



بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 1, 2020 - 2021

إرشادات التسجيل

للفصل الدراسي الاول من السنة الأكاديمية

2021 – 2020

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Disclaimer: All information is correct at the time of publishing. Changes may be made to the information, scheduled classes or tutors as requested by Faculty or due to other constraints.

تنويه: تعتبر جميع المعلومات صحيحة حتى وقت النشر. قد تطرأ تغييرات على المعلومات المطروحة، أو على المقررات أو المدرسين إذا ما طلبت الكلية هذا التغيير أو بسبب أي ظروف أخرى.



<p>Registration and payment process</p> <p>All students MUST register for courses and pay fees OR apply for a Leave of Absence before the end of week 1.</p> <p>Please see the Academic Calendar on the Website for all key dates.</p> <p>Based on HEC instructions, the student is not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.</p>	<p>إجراءات التسجيل ودفع الرسوم الدراسية</p> <p>على جميع الطلبة تسجيل المقررات الدراسية ودفع الرسوم الدراسية أو التقدم بطلب تأجيل الدراسة لمدة فصل أو فصلين دراسيين قبل نهاية الأسبوع الأول من بدأ الدراسة.</p> <p>الرجاء الاطلاع على التقويم الأكاديمي في الموقع الإلكتروني</p> <p>طبقاً لتعليمات مجلس التعليم العالي فإنه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين أو أكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية أخرى.</p>
<p>Foundation students</p> <p>All foundation students will have their courses registered by the Enrolment department in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 10th September 2020.</p> <p>Apply to change - add or drop courses using the online "Add & Drop form" to be approved by the Programme Manager and process by Registry.</p> <p>ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).</p>	<p>طلبة التمهيدي</p> <p>سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية SSB في 10 سبتمبر 2020.</p> <p>في حالة الرغبة في حذف أو إضافة مقررات دراسية، على الطلبة استكمال الاستمارة الخاصة بالحذف أو الإضافة الإلكترونيّة والحصول على موافقة مدينية من قبل مدير البرنامج، حتى يتم استكمالها من قبل قسم التسجيل.</p> <p>على جميع الطلبة التأكد من مبلغ الرسوم الدراسية من خلال نظام الخدمة الذاتية SSB، ومن ثم دفع الرسوم المستحقة (كما هو مبين بالتفصيل في فقرة الرسوم).</p>
<p>Degree students</p> <p>Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends 17th September 2020.</p> <ol style="list-style-type: none"> 1. Check the list of courses you should register in (from page 13) and/or see your Academic Advisor. 2. Check the Class Schedule on Self Service Banner (SSB) from 3rd September 2020 <ul style="list-style-type: none"> • Choose more than one option (CRN). 3. Plan your timetable using the table on page 21. 4. Check your account balance on SSB and pay fees (see Fee payment below). Fees are due on 23 September 2020. Enrolled courses will be dropped due to unpaid fees on time. 	<p>طلبة برامج البكالوريوس</p> <p>على جميع طلبة برامج البكالوريوس تسجيل المقررات ذاتياً عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول أدناه) وينتهي بتاريخ 17 سبتمبر 2020.</p> <ol style="list-style-type: none"> 1. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الأكاديمي. 2. التحقق من أوقات المقررات الدراسية عن طريق Class Schedule عبر برنامج الخدمة الذاتية SSB اعتباراً من 3 سبتمبر 2020. <ul style="list-style-type: none"> - اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. 3. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. 4. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية SSB (كما هو مبين في فقرة الرسوم). آخر يوم لدفع الرسوم الدراسية بتاريخ 23 سبتمبر 2020. سيتم حذف المواد المسجلة في حالة عدم الدفع.



<p>Registering for more than 65 credits</p> <p>All students can register up to 65 Credits if they are not on Probation.</p> <p>Students can register up to 75 Credits IF:</p> <ul style="list-style-type: none"> • their programme structure requires it; • they have a CGPA of 3 or higher, OR • are eligible to graduate in that semester. <p>You must submit complete "Application to Increase Semester Credits" online form at least one full working day prior to your Programmes registration release date and time to be processed. Late applications will be processed. No guarantee of a place in any class is given.</p>	<p>تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي</p> <p>يمكن للطلبة المنتظمين في بوليتكنك البحرين 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي.</p> <p>يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة:</p> <ul style="list-style-type: none"> • إذا كانت من متطلبات انتهاء البرنامج. • أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر • أن يكون مسجلاً في آخر فصل للتخرج. <p>يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" الإلكترونية قبل يوم عمل واحد على الأقل من بدء التسجيل الخاص بالبرنامج. ستتم زيادة عدد الساعات إذا تمت الموافقة، في حين لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخراً.</p>
<p>Registration Notes</p> <ul style="list-style-type: none"> • Programme Managers or Head of School advise if the tutors name is entered in Banner or not. • Changes may be made to class timing and tutor as required by Faculty. • Registration in a class is based on the class capacity. Seats are limited, see SSB. • Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement. 	<p>ملاحظات</p> <ul style="list-style-type: none"> - مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه. - التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية. - التسجيل في المجموعات الدراسية بناءً على قدرة الاستيعاب في الفصل الدراسي. عدد المقاعد محدودة (انظر SSB). - تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.
<p>Fee Payment</p> <p>Online Payment</p> <p>Students can pay their fees online starting from:</p> <ul style="list-style-type: none"> • Online payment will be open from 8 September at 9am until 2pm on 23 September. • ALL fees must be paid in full before 23 September 2020. • From 24 September 2020, any unpaid course fees will result in the course registration being dropped. 	<p>دفع الرسوم الدراسية</p> <p>دفع الرسوم إلكترونياً</p> <p>بإمكان الطلبة دفع الرسوم الدراسية إلكترونياً بدا من:</p> <ul style="list-style-type: none"> - تاريخ 8 سبتمبر الساعة 9 صباحاً إلى 2 ظهراً بتاريخ 23 سبتمبر. - يجب دفع الرسوم بالكامل قبل تاريخ 23 سبتمبر 2020. - اعتباراً من تاريخ 24 سبتمبر 2020، سيتم حذف المقررات المسجلة للطلبة الذين لم يستكملوا إجراءات الدفع.
<p>Scholarship students repeating courses are required to pay for those courses before the closing date.</p> <p>See Scholarships Coordinator Heyam Juma in 8.07 for more information.</p>	<p>على طلبة البعثات دفع رسوم المقررات الدراسية التي رسبوا فيها قبل التاريخ المحدد للدفع.</p> <p>لمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح هيام جمعة في مبنى / مكتب 8.07</p>
<p>For help or advise about fees</p> <p>See the Student Services in building 19 (office number 19.126 or 19.128) or sending email to Abdulaziz.Muraghi@polytechnic.bh if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given.</p>	<p>لطلب المساعدة أو النصيحة لدفع الرسوم</p> <p>على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية في مبنى رقم 19 (رقم المكتب 19.126 أو 19.128) أو إرسال إيميل إلى Abdulaziz.Muraghi@polytechnic.bh في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع.</p>

Fee exemption Applications for fee exemption starting Semester 2, 2020-2021 will be announced during month of October. Please see the scholarships coordinator in room 8.07 for any further information.	الإعفاء من الرسوم الدراسية خلال شهر أكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الثاني 2021-2020 شهر أكتوبر. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07
Student Information Centre	مركز معلومات الطلبة
Working Hours: 9am to 2pm Email for inquiries: Registration@polytechnic.bh Contact numbers: 17897471 – 17897472	ساعات العمل: من 9 صباحاً حتى 2 ظهراً للاستفسار عبر البريد الإلكتروني: Registration@polytechnic.bh ارقام الاتصال: 17897471 – 17897472
ICT Services	خدمات تكنولوجيا المعلومات والاتصالات
For any technical issues in SSB, Moodle or Polytechnic email Email: ICT.Services@polytechnic.bh Contact numbers: 17897111	للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الإلكتروني الرجاء التواصل على البريد الإلكتروني: ICT.Services@polytechnic.bh ارقام الاتصال: 17897111

