

Bahrain Polytechnic Quality Management System

Policy Section: Corporate

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Student Rights and Responsibilities

Policy Reference: A/AB/009

Version: 3

Person Responsible: Deputy CEO: Academic Services

1. Policy Statement

Bahrain Polytechnic is committed to the welfare and achievement of all its students. To create and maintain the best possible teaching and learning environment, the Polytechnic endows students with certain rights and responsibilities as outlined in this policy.

- Students enrolled at Bahrain Polytechnic have the right to receive a quality education in an environment that is conducive to learning, and to be treated at all times with fairness and respect.
- Students are expected to respect and value the rights of others, behave in an acceptable manner and accept certain responsibilities.
- Rights, entitlements and responsibilities of students are outlined in the Professional Student Conduct Regulations.

2. Application

People:

- This policy applies to all students and staff at Bahrain Polytechnic.

Processes:

The Regulations for Professional Conduct Violations for Bahrain Polytechnic Students sets out the processes for:

- Professional Violations and Disciplinary Penalties
- Investigation & Discipline Committees
- The Authorities Entrusted to Execute Disciplinary Penalties
- General Provisions

3. External Requirements

This policy helps Bahrain Polytechnic meet the external requirements of:

- The Higher Education Council (HEC).
- The National Authority of Qualifications and Quality Assurance for Education and Training (QQA).

4. What is Expected:

- The rights, entitlements and responsibilities of students as specified in the Professional Student Conduct Regulations are implemented.
- The processes for dealing with conduct violations for Bahrain Polytechnic students as specified in the Professional Student Conduct Regulations are implemented.

5. Key Dates

First Approved: 31 Aug 2008

This Version Approved:

Next Review Date:

6. Links and Related Documents

- Professional Student Conduct Regulations
- Regulations for Professional Conduct Violations for Bahrain Polytechnic Students
- Academic Integrity and Honesty: A/AB/003
- Regulations Governing Probation, Suspension and Cancellation/Refusal of Enrolments: A/AB/011

Student Rights and Responsibilities

Procedure Reference: A/AB/009

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Person Responsible: Deputy CEO: Academic Services

7. Purpose

To ensure that students are aware of their rights, entitlements and responsibilities and the consequences of violations.

8. Related Policy

- Student Rights and Responsibilities A/AB/009

9. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Professional Student Conduct Regulations
- Regulations for Professional Conduct Violations for Bahrain Polytechnic Students

10. Procedures

- Specified in the Regulations for Professional Conduct Violations for Bahrain Polytechnic Students

11. Application

People:

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12.Key Dates

First Approved: 31 Aug 2008

This Version Approved: 30 December 2013

Next Review Date:



Bahrain Polytechnic

Professional Student Conduct Regulations

Introduction

Each society has its rules and regulations that govern relationships between individuals, by making everyone aware of their rights, so that they realise the responsibilities that they must adhere to. At Bahrain Polytechnic, students are given full rights from the moment they join, and correspondingly they have duties and responsibilities towards the Polytechnic which must be adhered to. It is out of these rights and duties that excellent conditions are created and an atmosphere of mutual respect is developed, which will assist both the students and the Polytechnic to succeed in its educational endeavors.

Rights:

Students have the right to:

- Enjoy the educational opportunities offered by the Polytechnic without any discrimination due to social status, gender, religion, creed, disability.
- Full access of the campus and to services and privileges offered by the Polytechnic.
- Freedom of expression and inquiry.
- Access to their own academic records.
- Privacy and protection of academic records and personal data.
- Knowing all requirements of the curriculum and the programme at the beginning of each semester.
- Be notified of any changes approved by any Polytechnic Committees or Boards which affect the above information.
- Have a study plan with clearly defined links between their constructive educational programmes, other sources of knowledge and their intended career path, in order to achieve harmony between the process of study and its objectives.
- Get academic results in a timely manner.
- Request and receive grades from academic staff in a timely manner.
- Peaceful assembly in accordance with the Polytechnic systems.
- Join student organisations, according to the regulations of student clubs and activities.
- Contribute to the events, activities and programs organized by the Polytechnic.
- Report, as soon as any problems occur, to the Directorate of Student Services who are empowered to investigate the incident or problem in a timely manner according to established Policy and Procedure.
- Raise concerns about any academic problem to the competent authorities at the Polytechnic, according to established Policy and procedure



Entitlements:

Students are entitled to the following:

- An environment conducive to teaching and learning and outstanding achievement within the campus
- A drug-and-alcohol-free Polytechnic environment and atmosphere
- The provision of accurate information about Polytechnic services, regulations, policies and procedures in published formats.
- The provision of accurate information on academic systems and academic programmes, the sequencing of courses, and graduation requirements.
- The provision of all information about financial assistance, and related systems.
- The provision of information on classes, programmes, courses, programme requirements all published in a clear, accurate and timely manner.
- Notification to students of any changes of programmes, and confidence that no detriment should occur to student as a result of this change.
- Flexibility in the Polytechnic systems and guidance for initial registration and related follow-up procedures e.g. add or delete programmes, withdrawal etc.
- Evaluate courses, programmes and services, so that the Polytechnic can take advantage of the positive aspects of continuous development.

