

Policy: Enrolment and Academic Progression

Policy Reference: A-AB-018
Version: 4
Person Responsible: Registrar

1. Policy Statement

A student of the Polytechnic must be formally admitted to a programme of study at Bahrain Polytechnic and must undertake enrolment each semester, agreeing to abide by the Bahrain Polytechnic Regulations, Policies and Procedures and related published requirements. Enrolled students are liable for fee payments. Students make adequate progress towards their qualification to maintain their enrolment. The Polytechnic will provide accurate and timely Enrolment information, programme planning advice to Students and ensure that legislative requirements are met.

2. Definitions

3. Application

People:

- All students admitted to all Bahrain Polytechnic Programmes and their families.
- All academic and administrative staff of Bahrain Polytechnic.

Processes:

- All enrolment processes including (but not limited to):
 - Course registration and fee payment
 - Leave of Absence
 - Withdrawal from Bahrain Polytechnic
 - Attendance actions
 - Academic Progression
 - Cross institutional Enrolment

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulations

5. What is Expected:

Bahrain Polytechnic shall:

- Ensure that all enrolled students are given accurate and timely information and advise enabling them to maintain a valid enrolment by completing enrolment processes each semester or to have an approved Leave of Absence from study.
- Collect fees from students.
- Students academic progress towards their intended qualification will be assessed and reported each semester.
- Maintain accurate student records, including up-to-date personal information provided by students.

6. Key Dates

First Approved:	25 October 2010 by SMT
This Version Approved:	01 May 2014 by SMT, 10 December 2014 by BoT
Next Review Date:	4 years from this version approval date or as required

7. Links and Related Documents

Other relevant Bahrain Polytechnic Policies and Procedures.

All Bahrain Polytechnic Academic Policies and Procedures, particularly:

- A/AB/001 Programme Approval
- A/AB/004 Naming and Awarding Qualifications and Recognising Non-Academic Achievements
- A/AB/009 Student Rights and Responsibilities
- A/AB/010 Admission Policy
- A/AB/011 Regulations Governing Probation, Suspension And Cancellation / Refusal Of Enrolments
- A/AB/012 Credit Recognition
- A/AB/015 Timetabling
- A/AB/019 Recognition of Academic Excellence
- A/AB/026 At Risk Student Support
- A/AB/xxx Attendance
- Finance Management Policy

Related Procedures:

- A/AB/018.1 Enrolment Procedure
- A/AB/018.2 Leave of Absence or Withdrawal Procedure
- A/AB/018.3 Academic Progression Procedure
- A/AB/018.4 Cross Institutional Enrolment Procedure
- A/AB/018.5 Fee Payment Procedure