Online Registration Starts (by programme) التسجيل بحسب التخصص

Programme التخصص	Students الطلبة	Registration opens بدأ التسجيل
Web Media and Visual Design	All students	Sunday, 6 September 2020 at 9.00am
ICT	Working Students	Sunday, 6 September 2020 at 10.00am
	Students with long term illness	Sunday, 6 September 2020 at 10.00am
	Earned Credits 200 and more	Sunday, 6 September 2020 at 12.00pm
	All students	Sunday, 6 September 2020 at 2.00pm
Business	Working Students	Sunday, 6 September 2020 at 10.00am
	Students with long term illness	Sunday, 6 September 2020 at 10.00am
	Earned Credits 345 to 540	Monday, 7 September 2020 at 9.00am
	Earned Credits 300 to 340	Monday, 7 September 2020 at 10.00am
	Earned Credits 220 to 295	Monday, 7 September 2020 at 11.00am
	Earned Credits 110 to 215	Monday, 7 September 2020 at 12.00pm
Logistics	Earned Credits 0 to 105	Monday, 7 September 2020 at 1.00pm
	Working Students	Sunday, 6 September 2020 at 10.00am
	Students with long term illness	Sunday, 6 September 2020 at 10.00am
	Earned Credits 360 and more	Tuesday, 8 September 2020 at 9.00am
	Earned Credits 245 and more	Tuesday, 8 September 2020 at 10.00am
	Earned Credits 120 and more	Tuesday, 8 September 2020 at 11.00am
Engineering	Earned Credits 45 and more	Tuesday, 8 September 2020 at 12.00pm
	All students	Tuesday, 8 September 2020 at 1.00pm
	Working Students	Sunday, 6 September 2020 at 10.00am
	Students with long term illness	Sunday, 6 September 2020 at 10.00am
	Earned Credits 360 and more	Wednesday, 9 September 2020 at 9.00am
	Earned Credits 245 and more	Wednesday, 9 September 2020 at 10.00am
Electives & National Requirements	Earned Credits 120 and more	Wednesday, 9 September 2020 at 11.00am
	Earned Credits 45 and more	Wednesday, 9 September 2020 at 12.00pm
	All students	Wednesday, 9 September 2020 at 1.00pm
	Earned Credits 300 and more	Wednesday, 9 September 2020 at 10.00am Note: Online Registration will be close for all programmes from 9.30 to 9.59 pm
For Help!		Thursday, 10 September 2020 at 10.00pm Note: Online Registration will be close for all programmes from 9.30 to 9.59 pm

For Help!

- See your Academic Advisor.
- General enquires about registration, please contact Registry from 9am to 2pm through:
Email: Registration@polytechnic.bh
Contact numbers: 17897471 – 17897472
- Help is available by BPSC
<https://nmohammed116.wixsite.com/bpscsupport>

للمساعدة

- الرجاء مراجعة المرشد الأكاديمي.
- للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة إدارة القبول والتسجيل من الساعة 9 صباحاً حتى 2 ظهراً عبر:
البريد الإلكتروني: Registration@polytechnic.bh
أرقام الاتصال: 17897471 – 17897472
- للمساعدة يمكنك التواصل مع مجلس الطلبة عبر
<https://nmohammed116.wixsite.com/bpscsupport>



Academic Advising			الإرشاد الأكاديمي		
Academic Advising is available for all students to discuss their progress and courses to enrol in. Students with any questions, those who <u>failed courses</u> , those allowed to continue on Academic Probation and for those who are expected to graduate must meet their Academic Advisors as below. Note: Please email your Academic Advisors below for an appointment.			الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها. كما أنه بإمكان الطلبة مراجعة مرشدهم الأكاديمي في حال لديهم أي استفسار عن الرسوب في مقرر دراسي، أو الفصل والسماح للطلاب بفرصة أخرى لاستكمال الدراسة، أو في حالة توقع تخرج الطالب لمعرفة المواد التي يجب عليه استكمالها. ملاحظة: يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.		
Faculty/Programme	Major	Date	Time	Location	Academic Advisors
Business	Year 1 & 2	03 Sep 04 Sep 05 Sep 08 Sep	By request for a meeting through email	20.102 20.107	Eman Askar Fahdia Khalid
	ACCT BBS8040	03 Sep 04 Sep 05 Sep 08 Sep		20.103 20.101 20.115 20.103	Najla Srouf Sana Al Amri Kubra Edhrabooh Qasim Albaqali
	BAFI BBS8030	03 Sep 04 Sep 05 Sep 08 Sep		20.112 20.116	Wafa Salman Dr Ghassan Alsoud
	MKTG BBS8010	03 Sep 04 Sep 05 Sep 08 Sep		20.110 29.110 20.104 20.104 20.110	Philip Cragg Amir Zaidan Darren Morris Dr Philippe Vande Wiele Tijjay Mitchell
	MNGT BBS8020	03 Sep 04 Sep 05 Sep 08 Sep		20.102 20.116 20.108	Shaima Aqeel Anupam Shailaj Sinead Moriarty
	HRM BBS8070	03 Sep 04 Sep 05 Sep 08 Sep		20.105	Dr Namrata Gulati
	Double Major BBS8090	03 Sep 04 Sep 05 Sep 08 Sep		Relevant Major Advisers listed above	
EDICT	Web Media	03 Sep	9am-10am	36.207	Dr. Owen Gallagher
EDICT	Visual Design	03 Sep	11am	36.221	Ruqaya Ahmed
EDICT IT	Year 1 & 2	1-2 Sep	9am-3pm	26.101	All PMs
	DASY	1-2 Sep	9am-3pm	26.101	Ancy Cheriyan
	MNIS	1-2 Sep	9am-3pm	26.101	Alan Oxley
	NETW	1-2 Sep	9am-3pm	26.101	Omar Fayyad
	PROG	1-2 Sep	9am-3pm	26.101	Osama AlAbedallat

Study Plan: Degree courses by Programme for Semester 1, 2020-2021

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2020
2021

Notes:

The following information was provided by Faculty. If you have any questions, please see your Programme Manager or Academic Advisor.

If you failed courses last semester, see your Academic Advisor before you register for any courses.

Pre-requisites for some courses have been changed; check **Class Schedule** in SSB for more details.

*Linked courses - you must follow the instructions on SSB

Logistic Study Plan

Bachelor of International Logistics Management (IL701 & ILM8000)	
Year 1 - Recommended Courses	
TL6000	International Transport Geography
TL6001*	Freight & Warehouse Operations
TL6300*	Managing in the T&L Environment
TL6302*	Intro to Supply Chains & Procurement
TL6303	Humanitarian Aid & Disaster Logistics
BU6010	Management Information Systems
EL5001	Introduction to English Communication **MUST TAKE IN SEMESTER 1 YEAR 1**
-	Elective courses
-	National Requirement courses
Year 2 & 3 - Recommended Courses	
TL7301**	Inventory & Warehouse Management
TL7300**	Passenger Transport Management
TL7202*	Maritime Shipping Systems and Practices
TL7003**	Logistics Operations Management
TL7201*	International Air Cargo
TL7303*	Urban Public Transport
TL7302**	Strategic Supply Chains and Retail Logistics
TL8302*	Supply Chains & Risk Management
BU6005	Intro to Accounting
EL6003*	English Skills A **MUST TAKE IN SEMESTER 1 YEAR 2**
EL6402*	English - Research Skills
-	Elective courses
-	National Requirement courses
Year 4 - Recommended Courses	
TL7009*	Research Methods for Transport and Logistics
TL8002*	Transport and Energy
TL8003*	Transport and Communication
TL8501*	Industry-Based Project
-	Elective courses
-	National Requirement courses
Important: Pre-requisites apply for courses marked with *, check SSB for details Courses mark with an * contain an <u>external</u> exam (or exams)	

Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

Year 1 Registration

Students should choose **one** only of the below streams for the registration. **You should not mix classes from different streams** as in that case you will be dropped from all registered courses.

Stream 1	Stream 2
IT6001.001 IT6004.001 IT6010.001 EL5005.003 OR EL5006.003	IT6001.002 IT6004.002 IT6010.001 EL5005.003 OR EL5006.003
Stream 3	Stream 4
IT6001.003 IT6004.003 IT6010.002 EL5005.004 OR EL5006.003	IT6001.004 IT6004.004 IT6010.001 EL5005.003 OR EL5006.003
Stream 5	Stream 6
IT6001.005 IT6004.005 IT6010.001 EL5005.003 OR EL5006.004	IT6001.006 IT6004.006 IT6010.002 EL5005.004 OR EL5006.003

Year 2 Registration

Students should choose **one** only of the below streams for the registration. **You should not mix classes from different streams** as in that case you will be dropped from all registered courses.

Stream 1	Stream 2
IT7001.001 IT6012.001 IT6011.001 EL6001.006 OR EL6001.005	IT7001.002 IT6012.002 IT6011.002 EL6001.007
Stream 3	Stream 4
IT7001.003 IT6012.003 IT6011.003 EL6001.008	IT7001.004 IT6012.004 IT6011.004 EL6001.006
Stream 5	Stream 6
IT7001.005 IT6012.005 IT6011.005 EL6001.007	IT7001.006 IT6012.006 IT6011.006 EL6001.008

Year 3 Registration

Students should choose **first the courses of their major** and then consider the remaining Year 3 ICT courses for electives. The schedule has been created to (as much as possible) avoid overlap of Y3 courses timings to allow Y3 students access to ICT electives.

