to 94.9	25	2.75
95 to 96.9	50	3.0
97 and above	70	3.5

11.2 Undergraduate Degree High Achievers Discount

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

11.3 Discount for Siblings Enrolled at Ahlia University

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

11.4 Discount for Ahlia University Employees

Ahlia University offers 50% tuition fees discount 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.

11.5 Financial Aid for Undergraduate Degree Applicants with Special Needs

As part of Ahlia University's community engagement, the university offers 50% tuition fees discount 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.

11.6 Financial Aid for Orphans

As part of Ahlia University community's engagement, the university offers 50% tuition fees discount 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 discount 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.

12. STUDENT COUNSELLING

Ahlia University provides a variety of student guidance services through a specialized directorate in the Deanship of Student Affairs. The Directorate of Student Counselling and Guidance 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 centered 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. Psychological concerns: coping with concerns of such nature, and managing academics.
4. Adjusting to University life: University is a great milestone in your life. This transition can be challenging for some, causing undue stress.
5. 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.
6. Any other concern 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).

13. 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.

14. 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 committee has been created to specifically look after the welfare of the students with special needs. Students with special needs can refer to the Directorate of Student Guidance and Counselling for additional support and guidance.

15. 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>)

16. 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.

16.1 The "A" Activity Credit

Ahlia University appreciates the value of co-curricular activities in developing a range of skills and attributes that plays an important role in molding student's personality and building confidence and self-esteem. Undergraduate students participating in co-curricular activities are awarded an "A" credit to encourage them in participation beyond the classroom.

The "A" activity credit is a one credit hour with "A" grade awarded to students in reference to their participation in a wide variety of activities outside of the regular classroom. The "A" activity credit is awarded to students in reference to a wide variety of extracurricular activities that include but not limited to:

- a. Demonstrating an active role in university student clubs, scientific student associations and student council.
- b. Participation in university sport activities and competitions.
- c. Organizing/participating in university events.
- d. Attending workshops, seminars and conferences approved by the college or Deanship of student affairs.
- e. Volunteer work and Community Engagement
- f. Involvement in cultural activities.
- g. Peer tutoring sessions.

Students can be awarded a maximum of three “A” activity credits, where only one “A” Credit may be granted in a given semester. One “A” activity credit is equivalent to 30 hours of participation/involvement in co-curricular activity. The directorate of student services and activities is responsible for approving and allocating the number of hours for every co-curricular activity.

16.2 Student Clubs

The Directorate of Student Activities aims to engage the student body through clubs including the music club, debate club, football club and Engineering club. The main objectives of the student clubs are:

- Develop the personality of students in a variety of ways.
- Build leadership skills in students.
- Strengthen the students’ communication skills and their ability to express themselves.
- Widen the participation of students in extra-curricular or co-curricular activities.
- Instill the spirit of cooperation, collaboration and teamwork among the students and strengthen the ties between them and the academic and administrative bodies of the university.
- Contribute to the university mission in developing the student services in line with the university bylaws.

17. STUDENT VOICE

17.1 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.

17.2 Student Surveys

Ahlia University accords the highest importance to students' voice which enables the university to continuously improve its quality of education services provision. A number of channels are used to hear the student's voice including Student Satisfaction Survey, Exit Survey, Student with Special needs Survey, etc.

At the end of each semester students are requested to complete an online evaluation which measures their satisfaction rate with the course, its structure, the instructor and their availability and means of communication, this is called the course evaluation survey. A dedicated Centre for Measurement and Evaluation (CME) is charged with the responsibility of collecting and analyzing data from the surveys as well as provide interpretations of the student voice to the various units concerned. The units intern use the information provided by CME to enhance their education services provision.

17.3 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.

18. 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.

18.1 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.

18.2 Who is Eligible?

Students who fulfill the following requirements are eligible to register in the internship programme:

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.

18.3 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.

18.4 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.

19. 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:

19.1 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.

19.2 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, makeup, 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.

19.3 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.

20. GENERAL INFORMATION

20.1 Health and Safety

Ahlia University is committed to providing a healthy and safe environment for students, faculty, staff and visitors throughout its premises. Ahlia University has hired a professional security services company to take care of campus security. Security guards are stationed at all entrance points and patrol the campus on a 24-hour basis. The campus is secured by CCTV (closed-circuit television), which is monitored and recorded. A health and safety leaflet is distributed across the campus to raise awareness of students, faculty, staff and visitor about the various aspects concerning health and safety.