Responsibilities:

The student commits to the following responsibilities:

- Respect for the Polytechnic and its members as an educational institution, in a way that reflects their sense of belonging.
- Commitment to success and academic excellence and to take advantage of both teaching and learning and student services activity opportunities provided by the Polytechnic
- To comply with Polytechnic rules, policies and regulations and to recognise the latest updates of each, as ignorance does not absolve a student of responsibility.
- To wear their student ID card at all times, to keep it well-maintained, and to show it upon request by Polytechnic officials.
- Commitment to providing correct information and data to the concerned authorities in Registry, Student Services, members of Faculties, and Polytechnic other staff.
- Commitment to a decent appearance, as per regulations and customs of the Polytechnic community.
- Commitment to decent behavior, and dealing with others in a civilized and appropriate manner, whether spoken or written,
- Commitment to avoiding any kind of abuse to anyone involved with the Polytechnic.



- Obligation to maintain buildings and property of the Polytechnic from any act of sabotage or theft.
- Completely abstain from alcohol and drugs or promoting them in any way, by word or action, on campus.
- Completely abstain from cigarette smoking in all buildings of the Polytechnic.
- To refrain from gambling in any place inside the campus.
- To avoid any behavior that might harm or adversely affect students enrolled at the Polytechnic, which in turn affects the task entrusted to the Polytechnic.
- Responsiveness and compliance with official instructions issued by the Polytechnic, which come from administrative officials during the performance of their duties at work.
- Not to carry any type of weapons that could result in harm to others, for example, firearms, knives of all kinds, explosives or any other tool that may be used as a weapon.
- Adherence to regulations and instructions of exam period, and not to be involved in any attempt to cheat.
- Adherence to regulations and instructions of the library, and full compliance with calm while in library, in order to benefit from services and information provided.
- Commitment to attending lectures as scheduled and without prejudice to its system
- To respect academic staff and lecturers.

Principles:

Bahrain Polytechnic commits to embodying the following principles in their institution and operations:

- Motivate young people to be proud of their Arab-Islamic identity, and invite them to work hard for the benefit and pride of their country and their nation.
- Cooperation with the appropriate authorities to raise awareness among Muslim youth and awaken deep love for homeland.
- Inculcate in young people a scientific approach through various events which assist them to stay away from extremist approaches.
- Activation of community service programmes through youth organizations because of their great importance in developing patriotism.
- Activation of programs that call for the love of science and culture, and invite educational institutions to inculcate this through their curriculum.
- Call for young people to be vigilant and beware of negative cultures that enemies of the nation may seek to disseminate through the media and other mediums
- Call for official authorities to care for the provision of rights of living and health and psychological care for young people, in addition to social security.



- Call for official and social authorities to take appropriate means to direct young people in the right direction in all areas.
- Provide opportunities for young people to express their opinion through appropriate methods selected by youth which are not inconsistent with public freedoms.
- Urge young people to be ambitious and develop future visions for their lives through programmes aimed at building the integrated personality.
- Call for the establishment of centers for creativity development and support of gifted people in the Kingdom, and this should receive full support from government institutions.
- Urge young people to be vital and active by engaging in various youth organizations.
- Invite young people to be positive and stay away from being marginal in order to add to our nation a meaningful contribution to building a civilization in history.
- Urge the youth to organize time and exploit the opportunities and create them and work to turn problems into opportunities.



Regulations for Professional Conduct Violations for Bahrain Polytechnic Students

Part One

Professional Violations and Disciplinary Penalties

Clause 1

The provisions of this Regulation shall be applied to all students registered at Bahrain Polytechnic.