IT Study Plan

Bachelor of Information and Communications Technology (IT701 & ICT8000)			
Year 1 - Semester 1			
IT6001	Computer Systems		
IT6004	Unix Systems		
IT6010	Maths for Computing		
EL5005	Reading and Writing for EDICT		
EL5006	Speaking and Listening for EDICT		
Year 2 - Semester 1			
IT7001	Systems Analysis and Design 1	IT6012	Web Fundamentals
IT6011	Introduction to Information Security	EL6001	English for EDICT 3
Year 3 - Semester 1			
IT8108	Mobile programming		
IT7006	Object Oriented Design		
IT8202	Infrastructure for eCommerce		
IT8203	System Administration		
IT8303	Networking 3		
IT7301	Ethical Hacking		
IT8406	Database Administration		
IT7405	Web Development for NRDB		
Year 4 – Semester 1		Year 4 – Semester 2	
IT7099*	IT Project supervision	IT8199*	Cooperative Learning Project (Programming)
IT7099*	Project management workshop	IT8299*	Cooperative Learning Project (MIS)
IT7099*	Technical Writing workshop	IT8399*	Cooperative Learning Project (Networking)
IT7099*	Communication workshop	IT8499*	Cooperative Learning Project (Database)
Important: Pre-requisites apply for courses marked with *, check SSB for details			

Visual Design Study Plan

Bachelor of Visual Design (BD701 & DES8000)			
Year 1 - Semester 1		Year 2 - Semester 1	
VC6100	Visual Design I: Colour Theory and Design Theories & Methods	VC7200	Visual Design III: Advanced Typography
VC6102	Computer Practical I: Design Principles	VC7202	Computer Practical III: Graphic Design & Online Media
VC6104	Historical Studies in Design	VC6902	Video
EL5005 or EL5006	Reading and Writing English for EDICT or Speaking and Listening English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		Year 4 - Semester 1	
VC7910	The Power of Advertising	VC8303	Internship
Studio Options			
VC7904	Publication Design	VC7908	Package Design
VC6911	Poster Design		

Business Study Plan

BS8010 Bachelor of Business (Marketing)					
Year 1 - Semester 1 & Semester 2					
Course Code	Previous Code	Course Name	Course Code		
Select 3 courses only	BU6001	BSB5001	Introduction to Marketing		
	BU6004	BSB5004	Introduction to Management		
	BU6005	BSB5005	Introduction to Accounting		
	BU6006	BSB5006	Quantitative Business Methods		
	BU6007	BSB5007	Introduction to Economics		
	BU6008	BSB5008	Applied Communication		
	BU6010	BSB5010	Management Information Systems		
EL5001		ELB4902	Introduction to English Communication (for BBUS & BILM)		
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
EL6003*	ELB5901	English Skills A (for BBUS & BILM)	BU7003	BSB6003	Business Law
NRCs/Elect		National Requirements/ Elective	EL6004*	ELB5902	English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7101*	BSB6101	Integrated Marketing Communication	BU6012	BSB5012	Project Management
BU7102*	BSB6102	Digital Marketing	BU7100		Courses not offered in Semester 1.
BU7103*	BSB6103	Market Research	BU7104		
Elective		15 credits elective	BU8104		
Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU8101*	BSB7101	Marketing Management	BU8199 *	BSB7199	Industry Project: Marketing
BU8102*	BSB7102	Marketing Planning			
BU8199*	BSB7199	Industry Project: Marketing			
BU8105					
Elective		15 credits elective			
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					

BS701 Bachelor of Business (Management)

Year 1 - Semester 1 & Semester 2

Select 3 courses only	Previous Code	Course Name	Course Code
	BU6001	<i>BSB5001</i>	Introduction to Marketing
	BU6004	<i>BSB5004</i>	Introduction to Management
	BU6005	<i>BSB5005</i>	Introduction to Accounting
	BU6006	<i>BSB5006</i>	Quantitative Business Methods
	BU6007	<i>BSB5007</i>	Introduction to Economics
	BU6008	<i>BSB5008</i>	Applied Communication
	BU6010	<i>BSB5010</i>	Management Information Systems
EL5001		<i>ELB4902</i>	Introduction to English Communication (for BBUS & BILM)

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	<i>BSB5009</i>	Introduction to Finance	BU6011	<i>BSB5011</i>	Business Research Methods
BU6010	<i>BSB5010</i>	Management Information Systems	BU7002*	<i>BSB6002</i>	Human Resource Management
EL6003*	<i>ELB5901</i>	English Skills A (for BBUS & BILM)	BU7003	<i>BSB6003</i>	Business Law
NRCs/Elect		National Requirements/ Elective	EL6004*	<i>ELB5902</i>	English Skills B

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7200*	<i>BSB6200</i>	Advanced Supervisory Management	BU6012	<i>BSB5012</i>	Project Management
BU7201*	<i>BSB6201</i>	Operations Management	BU7202*	<i>BSB6202</i>	Organisational Behaviour
Elective		15 credits elective	BU8200*	<i>BSB7200</i>	International Business
Elective		15 credits elective	Elective		15 credits elective

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7203*	<i>BSB6203</i>	Leadership	BU8099*	<i>BSB7099</i>	Industry Project
BU8202*	<i>BSB7202</i>	Strategic Management			
BU8203*	<i>BSB7203</i>	Enterprise Development			
Elective		15 credits elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
 Course code with ** Workshop and seminar must enrol in both.

BS701 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1 & Semester 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	BSB5001	Introduction to Marketing
	BU6004	BSB5004	Introduction to Management
	BU6005	BSB5005	Introduction to Accounting
	BU6006	BSB5006	Quantitative Business Methods
	BU6007	BSB5007	Introduction to Economics
	BU6008	BSB5008	Applied Communication
	BU6010	BSB5010	Management Information Systems
EL5001		ELB4902	Introduction to English Communication (for BUS & BILM)

Year 2 - Semester 1

Year 2 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
EL6901*	ELB5901	English for Specific Purposes 3 (for BUS & BILM)	BU7003	BSB6003	Business Law
NRCs/Elect		National Requirements/ Elective	EL6004*	BSB5011	English Skills B

Year 3 - Semester 1

Year 3 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7300	BSB6300	Corporate Finance	BU6012	BSB5012	Project Management
Or	BU7302	Investment and portfolio management	Or	BU7302	Investment and portfolio management
	BU7303	Islamic Finance I		BU8301*	Derivatives & Alternative Investments
	BU7400*	Financial Accounting II		BU8300*	Financial Risk Management
Elective		15 credits elective	Elective		15 credits elective

Year 4 - Semester 1

Year 4 - Semester 2

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400*	BSB6005	Financial Accounting II	BU8099*	BSB7099	Industry Project
BU7302	BSB6302	Investment & Portfolio Management			
BU7303	BSB6303	Islamic Finance I			
BU8301*	BSB7301	Derivatives & Alternative Investments			
BU8300*	BSB7300	Financial Risk Management			
BU8305*		Behavioural Finance			
Elective		15 credits elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
 Course code with ** Workshop and seminar must enrol in both.

BBS8040 Bachelor of Business (Accounting)					
Year 1 - Semester 1 & Semester 2					
Select 3 courses only	Course Code	Previous Code	Course Name		
	BU6001	BSB5001	Introduction to Marketing		
	BU6004	BSB5004	Introduction to Management		
	BU6005	BSB5005	Introduction to Accounting		
	BU6006	BSB5006	Quantitative Business Methods		
	BU6007	BSB5007	Introduction to Economics		
	BU6008	BSB5008	Applied Communication		
	BU6010	BSB5010	Management Information Systems		
EL5001		ELB4902	Introduction to English Communication (for BUS & BILM)		
Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002 *	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003 *		English Skills A	EL6004 *		English Skills B
Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7400 *	BSB6400	Financial Accounting	BU6012	BSB5012	Project Management
BU7402 *	BSB6402	Accounting Systems	BU7401 *	BSB6403	Management Accounting
BU7403 *		Cost Accounting	BU8402 *	BSB7402	Financial Reporting
Elective			Elective		15 credits elective
Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU8403 *		Financial Management	BU8099 *	BSB7099	Industry Project
BU8400 *	BSB7400	Auditing			
Elective		15 credits elective			
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar must enrol in both.					

BBS8050 Bachelor of Business (HRM)

Year 1 - Semester 1 & Semester 2

Select 3 courses only	Course Code	Previous Code	Course Name
	BU6001	BSB5001	Introduction to Marketing
	BU6004	BSB5004	Introduction to Management
	BU6005	BSB5005	Introduction to Accounting
	BU6006	BSB5006	Quantitative Business Methods
	BU6007	BSB5007	Introduction to Economics
	BU6008	BSB5008	Applied Communication B
	BU6010	BSB5010	Management Information Systems
EL5001		ELB4902	Introduction to English Communication (for BUS & BILM)

Year 2 - Semester 1

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU6009	BSB5009	Introduction to Finance	BU6011	BSB5011	Business Research Methods
BU6010	BSB5010	Management Information Systems	BU7002*	BSB6002	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	BSB6003	Business Law
EL6003*		English Skills A	EL6004*		English Skills B

Year 3 - Semester 1

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7203*	BSB6203	Leadership	BU6012	BSB5012	Project Management
BU7700*		Resourcing & Talent Management	BU8703*		Performance Management Systems
BU7701*		Employee Relations	BU8700*		Learning and Talent Development
Elective		15 credits elective	Elective		15 credits elective

Year 4 - Semester 1

Course Code	Previous Code	Course Name	Course Code	Previous Code	Course Name
BU7702*		International HRM	BU8099	BSB7099	Industry Project
BU8701*		Strategic HRM			
BU8702*		Rewards & Compensation			
Elective					

Important: Pre-requisites apply for courses marked with *, check SSB for details
 Course code with ** Workshop and seminar must enrol in both.

