

Bahrain Polytechnic Quality Management System

Policy Section: Academic

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Policy: Enrolment and Academic Progression

Policy Reference: A-AB-018
Version: 5
Person Responsible: Director Registry

1. Policy Statement

Bahrain Polytechnic is committed to supporting its students to ensure they complete their study within the expected timeframe by agreeing to abide by the Polytechnic regulations, policies and procedures and related published requirements. Enrolled students are liable to 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

Term	Definition
Graduand	A student that is expected to graduate or has satisfied all programme requirements to graduate.
Enrolled Students	Students that are admitted to a programme and enrolled in courses after the last date of withdrawal with refund. Count of number of students enrolled in courses after the last date of withdrawal with refund.
Foundation student	A student who is enrolled in Bahrain Polytechnic's Foundation Programme
Undergraduate student	A student who enrolled in academic programme towards a Diploma, Associate Bachelor or Bachelor qualification
Postgraduate student	A student who has already received one degree and is studying for a more advanced qualification such as Post Graduate Certificates and Diplomas, or Masters
Competency student	A student who is enrolled in Competency graded Programme for which cGPA are not calculated
Equivalence Full Time Student (EFTS)	An EFTS measure attempts to standardise a student's actual course load against the normal course load. (OECD, 2003) Student enrolment as measured by the number of Equivalent Fulltime Students (EFTS). 1 EFTS = 120 credits enrolled

	EFTS for an academic year = $\frac{\text{Total credits attempted}}{120}$
Full-time Students	A student who enrolled and participated in courses of credit value totalling 50 credits or more for a semester. (Bahrain Polytechnic, 2010); Participated: Attended till after withdrawal without penalty date
Graduate	An active student is accorded Graduate status at the end of the semester that he/she is awarded a credential. A Graduate may apply for admission into another programme of study whereupon the status of his/her records would change to Active. Count number of students approved as meeting Graduate status, by qualification for each academic year.
Part-time Students	A student who enrolled and participated in courses of credit value totalling less than 50 credits for a semester.
Course	Also referred to as a unit, subject or module, it is the smallest component of tuition in which a student can normally be enrolled; it consists of defined learning outcomes and requirements and (if an assessed course), a credit value and level.
Attendance Rate	The overall percentage of students currently enrolled who attended scheduled sessions provided for a course in a semester
Grade Distribution	Count of grade description and percentage (after withdrawal date) that fall into each of the grade descriptions below. Grades defined in the Polytechnic's Grade Scheme found in Results and Reporting: A/AB/017 and summarised below
Graduate Pathways and Destinations	Graduate Pathways and Destinations are(QAAET): i. % proceeded to qualification related employment ii. % proceeded to other employment iii. % undertaken postgraduate study iv. % engaged in other types of activity % unknown first destination
List of Courses or Course Structure	The list of courses that specifically contribute to the programme* *While the Course Structure lists the courses directly associated with the programme, students may use courses from other programmes to meet their 'Elective' requirements
Retention Rate	The retention rate is a measure of the proportion of students who continue their studies after their first year Student Retention Rate (x)= (Active students(x)-New students(x))/ (Active students(x-1)-Graduated students(x-1)) ×100
Student Achievement Rate	The number of credits passed as a percentage of credits attempted (students still enrolled after withdrawal date) for each course, and for each programme.
Student Work Placement	A placement is formal allocation of a student into a workplace or on-campus agency/workplace by the Polytechnic's. Workplace Development Specialist or Faculty member. It is not considered as a job and will usually include workplace observation/assessment of student performance
Cross Institutional Enrolment	Cross Institutional Enrolment occurs when a Polytechnic student obtain permission to undertake study at another institution (enroll in two Higher Education Institute) to earn credit counted towards their

	qualification. The institution at which the student wish to enroll in to have subjects/units credited towards their qualification must be approved by the Higher Education Council at the Ministry of Education, Bahrain. The other institute is called 'host institution'.
Student Suspension	Student Suspension (also known as temporary exclusion) is a mandatory leave assigned to a student as a form of sanction/punishment that can last anywhere from one day to several weeks or semesters, during which time the student is not allowed to attend regular classes or using services or access campus.
Student Exclusion	Student Exclusion is permanently barring a student from enrolment at the institution.

3. Application

People:

- All students enrolled to any of Bahrain Polytechnic Programmes
- All Bahrain Polytechnic staff.

Processes:

- All enrolment processes including (but not limited to):
 - Course registration
 - Tuition fee payment
 - Leave of Absence and return to study
 - Withdrawal
 - Monitoring Academic standing
 - Cross institutional Enrolment
 - Cancelation of enrolment

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulations

5. What is Expected:

A student undertaking a program of study at Bahrain Polytechnic must be enrolled before commencing their program.

An enrolled student remains enrolled until:

- the student notifies the Polytechnic that they have withdrawn from the program, or is
- deemed to have withdrawn in accordance with policies, or
- the student is suspended from the Polytechnic, or
- the student has completed their program of study.

Bahrain Polytechnic shall:

- Ensure that all enrolled students are given accurate and timely information and advice enabling them to maintain a valid enrolment by completing enrolment processes each semester or to have an approved Leave of Absence from study.
- 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:	(1) 25 October 2010 by SMT, 01 May 2014 by SMT, <u>(3)</u> 10 December 2014 by BoT
This Version Approved:	14 December 2020 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:

- Programme Approval A-AB-001
- Naming and Awarding Qualifications A-AB-004
- Student Rights and Responsibilities A-AB-009
- Admission A-AB-010
- Credit Recognition and Exemptions A-AB-012
- Timetabling A-AB-015
- Recognition of Academic Excellence A-AB-019
- Student Support A-AB-026
- Student Attendance
- Finance Management
- Results and Reporting

Related Procedures:

- Procedure: Course Registration A-AB-018.01
- Procedure: Clearance Process A-AB-018.02
- Procedure: Monitoring Academic Standing A-AB-018.03
- Procedure: Cross-institutional Enrolment A-AB-018.04