20.1.1 Access Control

There is restricted access to Ahlia University. Access is obtained by staff and students through the presentation of a staff or student ID card. Elevators to AU are equipped with access devices which can only be activated through passwords. Visitors are requested to present their CPR (ID) cards to security guards to gain access to the campus. Where students have special needs, provisions have been made to allow such students to use ramps and the underground basement parking where they are provided with elevator access cards. The university takes special care to ensure students with mobility challenges have access to all the facilities that the university offers in a secure manner.

20.1.2 Fire Equipment

Fire extinguishers and hoses are located at various points on the campus with regular checking and maintenance being carried out by an outsourced approved company. Students, faculty, staff and visitors are made aware of health and safety matters such as fire escapes and extinguishers' usage through instructions using signage and posters that are placed throughout the campus.

20.1.3 Emergency Preparedness

Fire evacuation drills are conducted regularly to assess and verify the suitability and preparedness of the facilities and to educate staff, students, and visitors on how to react in case of emergencies. The assembly point location and evacuation maps are prominently exhibited all over the campus to clarify to all students, staff and visitors where to go during an evacuation. A university emergency team is formed to assist in helping staff, faculty, students and visitors during any emergency.

20.1.4 First Aid

First aid kits are positioned across the campus for easy access and use in case of any need. Certified first aiders and a nurse are available on campus during usual working hours on any emergency. Contact numbers of the first aiders are made available to students at various points on campus.

20.1.5 Health Insurance

Ahlia University provides health insurance coverage for staff, faculty, students and visitors while they are on campus.

20.1.6 Emergency Contact

All students are issued with emergency contact numbers. The security staff contact numbers are posted at several key locations within the university premises and made available on the website. A 24-hour emergency contact number is printed at the back of the student ID card which is also available on the website. It is also posted at several key locations within the university premises.

The personal contact number of the Director of Student Counselling and Guidance and the Head of Safety and Security is provided to all students for 24-hour emergency support.

20.2 Health Clinic

A health clinic is located in the third floor and is staffed by a full-time medical doctor (MD) who is responsible for providing medical and first aid services. During emergencies that cannot be addressed by the in-house MD, the MD will arrange for the student to be taken by ambulance to the adjacent health center or in more serious cases to the nearest hospital.

20.3 Smoking

In line with the laws of the Kingdom of Bahrain, Ahlia University ensures that it has a clean and healthy environment by prohibiting smoking on campus.

20.4 Dress Code

Ahlia University students are expected to dress in clothing that adheres to and respects the Bahraini culture and tradition.

20.5 Lockers

Lockers are provided to be used by students to keep their personal belongings. Students who wish to use the lockers must apply to the Directorate of Student Activities and Services and pay the stipulated fee as a deposit which is refundable.

20.6 Personal Belongings

Ahlia University students must not leave their personal belongings unattended to at any time. The university is not responsible for any lost or stolen personal belongings. Security staff of Ahlia University can be approached in regard to any lost and found items.

20.7 Facilities Available

20.7.1 Food Court

The campus has a large food court with different types of restaurants. Students, faculty and staff can enjoy a variety of foods offered by the restaurant.

20.7.2 Prayers Room

There is a dedicated prayer room for men and women on campus.

20.7.3 Sport Facilities

There is a common space on the third floor where students can be engaged in recreational activities. In addition, Ahlia University has signed agreements with local clubs around the Kingdom of Bahrain which provide sports and recreational facilities for the use of Ahlia University students.

20.7.4 Wireless -Internet Access (WIFI)

Ahlia university campus is WIFI enabled and students can connect freely to the WIFI using their mobiles, laptops or any handheld devices with their personalized access password.

20.7.5 Parking

Ahlia University students have access to car parking facilities that is provided free of charge.

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
24 Hours Emergency Contact	39747727

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 / 36222244
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

IMPORTANT CONTACTS

College of Business & Finance	17298986
College of Engineering	17298999 Ext. 8694
College of Information Technology	17298656
College of Medical & Health Sciences	17298961

D	
Deanship of Student Affairs Office	17298963 / 17298560
Deanship of Graduate Studies & Research	17298962 / 17313524

F	
Financial Affairs Directorate	17313527 / 3526 / 3502

H	
Human Resources Directorate	17313531

I	
Information & Communications Technology Centre	17298980 / 8940 / 8933
International Relations Directorate	17298999 Ext 8900

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	17298949
Student Counseling Directorate	17298552 / 17298565
Strategic Planning Directorate	17298973



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