Clause 2

It shall be considered a Professional Violation for any breach of Laws, Regulations, Resolutions, Codes of Conduct and Polytechnic traditions, and in particular:

- a. Acting contrary to the regulations of the Polytechnic or the department or the office or Polytechnic installations
- b. Deliberate abstention from attending lectures, interruption of study, or instigation thereof.
- c. Abstention, without justified reasons, to perform work, or any other academic activities which the Polytechnic Regulations determine to be promptly maintained.
- d. Cheating, or attempting to cheat, or assisting others during exams, researches, graduation projects, thesis, or disruption of Exams Regulations and the tranquility required therein.
- e. Violating the order required during lectures and other academic activities in the Polytechnic, or to any employees, or students.
- f. Any statement, or act committed by the student, offending honour, or dignity, or morals, or breaching excellence of conduct inside and outside the Polytechnic, in any occasion where the Polytechnic is taking part, or any activity conducted thereby, or while using the Polytechnic transportation.
- g. Any forgery committed by the student in the Polytechnic documents, or using of such documents.
- h. Any distribution of leaflets, or issuing of information, or collection of signatures or donations, without obtaining the prior licensing from the authority concerned at the Polytechnic, or any abuse of licensing granted to practice the above activities.
- i. Solicitation against legitimate institutions, or violating the national unity values.
- j. Solicitation for any organization inside the Polytechnic or participation therein, without prior licensing from the authorities concerned at the Polytechnic, or participating in any activity which violates the organizational rules in the Polytechnic.
- k. Non-compliance with proper appearance and acknowledged Polytechnic traditions.
- l. Damaging the Polytechnic's movable and immovable property, or misusing it.
- m. Conducting a strike inside the Polytechnic building or campus, or participating in protest marches without prior licensing from the authorities concerned at the Polytechnic.
- n. Causing any tumult within the Polytechnic campus.

Clause 3

The disciplinary penalties which may be imposed on the students are:

- a. Warning notice given verbally or in writing.
- b. Properly taking out the student from the lecture room/ auditorium.
- c. Evicting the student from the Polytechnic building, or denying their access.



- d. Depriving the student of utilizing the services of a Polytechnic facility or more, for the period specified in the conviction decision.
- e. Depriving the student from involvement in a student activity or more for the period specified in the conviction decision.
- f. Serving the student with a written Warning classed as First, Second and Third (Final).
- g. Subjecting the student to a fine for not less than the value of the objects which the student intentionally damaged.
- h. Deeming the student a "Fail" in an Examination or in a course or programme.
- i. Cancellation of the student's registration for a course or more in the Semester during which the violation incurred.
- j. Depriving the student temporarily or permanently from financial assistance.
- k. Stopping the student from study for a Semester or more, in conjunction with denying the student's recovery of study fees.
- l. Final dismissal from the Polytechnic.
- m. Cancellation of the resolution by which the degree was offered; a decision in this respect shall not be concluded unless cheating and forgery to obtain the certificate is proved.

Clause 4

Imposing one of the penalties mentioned in Clause 3 of this Regulation, shall not prevent instituting a penal law suit, where the violation committed formed one of the crimes stipulated in the penal law.

Clause 5

Combining two or more of the penalties stipulated in this Regulation for one violation is permitted. When imposed, the penalty should be proportionate with the degree and repetition of the violation.

Clause 6

The Conviction Decision issued shall be filed in the student's file held in Registry, and a copy of which shall be dispatched to each of the following:

- Chief Executive of the Polytechnic
- Director of Student Services
- Manager Student Affairs
- Dean of Faculty concerned
- Registrar
- Head of the Academic Department concerned
- Polytechnic Security (in case of penalties imposed according to paragraph (k) and (l) of Clause 3 of this Regulation)
- Student's natural guardian, if any
- The Student concerned
- The Student's guarantor, if any



Clause 7

If the student is cheating in a test, or in an examination, or in graduation projects, or attempting thereof or assisting therein, one of the following disciplinary penalties shall be imposed:

- a. The student shall be deemed Fail in the examination or the test during which the cheating occurred.
- b. The student registration for the course registered for that Semester shall be cancelled.
- c. The student shall be deprived from the registered course and study for the following Semester
- d. Finally discharging the student from the Polytechnic, a penalty which shall not be imposed, unless the student repeats the violation.

Part Two

Investigation & Discipline Committees

Clause 8

- a. The Dean in each Faculty shall form a Faculty Investigation Committee investigating professional violations committed by Faculty students within the Polytechnic buildings, or within its scope of specialisation, for a renewal of the with membership as follows:
 - Director Academic, Chair
 - Two staff from the Academic Faculty
 - One staff member with a law background
 - A representative of the Directorate of Student Services
- b. The Dean of the Faculty shall refer the professional violation to the Faculty Investigation Committee and the Committee shall conclude the investigation within one month from the date of referring the student thereto.
- c. At the commencement of the Academic Year, the Director of Student Services shall form a Student Services Investigation Committee for one renewable year , to investigate violations committed by students within the Polytechnic campus and outside the buildings, with membership as follows:
 - Manager Student Affairs
 - Staff member with a law background
 - Dean of Faculty
 - One specialist in Student Affairs
- d. The Committee shall conclude its investigation within one month from the date of referring the student thereto.
- e. Where the violation is committed by more than one student attached to different Faculties, the violation shall be referred to the Investigation Committee formed by the Director of Student Services, regardless of the place where the violation has been committed.