Engineering Study Plan

Bachelor of Engineering Technology (ENT8000)		
Year 1 - Semester 1		
EL5005 Or EL5006	Reading and Writing English for EDICT Or Speaking and Listening English for EDICT	
EN6907	Mathematics for Engineers 1	
EN6990	Engineering Practice	
EN6000	Electrical Fundamentals	
EN6903	Mechanical fundamentals	
EN6010	Engineering Computing Fundamentals	
EN6914	Mathematics for Engineers 2	
Year 1 in Engineering is a common year between Mechanical, Electronics and Electrical Engineering. All engineering students must undertake all courses in their first year of study.		
Year 1 Semester 1: students are required to enrol in 60 credits per semester:		
<ul style="list-style-type: none"> - English: ALL Students are required to enrol in EL5005 or EL5006 (Unless exempt by English department), repeating students must get advise from English department. - ALL students are required to enrol in EN6907 - Students can choose to enrol in EN6990 or EN6903 in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester. - Students can choose to enrol in EN6000 or EN6010 in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester. - Repeating students MUST give priority to enrol in failed courses. 		
e.g. if a student enrolls in EN6990 in semester 1, the same student will enrol in EN6903 in semester 2, and the student who enrolls in EN6903 in semester 1, will enrol in EN6990 in semester 2.		
Year 2 - Semester 1		Year 2 - Semester 2
EL6001	English for EDICT 3	Not offered
	Choose 3 courses from your Major	
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)
EN6904	Engineering Graphics	Not offered
EN7917	Fluid Mechanics	
EN6902	Engineering Mechanics 2	
Electronics and Electrical Major (ENT8031, EN8040)		Electronics Major (ENT8030)
EN6001	Engineering Computing	Not offered
EN6060	Analogue Electronics	
EN6080	Alternating Current (AC) Circuit Theory	
Year 3 - Semester 1		Year 3 - Semester 2
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)
EN7920	Mechanical Project	Not offered
EN8921	Project Management, Quality and Reliability Engineering	
Electronics Major (ENT8031)		Electronics Major (ENT8030)
EN8007	Electronics Circuits Design	Not offered
EN7060	Telecommunication systems	
EN7032	Embedded Systems	
EN7000	Applied Signals and Systems	
Electrical Major (ENT8040)		Electronics Major (ENT8030)
EN8007	Electronics Circuits Design	Not offered
EN8151	Low voltage electrical systems	

Year 4 - Semester 1		Year 4 - Semester 2	
Mechanical Major (ENT8020)		Mechanical Major (ENT8020)	
EN8905	Energy, Environment and Sustainability	EN8914	Co-operative Learning Project (Mechanical Engineering)
EN8906	Vibration, Noise and Mechanics of Machines	EN8911	Engineering Research Project
EN8908	Manufacturing Processes	EN8003	Co-operative Learning Project (Mechanical Engineering)
EN8913	Project Proposal	EN8998	Engineering Research Project
Electronics and Electrical Major (ENT8030 and EN8040)		Electronics Major (ENT8030)	
EN8231	Control Systems Design	EN8904	Co-operative Learning Project (Electronic Engineering)

Common First Year in Engineering

طلبة الهندسة سنة أولى

Year 1 in Engineering is a common year between Mechanical, Electronics and Electrical Engineering. All engineering students must undertake all courses.

For Foundation students: students coming to Engineering degree in semester 1 from foundation:

- 1- Students are strongly advised to give priority to enrol in Mathematics for Engineers 1 (EN6907).
- 2- Students are strongly advised to give priority to enrol in English courses of the first year.
- 3- Students are eligible to enrol in year one courses depending on a available capacity in each class.
- 4- Students are not allowed to enrol in Mathematics for Engineers 2 (EN6914).

For other student: Year 1 students, students are required to enrol in 60 credits per semester:

- English: ALL Students are required to enrol in **EL5005 or EL5006** (Unless exempt by English department), repeating students must give priority to enrol in failed course and get advise from the English department.
- ALL students are required to enrol in **EN6907**
- Students can choose to enrol in **EN6990 or EN6903** in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.
- Students can choose to enrol in **EN6000 or EN6010** in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.
- Repeating students **MUST** give priority to enrol in failed courses.

e.g. if a student enrolls in EN6990 in semester 1, the same student will enrol in EN6903 in semester 2, and the student who enrolls in EN6903 in semester 1, will enrol in EN6990 in semester 2.

Students must follow one of the streams combinations below for year 1 courses to avoid any conflicts between your courses. For any inquiry or assistance, you can contact Common First Year PM (Payal Modi office: 20.009, email: payal.modi@polytechnic.bh) or Mechanical Engineering PM (Adel Aawan office: 20.011, email: adel.aawan@polytechnic.bh)

Streams	Streams for the Common First Year in Engineering			
1a	EN6990.001	EN6907.001	EN6000.001	EL5005.007
1b	EN6990.001	EN6907.001	EN6010.002	EL5005.007
1c	EN6990.001	EN6914.001	EN6000.001	EL5005.007
1d	EN6990.001	EN6914.001	EN6010.002	EL5005.007
2a	EN6990.003	EN6907.002	EN6000.002	EL5006.006 or EL5006.005
2b	EN6903.001	EN6907.002	EN6000.002	EL5006.006 or EL5006.005
3a	EN6990.002	EN6907.003	EN6000.003	EL5006.005
3b	EN6990.002	EN6907.003	EN6010.001	EL5006.005
3c	EN6903.002	EN6907.003	EN6000.003	EL5006.005
3d	EN6903.002	EN6907.003	EN6010.001	EL5006.005
4a	EN6990.003	EN6907.002	EN6010.003	EL5006.006
4b	EN6990.003	EN6907.005	EN6010.003	EL5006.006
4c	EN6903.003	EN6907.002	EN6010.003	EL5006.006
4d	EN6903.003	EN6907.005	EN6010.003	EL5006.006
5a	EN6903.004	EN6907.004	EN6000.004	EL5005.006
5b	EN6903.004	EN6907.004	EN6010.004	EL5005.006

Streams for Mechanical Engineering year 2, 3, and 4

Mechanical Engineering students must follow one of the streams below depending on their year of study

Streams for Year 2 in Mechanical Engineering				
1	EN6902.001	EN7917.001	EN6904.001	EL6001.012
2	EN6902.002	EN7917.002	EN6904.002	EL6001.013
3	EN6902.003	EN7917.003	EN6904.003	EL6001.014
4	EN6902.004	EN7917.004	EN6904.004	EL6001.015

Streams for Year 3 in Mechanical Engineering		
1	EN7920.001	EN8921.001
2	EN7920.002	EN8921.002
3	EN7920.003	EN8921.003
4	EN7920.004	EN8921.004

Streams for Year 4 in Mechanical Engineering					
1	EN8918.001	EN8908.001	EN8906.001	EN8905.001	EN8913.001
2	EN8918.002	EN8908.002	EN8906.002	EN8905.002	EN8913.001
3	EN8918.003	EN8908.003	EN8906.003	EN8905.003	EN8913.001

Web Media Study Plan

Bachelor of Web Media (BWM8000)			
Year 1 - Semester 1		Year 2 - Semester 1	
WM6001	Website Authoring 1	WM6006	Audio Video 1
WM6002	Internet & Multimedia Technology 1	WM6007	Content Management
WM6003	Web Design 1	WM6008	Strategic Web Communication
EL5005	Reading and Writing English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		Year 4 - Semester 1	
WM7003	HCI	WM8004	Advanced Interactive Applications
WM7005	Web Programming 1	WM8006	eCommerce and Entrepreneurship
WM7007	Advanced Design for the Web	WM7008	Web Media Project (60 credits)
NRCs/Elect	National Requirements/ Elective	NRCs/Elect	National Requirements/ Elective
Additional Courses and Electives			
WM6004	Website Authoring 2 (catch-up course due to deferral in S2 2019-2020)		
WM8002	Web Programming 2 (catch-up course due to deferral in S2 2019-2020)		
WM6013	Stop Motion Production (elective)		
WM7009	Storyboarding (elective)		

Electives Offers

General Electives					
Code	Course Title	Credits	Code	Course Title	Credits
**GS6202	Work Placement	15	**GS5105	Korean Language	15
*BU6001	Introduction to Marketing	15	*BU7501	Festivals & Events Management	15
*TL6000	International Transport Geography	15	*TL6001	Freight & Warehouse Operations	15
*TL6300	Managing in the T&L Environment	15	*TL6302	Intro to top Supply Chains & Procurement	15
*TL6303	Humanitarian Logistics	15	*BU6010	Management Information Systems	15
*WM7009	Storyboarding	15	*WM6003	Web Design	15
*WM6008	Strategic Web Communication				
National Requirements					
**GS5104	Arabic Language	5	**GS5103	Modern Economic History of Bahrain	5
+GS3104	Introductory Arabic	5	**GS6102	Introduction to Human Rights	5

Important:

- Details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link: <http://moodle.polytechnic.bh/moodle/course/view.php?id=429>
- *This course is meant for non-native speakers of Arabic. You can enrol on this course through application only. Kindly refer to Mr. Mohammed Ghazwan Mohammed.Ghazwan@polytechnic.bh
- * Priority will be given to degree students to enrol in the courses online as electives on Thursday, 10 Sep 2020 depending on the availability of seats.
- ** Registration will start on Wednesday, 9 Sep 2020 at 10.00am to students with earned credits 300 and more, then it will be open to all degree on Thursday 10 Sep. **National requirements Arabic and History of Bahrain as below will be open Foundation students on Wednesday 9 Sep depending on the availability of seats**

Final Exam Timetable for EDICT

BICT - Midterm Exam Timetable for S1 2020-2021

Programme	Major	Date	Time	Location	Courses Code	Courses Title
BICT	-	12/11/2020	9:00 - 12:00	TBC	IT6004	Unix Systems
BICT	-	11/11/2020	9:00 - 12:00	TBC	IT6010	Maths for Computing
BICT	-	10/11/2020	13:00 - 16:00	TBC	IT6001	Computer Systems
BICT	-	08/11/2020	9:00 - 12:00	TBC	IT7001	System Analysis and Design
BICT	-	09/11/2020	9:00 - 12:00	TBC	IT6012	Web Fundamentals
BICT	-	10/11/2020	9:00 - 12:00	TBC	IT6011	Introduction to Information Security
BICT	PROG	08/11/2020	13:00 - 16:00	TBC	IT7006	OOD
BICT	MNIS	12/11/2020	13:00 - 16:00	TBC	IT8202	Infrastructure of eCommerce
BICT	MNIS	11/11/2020	9:00 - 12:00	TBC	IT8203	Systems Administration
BICT	NETW	08/11/2020	9:00 - 12:00	TBC	IT7301	Ethical Hacking
BICT	NETW	11/11/2020	13:00 - 16:00	TBC	IT8303	Computer Networking 3
BICT	DASY	09/11/2020	9:00 - 12:00	TBC	IT7405	Web Development for NRDB
BICT	DASY	09/11/2020	13:00 - 16:00	TBC	IT8406	Database Administration

BICT - Final Exam Timetable for S1 2020-2021

Programme	Major	Date	Time	Location	Courses Code	Courses Title
BICT	-	14/01/2021	9:00 - 12:00	TBC	IT6004	Unix Systems
BICT	-	13/01/2021	9:00 - 12:00	TBC	IT6010	Maths for Computing
BICT	-	12/01/2021	13:00 - 16:00	TBC	IT6001	Computer Systems
BICT	-	10/01/2021	9:00 - 12:00	TBC	IT7001	System Analysis and Design
BICT	-	11/01/2021	9:00 - 12:00	TBC	IT6012	Web Fundamentals
BICT	-	12/01/2021	9:00 - 12:00	TBC	IT6011	Introduction to Information Security
BICT	PROG	11/01/2021	13:00 - 16:00	TBC	IT7006	OOD
BICT	PROG	12/01/2021	13:00 - 16:00	TBC	IT8108	Mobile Programming
BICT	MNIS	10/01/2021	13:00 - 16:00	TBC	IT8203	Systems Administration
BICT	NETW	13/01/2021	8:00 - 16:00	TBC	IT7301	Ethical Hacking
BICT	NETW	14/01/2021	8:00 - 16:00	TBC	IT8303	Computer Networking 3
BICT	DASY	11/01/2021	9:00 - 12:00	TBC	IT7405	Web Development for NRDB
BICT	DASY	12/01/2021	9:00 - 12:00	TBC	IT8406	Database Administration

Final Exam Timetable for Visual Design

Programme	Date	Time	Location	Courses Code	Courses Title
Visual Design	10th of January 2021	Noon	36.213	VC7904	Publication Design
	11th of January 2021	Noon	36.213	VC7910	The power of advertising
	12th of January 2021	9 am	36.213	VC8408	Design Research Project
	14 January 2021	5pm	36.212	VC6102	Computer Practical: Design & Image Creation
	14 January 2021	3pm	36.212	VC7202	Computer Practical III: Design Principles and Online Media
	11 January 2021	12 PM	36.221	VC6902	Video
	10 January 2021	3 PM	36.221	VC8303	Internship
	12 January 2021	12 PM	36.221	VC7911	Poster Design
	10/01/2021	12pm	36.224	VC6100	Visual Design I: Color Theory, Design Theory and methods
	12/01/2021	12pm	36.224	VC6104	Historical Studies in Design
	11/01/2021	12pm	36.224	VC7200	Visual Design III: Advanced Typography
	10/01/2021	12pm	36.224	VC6100	Visual Design I: Color Theory, Design Theory and methods

Final Exam Timetable for Web Media

Programme	Major	Date	Time	Location	Courses Code	Courses Title
Web Media	n/a	9/11/20	10am	TBC	WM6007	Content Management
Web Media	n/a	11/1/21	10am	TBC	WM6007	Content Management
Web Media	n/a	9/11/20	10am	TBC	WM8002	Web Programming 2
Web Media	n/a	11/1/21	10am	TBC	WM8002	Web Programming 2
Web Media	n/a	8/11/20	10am	TBC	WM7003	Human Computer Interaction
Web Media	n/a	10/1/21	10am	TBC	WM7003	Human Computer Interaction
Web Media	n/a	11/11/20	11am	TBC	WM6004	Website Authoring 2
Web Media	n/a	11/11/20	11am	TBC	WM7005	Web Programming 1
Web Media	n/a	13/1/21	11am	TBC	WM6001	Website Authoring 1
Web Media	n/a	13/1/21	11am	TBC	WM6004	Website Authoring 2
Web Media	n/a	13/1/21	11am	TBC	WM7005	Web Programming 1

Final Exam Timetable for Engineering

Date		10:00-12:00	13:00-15:00
Sunday	10.01.2021	EN6907, EN6001 EN6914 EN8918	EN6903, EN7034 EN6902, EN8231
Monday	11.01.2021	EN6000, EN6080 EN7917	EN6010, EN7060 EN8151
Tuesday	12.01.2021	EN8906, EN6010, EN7061	EN6904, EN7000
Wednesday	13.01.2021	EN8905	EN8007



Attendance Refer to the Student Attendance Policy and Procedures on Moodle .	متطلبات الحضور: الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.
Attendance Requirements Implicit in your enrolment in any course is the acceptance of the need to <u>attend all scheduled classes</u> . You need to have taken into account work, family, religious your health and all other commitments and to have made arrangements to plan and organise your time so that you can attend as required. You are expected to attend classes on time and must attend at least 80% of all scheduled classes. This allows for occasional sickness and other absences during the semester up to 20%. Attendance % is based on the number of sessions in a semester for that course. If you are absent for more than 20% of total class sessions you will be automatically withdrawn from that class with a failing grade of WA (Withdrawn Attendance). An email will be sent from Registry informing both you and tutor that you have been withdrawn with WA. You cannot attend class. This is a Fail grade. Check your attendance % on SSB. See your tutor if you think there is an error.	متطلبات الحضور: يعتمد التسجيل في أي من المقررات الدراسية على قبول <u>حضور جميع المقررات المسجلة</u> . في حالة التسجيل في المقررات الدراسية لابد من الأخذ بعين الاعتبار ظروف عملك، التزاماتك الأسرية، ظروفك الصحية، وجميع التزاماتك الأخرى، وتخطيط وقتك بحيث يمكنك حضور المقررات الدراسية كما هو مطلوب. يتوقع منك حضور المحاضرات الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80% في جميع المقررات المسجلة، حيث يمكن الاستفادة من 20% للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي. تعتمد نسبة الحضور على عدد المحاضرات المقررة في الفصل الدراسي. إذا كانت غيابك لأكثر من 20% من إجمالي مجموع الحصص فسيتم سحبك تلقائياً من المقرر مع درجة WA (انسحاب بدرجة الرسوب بسبب الغياب)، وسيقوم قسم التسجيل بإعلامك وإعلام مدرس المقرر بذلك عن طريق البريد الإلكتروني. يمكنك التحقق من نسبة حضورك وغيابك عن طريق SSB، الرجاء مراجعة المدرس في حالة وجود خطأ
Early Registration If you are working or have an on-going medical condition, you MUST apply and declare your circumstances before every semester starts to be considered for early registration.	التسجيل المبكر إذا كان الطالب موظفاً أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه.
Alternative Study Arrangements (ASA) See the Student Attendance Policy for all details. Aim: Ensures students have opportunities to meet the session / learning outcomes. Apply for Alternative Study Arrangements (ASA) if: <ul style="list-style-type: none"> required to attend events for your programme of study for /by Polytechnic. competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good. with significant and/or chronic health conditions. Students must apply by filling the Alternate Study Arrangements form BEFORE the event /	إجراءات الدراسة البديلة (الإعفاء) لمزيد من المعلومات الرجاء مراجعة سياسة الحضور الهدف: لضمان تحقيق الطلبة لنتائج التعلم. شروط التقديم: <ul style="list-style-type: none"> حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. تمثيل مملكة البحرين رسمياً في مسابقات رياضية دولية، ولا بد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيداً وكذلك حضورهم ومشاركتهم. الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.