Clause 9

- a. The Chief Executive Officer shall at the commencement of the academic year, form a Student Discipline Committee, for one renewable year, with membership as follows:
 - Director of Student Services, Chair
 - Two Deans
 - Member of Academic Staff
 - Employee of Student Services Directorate, as Reporter



- b. Violations should be dealt with within one month from the date of referring the violation to the Student Discipline Committee from the Investigation Committees as stipulated in Clause 8; however, if more investigation is required, this period may be extended for no more than two months.

Clause 10

If the specific period for any of the Investigation or the Discipline Committee expires, without a new formation of each Committee, the existing committees shall continue practicing their authority until new committees are formed to replace the existing committees within one Academic Semester from the date of their expiry.

In this respect, the Director Student Services shall be responsible for the process of coordinating the formation of these committees in consultation with the Chief Executive of the Polytechnic.

Clause 11

The Disciplinary decisions of the Discipline Committee shall be final, except the penalties stipulated in items (k), (l) and (m) of Clause 3 of this Regulation, where the student shall be entitled to appeal against the decision taken. The appeal must be made in writing within 15 days from the date on which the student was notified of that decision; the Chief Executive Officer may order a re-investigation, or to approve the decision taken, amend it or abrogate it.

Clause 12

- a. No discipline penalty shall be applied to the violating student unless an investigation with him/her has been conducted, except for the penalties stipulated in items (a), (b) and (c) of Clause 3 of this regulation, unless the Dean of the Faculty or the Director of Student Services, was of the opinion to conduct such an investigation into the violation; and the Investigation Committee shall hear the violator, ensure his/her defence, and incorporate that in writing. The minutes of the investigation and conclusion thereof and the penalty, recommended by the Committee shall be submitted to the authority entrusted with the execution of the penalty.
- b. If the violating student is summoned to appear in front of the Investigation Committee, but fails to do so without justified reason, then he/she shall be re-summoned in writing. If he/she again fails to do so, the investigation shall be conducted without hearing him/her. The disciplinary penalty shall be taken in absentia and notified to the student, who is entitled to appeal against such a decision within one week of being notified to the student or his guardian, through a petition made to the Chief Executive of the Polytechnic. The Chief Executive of the Polytechnic may order a re-investigation, or approve the decision made by the Committee, or amend such a decision, or abrogate it.



Part Three

The Authorities Entrusted to Execute Disciplinary Penalties

Clause 13

Those competent to execute Disciplinary Penalties on Students are specified in the following:

- a. A member of the academic staff shall be entitled to execute the penalties stipulated in terms (a) and (b) of Clause 3 of this Regulation, provided that depriving the student from attending the lectures, or evicting him/her, shall not result in depriving him/her the opportunity to sit the exam, unless approved by the Dean concerned.
- b. The Dean concerned, and the Director of Student Services, are entitled to execute the penalties stipulated in items (a), (b), (c), (d), (e), (f), (g) and (h) of Clause 3 of this Regulation, according to the recommendation made by the Investigation Committee at the Faculty or the Director of Student Services.
- c. The authority concerned, or the Director of Student Services, is entitled to execute the penalty stipulated in items (a) and (c) of Clause 3 of this Regulation.
- d. The Discipline Committee is entitled to execute any of the penalties stipulated in Clause 3 of this Regulation as it may consider appropriate in respect of the violation committed, and according to the recommendation of the Investigation Committee in the Faculty or in Student Services.

Clause 14

The Chief Executive of the Polytechnic is entitled to assume the authorities of the Discipline Committee in cases of disturbance or violating the order of security in the Polytechnic which leads to irregularity of studies therein, or where a case of threat occurs which requires a prompt action. The decision taken by the Chief Executive in this case shall not be final, unless approved by the Board of Trustees.

Part Four

General Provisions

Clause 15

No student alleges that he/she is unaware of the Regulations, Rules and Polytechnic Instructions once published in the Student Handbook, posted electronically or displayed on notice-boards.

Clause 16

The Chief Executive may reconsider the decision taken in respect of final dismissal after the lapse of one year from the date of its issuance.

Clause 17

The Board of Trustees is the competent authority to interpret this Regulation.

Clause 18

The Board of Trustees may determine in those cases where no stipulation in this Regulation has been made.