absences reach 20%. Faculty will review, and if approved it will be processed by Registry.	يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة قبل الفعالية أن تصل نسبة الغياب إلى 20%. ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.
WA grade change request	طلب تغيير درجة WA
To apply for a Change of WA grade to W	للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W
<u>WHO</u> : Students with a WA (absent more than 20%) and Exceptional Circumstances	لمن: للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20%) وتعرضوا لظروف استثنائية)
<u>WHEN</u> : Apply within 4 working days of the WA being assigned and before the last day of the semester.	متى: التقديم خلال 4 أيام عمل من تاريخ حصولهم على درجة WA وقبل آخر يوم من انتهاء الفصل الدراسي.
<u>HOW</u> : Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8	كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8.
<ul style="list-style-type: none"> A Medical report is required for illnesses. Medical certificates for one or two days are NOT acceptable evidence! 	<ul style="list-style-type: none"> - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول.
The Deans will review all applications and the Academic Board will review and approve the grade decision with all results at the end of the semester.	سيتم عرض الطلبات على عمداء الكليات لمراجعتها مع الأدلة المرفقة. وبدوره، سيقوم المجلس الأكاديمي بالاطلاع عليها وإبداء موافقته على قرار تغيير الدرجة مع النتائج النهائية للفصل الدراسي.


How to check your fees balance

للتحقق من مجموع الرسوم بعد التسجيل

There are two ways to check your Polytechnic account balance:

A. Check Student Account link in SSB

Go to Main Menu, Click on **Student**



Click on **Student Accounts**



Click on **Account Detail for Term** link



Select Term **Semester 2 2015-2016**



Account Balance, this is how much you must pay

Personal Information **Student**

Search

RETURN TO MENU SITE MAP HELP EXIT

Account Detail for Term


Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201002 Semester 2 2010-2011 Term Detail

Detail Code	Description	Item Date	Charge	Payment Balance
T100	Tuition Fees Bahraini 26-09-1		120.00	
	Net Term Balance			120.00
	Net Balance for Other Terms			0.00
	Account Balance:			120.00

[Select Another Term | Statement and Payment History]

B. Calculate the fees from Online Registration in SSB



Self Service Banner

Personal Information **Student**

Search

RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug 04, 2011	None	20894	VIB	5901	001	Bachelor	15.000	Achievement Based	Digital Photography Basics
Web Registered on Aug 04, 2011	None	20895	ELB	4602	001	Bachelor	15.000	Achievement Based	English Com for Visual Desn 2

Total Credit Hours: 30.000

Billing Hours: 30.000

Minimum Hours: 0.000

Maximum Hours: 65.000

Date: Aug 17, 2011 01:11 pm

Add Classes Worksheet

Billing hours (total number of enrolled credits) multiplied by fee rate (below)

Nationality	Fees	calculate
Bahraini	BD 2 for one credits	Fees = Total Billing hours * BD 2 e.g. 60 * 2 = BD 120
Non Bahraini	BD 42 for one credits	Fees = Total Billing hours * BD 42 e.g. 60 * 42 = BD 2520

Note:

Finalise your timetable before paying your fees.

- BD 20 is the non refundable fee if you add/drop a class or withdraw after paying your fees.

Pay your fees online

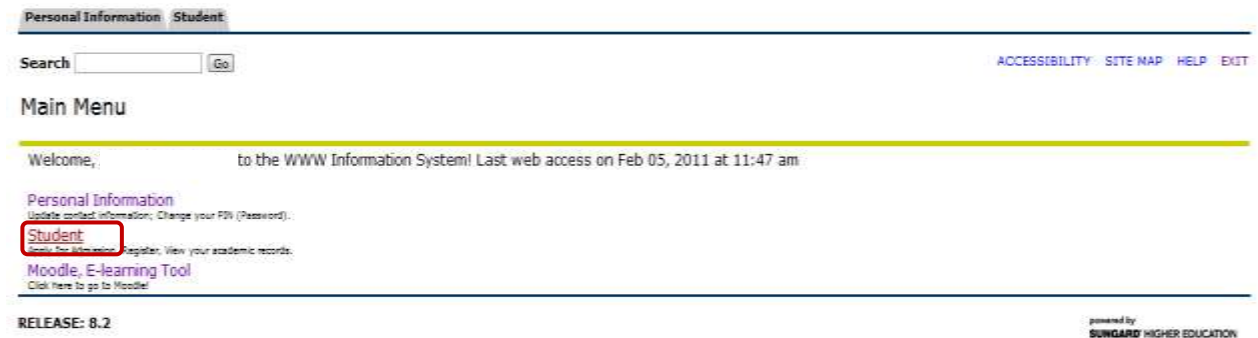
دفع الرسوم إلكترونياً

To pay your semester courses fee you need to:

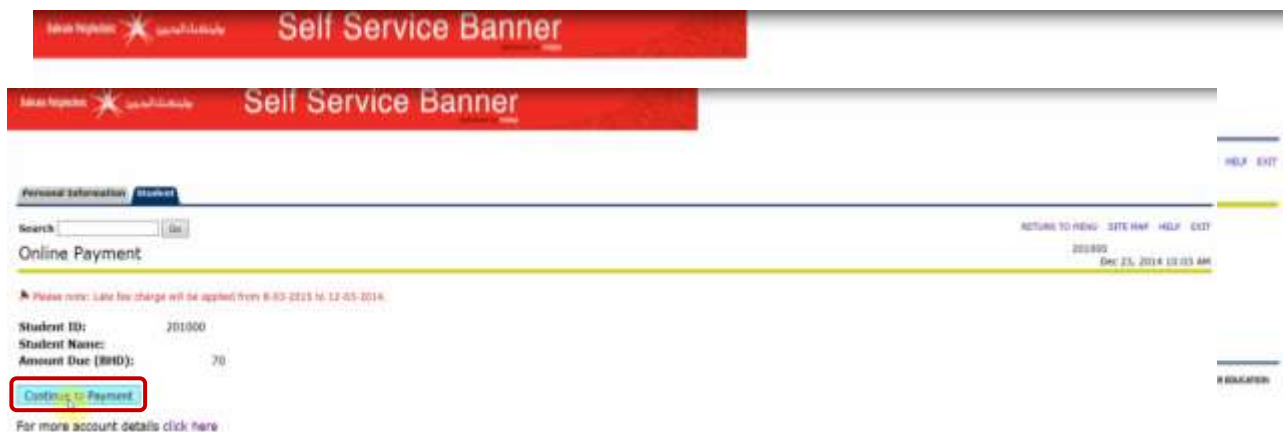
Step 1: Login to SSB

Step 2: Go to Main Menu

Step 3: Click on **Student** link



Step 4: Click on **Make Online Payment** link



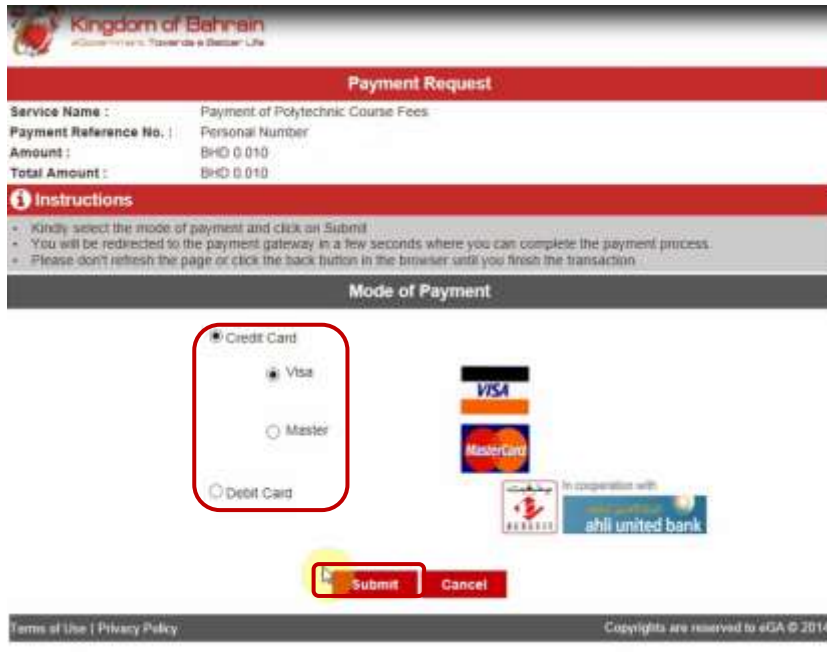
Online Payment screen will show student ID, Name and the total courses enrolled fee

Step 5: Click on **Continue to Payment** bottom

Step 6: eGovernment Page will be shown. Select one of the options:

- Credit Card
- Debit Card

Step 7: Then click on submit



Step 8: fill the following:

- Card Number (credit or debit card number)
- Expiry Date
- Security Code

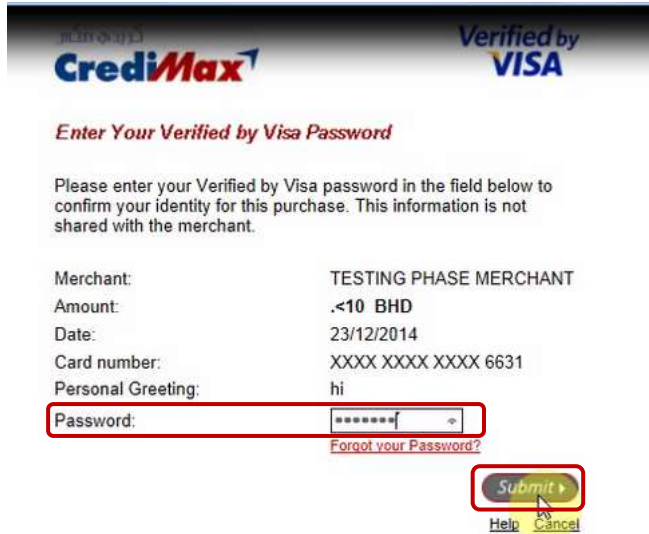


The processing might take time



Step 9: Add your Credit or Debit Card password

Step 10: Click submit



Enter Your Verified by Visa Password

Please enter your Verified by Visa password in the field below to confirm your identity for this purchase. This information is not shared with the merchant.

Merchant: TESTING PHASE MERCHANT
 Amount: .<10 BHD
 Date: 23/12/2014
 Card number: XXXX XXXX XXXX 6631
 Personal Greeting: hi
 Password:

[Forgot your Password?](#)

[Submit >](#)
[Help](#) [Cancel](#)

Confirming the payment might take time

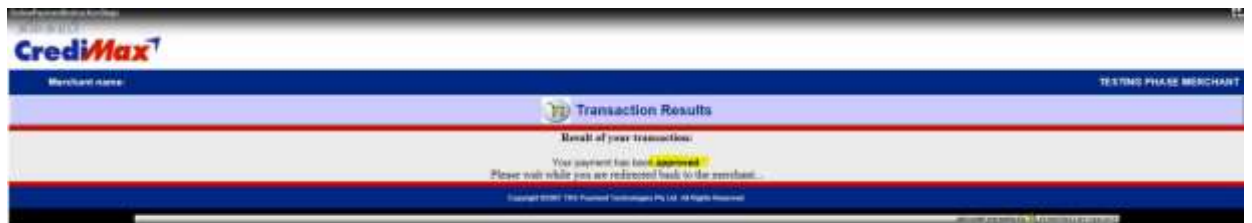


Transaction Results

Result of your transaction:
 Your payment has been **approved**.
 Please wait while you are redirected back to the merchant.

Copyright © 2014 TPO Payment Technologies Pte Ltd. All Rights Reserved.

Payment confirmation message



Transaction Results

Result of your transaction:
 Your payment has been **approved**.
 Please wait while you are redirected back to the merchant.

Copyright © 2014 TPO Payment Technologies Pte Ltd. All Rights Reserved.

Payment Receipt will be shown.

Step 11: Save the receipt as approved for that you completed your payment.



Self Service Banner

Online Payment

23-DEC-2014 10:04:28

Receipt No.: 13237
 Receipt ID:

WARNING
 --No Address--

CODE	DESCRIPTION	TERM	GL DATE	CHARGE	PAYMENT
CRDO	Credit Card: Online Payment	301401	23-DEC-2014	BD	BD 70
TOTALS				BD	BD 70

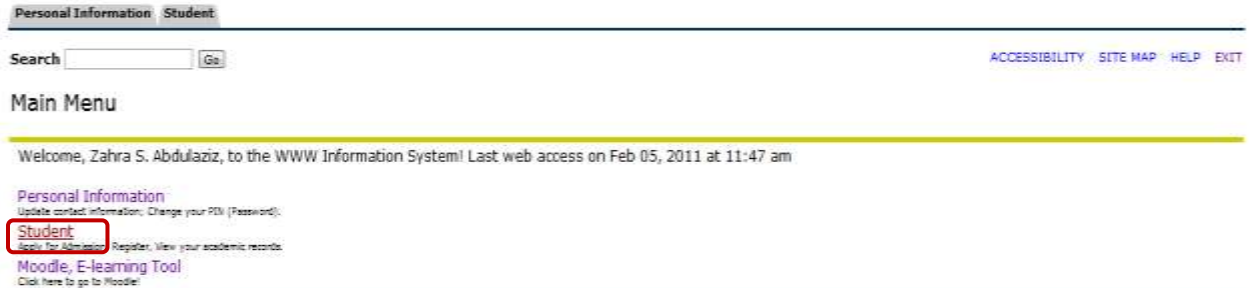
How to plan your timetable

كيف تخطط جدولك

To plan your timetable use the planner on page 22 and check the Class Schedule before Online Registration starts. To view the classes schedule in SSB from 4 February 2016, follow the steps below:

Go to SSB Main Menu

Click on **Student** link



Personal Information Student

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Zahra S. Abdulaziz, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am

Personal Information
Update contact information; Change your PDI (Password):

Student
Apply for Admission Register; View your academic records:

Moodle, E-learning Tool
Click here to go to Moodle!

Click on Student Records link



Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student

Registration
Check your registration status and class schedule

Student Records
View your final grades & transcript

Attendance Report
View student attendance tracking actions

Student Attendance Tracking Details

Click Class Schedule link



Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Records

View Student Information

Class Schedule

View Notes

Final Grades

Grade Detail

Academic Transcript

Course Catalog

Select Semester 2 2015 -2016

Click **Submit** at the bottom



Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

20090534 Zahra S. Abdulaziz
Feb 05, 2011 12:51 pm

Search by Term:

None
None
Semester 2 2010-2011 (View only)
OK

Search by Date Range (MM/DD/YYYY):

From: To:

Submit Reset

Select your programme from the option box **Subject** (as below), leave the others as **All**
Click **Class Search** at the bottom

Class Schedule Search

Use any combination of selection options to narrow your search for courses. You **must** choose at least one Subject. When your selection is complete, perform the search. You may use the **Ctrl** key on your keyboard to select more than one subject, or the **Shift** key on your keyboard to select an entire group of subjects. In the **Title** line, you may search for a portion of the course title by using the **%** key. For example, searching for %Marketing% (case sensitive) will return **any** course with Marketing in the title.

Subject: Business Bachelor
Cert Academic Preparation
Engineering Bachelor ←

Course Number:

Title:

Credit Range: hours to hours

Course Level: All
Bachelor
Certificate

Part of Term: All
Full Term CAP
Full Term Degree

Instruction: All
Ajwani, Adel A.
Abduljalil, Abdulrahman S.

Attribute Type: All
Global Awareness
Personal Development

Start Time: Hour: Minute: am/pm:

End Time: Hour: Minute: am/pm:

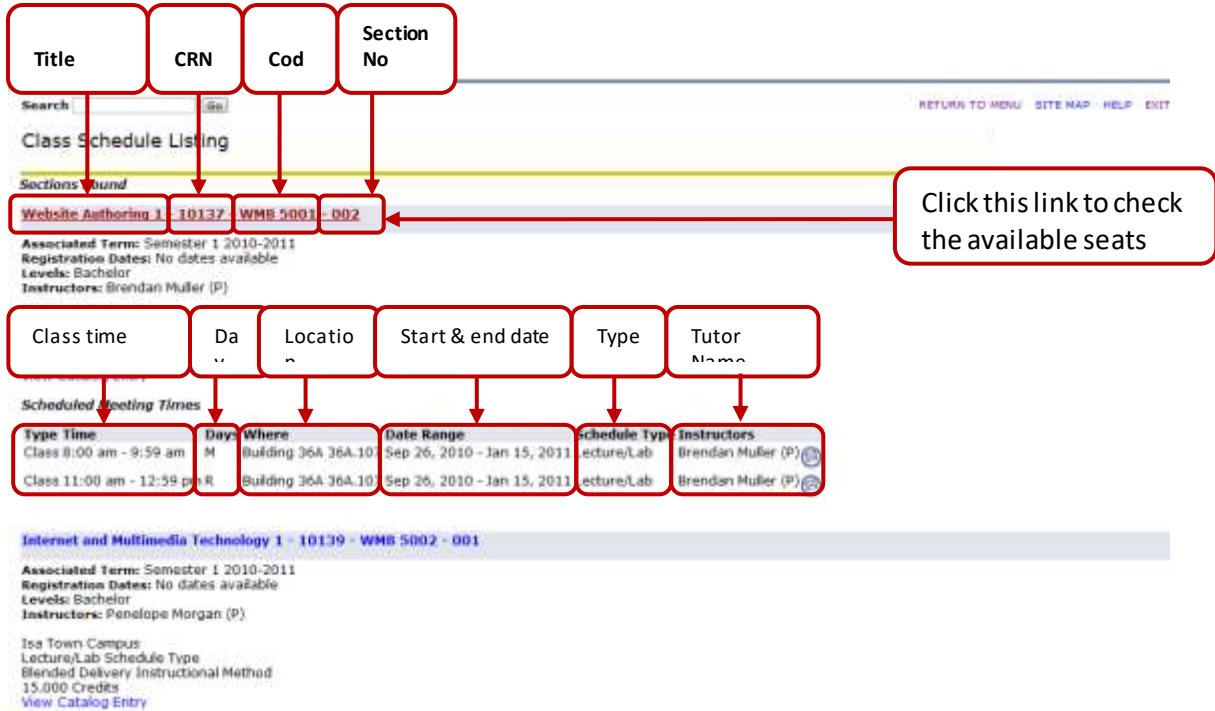
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search

Subject:

- Business Bachelor (BU courses) **Degree students**
- Cert Academic Preparation (AP courses) **Foundation students**
- Engineering Bachelor (EN courses) **Degree students**
- English Communication Bachelor (EL courses) **Degree students**
- General Studies (GS courses) **Degree students**
- IT Bachelor (IT courses) **Degree students**
- Transport and Logistic Bachelor (TL courses) **Degree students**
- Visual Design Bachelor (VC courses) **Degree students**
- Web Media Bachelor (WM courses) **Degree students**

Class Schedule Listing shows the class schedule for each course within a programme. It includes Course Title; CRN (Course Refrence Number) is used to identify the class; Class time; Day; Location; Tutor Name; Class Capacity and the available seats.



The screenshot shows the 'Class Schedule Listing' page. Annotations include:

- Red boxes around the search filters: Title, CRN, Cod, and Section No.
- A red box around the 'Sections Found' section, with an arrow pointing to the link 'Click this link to check the available seats'.
- Red boxes around the 'Scheduled Meeting Times' table, with arrows pointing to the 'Class time', 'Day', 'Location', 'Start & end date', 'Type', and 'Tutor Name' columns.
- Red boxes around the 'Internet and Multimedia Technology 1 - 10139 - WMB 5002 - 001' section, with arrows pointing to the 'Associated Term', 'Registration Dates', 'Levels', 'Instructors', 'Isa Town Campus', 'Lecture/Lab Schedule Type', 'Blended Delivery Instructional Method', and '15,000 Credits'.

Class Capacity and available seats

Detailed Class Information

Detailed Class Information

Human Resource Management - 20047 - BSB 6002 - 001

Associated Term: Semester 2 2013-2014
Levels: Bachelor

Isa Town Campus
Lecture Schedule Type
Blended Delivery Instructional Method
15,000 Credits
[View Catalog Entry](#)

Registration Availability

Seats

Restrictions:
Must be enrolled in one of the following Programs:
Bachelor of Business
Must be enrolled in one of the following Levels:
Bachelor

Prerequisites:
Bachelor level BSB 5004 Minimum Grade of C or Bachelor level BSB 6000 Minimum Grade of C

Class Size

Capacity
20

Registered

Actual
20

Seats Available

Remaining
0

Pre-requisites

Restrictions cannot be ignored or overridden.

Description of Degree Electives

وصف للمواد الاختيارية

Level 5 Electives			
Course Title: Work Placement	Course ID: GS6202	Credits: 15	Tutors: Please see the table below
<p>This course offers students the opportunity to gain real work experience in an authentic workplace. Students will integrate the skills and knowledge gained through academic study with real workplace experience. The experience must be current and a minimum of 140 working hours must be completed to pass the course.</p> <p><i>For more information please check <u>Moodle</u>—course requires pre-approval.</i></p>			

Other details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link:
<http://moodle.polytechnic.bh/moodle/course/view.php?id=429>

Error messages and what they mean

ماذا تعني رسائل الخطأ

Error Message	Instructions to Student
<i>"Academic Standing Prohibits Registration"</i>  Academic Standing prohibits registration Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003	Check your online transcript to check what your Academic Standing is. See your Programme Manager.
<i>"Anti-requisite"</i>  Registration Add Errors Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003	Anti-requisite means that you have taken a course that is similar or the same choose another course.
<i>"Approval Required from Dean"</i>  Registration Add Errors Status CRN Subj Crse Sec Approval Required from Dean 20693 BSB 5019 003	You must seek permission from the Dean to be enrolled on this CRN.
<i>"Approval Required from Tutor"</i>  Registration Add Errors Status CRN Subj Crse Sec Approval Required from Tutor 20693 BSB 5019 003	You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.
<i>"Approval Required from PM (Program Manager)"</i>  Registration Add Errors Status CRN Subj Crse Sec Approval Required from PM 20693 BSB 5019 003	You must seek permission from the Program Manager to be enrolled on this CRN.
<i>"Class Restriction"</i>  Registration Add Errors Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003	You have not completed the minimum number of credits to register in this course.
<i>"Close Section"</i>  Registration Add Errors Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000	The class is full. Choose another CRN.
<i>"Co-requisite "Course" (CRNXXXXX) required"</i>  Registration Add Errors Status CRN Subj Crse Sec Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003	You must register for the two courses at the same time.
<i>"Duplicate CRN"</i>  Registration Add Errors Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003	You have already registered in this CRN.
<i>"Invalid or undefined Enrolment Status or Date Range Invalid"</i>  Invalid or undefined Enrollment Status or date range invalid	Contact Student Information Centre (SIC)
<i>"Field of Study Restriction – Major"</i>  Registration Add Errors Status CRN Subj Crse Sec Field of Study Restriction - Major 20693 BSB 5019 003	You are not enrolled in this Major.



Error Message	Instructions to Student
"Level Restrictions" Registration Add Errors Status CRN Subj Crse Sec Level Restriction 20693 BSB 5019 003	This CRN is not at your level of study. BD = Bachelor Students CR = Certificate/Foundation Students
"Linked Course Required (XXXX)" Registration Add Errors Status CRN Subj Crse Sec Linked course required (PBL Group) 20005 ITB 6099 001	You must register for the linked CRNs for this course at the same time.
"Maximum hours exceeded" Registration Add Errors Status CRN Subj Crse Sec Maximum hours exceeded 20693 BSB 5019 003	You can enrol in 65 credits without special approval.
"No Enrolment Since re-admit term"	Contact Student Information Centre to take an appointment with the Registrar.
"No Term Available" No term available	Contact Student Information Centre (SIC)
"Prerequisite and Test Score Errors" Registration Add Errors Status CRN Subj Crse Sec Prerequisite and Test Score error 20007 ELB 5101 001	You have not passed or not taken the pre-requisite (required) course.
"Program Restriction" Registration Add Errors Status CRN Subj Crse Sec Program Restriction 20003 TLB 5001 001 Program Restriction 20004 TLB 5300 001	You are not enrolled in this Programme.
"Registration is not allowed at this time" Registration is not allowed at this time	Contact Student Information Centre (SIC)
"Student Status Prohibits Registration" Student Status prohibits registration	Contact Student Information Centre to take an appointment with the Registrar.
"Time Conflict With (XXXXXX)" Registration Add Errors Status CRN Subj Crse Sec Time conflict with CRN 20693 20113 BSB 5001 004	Choose another CRN.
"You are Not permitted to register at this time" You are not permitted to register at this time.	Check the website for online registration dates for your Programme.
"You may not add or drop classes due to holds on your record" You may not add or drop classes due to holds on your record	Please select the "View holds" link in SSB to view existing holds. FN = pay your outstanding fees.

Timetable Planner

تخطيط الجدول

Time	U - Sunday	M - Monday	T- Tuesday	W - Wednesday	R - Thursday
8 am					
9 am					
10 am					
11 am					
12 am					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					