



بوليتكنك البحرين  
Bahrain Polytechnic

# Student eHandbook

2022



BahrainPolytechnic



PolytechnicBH



PolytechnicBH



Polytechnicbh



Bahrain-Polytechnic



الأمير الراحل الشيخ  
عيسى بن سلمان آل خليفة

H.H. Shaikh Isa bin  
Salman Al Khalifa

Late Amir of Bahrain



حضرة صاحب الجلالة الملك  
حمد بن عيسى آل خليفة

عاهل البلاد المفدى

His Majesty King Hamad  
bin Isa Al Khalifa

King of Bahrain



صاحب السمو الملكي الأمير  
سلمان بن حمد آل خليفة

ولي العهد نائب القائد الأعلى  
رئيس مجلس الوزراء

H.R.H. Prince Salman bin  
Hamad Al Khalifa

Crown Prince, Deputy  
Supreme Commander and Prime Minister

# Excellence

# Innovation

# Learning

**Bahrain Polytechnic produces professional and enterprising graduates with the 21st Century skills necessary for the needs of the community locally, regionally and internationally.**

The contents of this Handbook are for the use of Bahrain Polytechnic students.

This Student Handbook provides you with information about policies, procedures and services, guidance to enhance your academic performance, as well as outlining our expectations of your general behavior whilst a student of Bahrain Polytechnic. Please take the time to read and understand the Handbook.

**Disclaimer:**

While every effort was made at the time of publication to ensure the information in this handbook is accurate, changes to policy and procedures may occur, and the Student e-Handbook will be updated and available on the website as soon as possible.

Bahrain Polytechnic preserves the copy-right for the contents of this document.

Bahrain Polytechnic reserves the right to change any Policy, procedure or condition set forth herein without notice. The updated Handbook will be available on the Bahrain Polytechnic Website at the following link:  
[www.polytechnic.bh](http://www.polytechnic.bh)

# Contents

Bahrain Polytechnic . . . . .	5	Student Appeals . . . . .	30
Useful Contacts . . . . .	6	Concerns and Complaints . . . . .	31
Academic Contacts . . . . .	7	Bahrain Polytechnic Student Council (BPSC) . . . . .	32
Bahrain Polytechnic Qualifications . . . . .	8	Student Support Services . . . . .	33
Definitions of Employability Skills at Bahrain Polytechnic . . . . .	9	Services for Students . . . . .	34
Approved Academic Programmes/Qualifications . . . . .	10	Services for Students . . . . .	35
Academic Calendar (Key Dates) . . . . .	11	ICT Services . . . . .	36
Bahrain Polytechnic Policies & Procedures. . . . .	12	Security and Safety Measures . . . . .	37
Admission to a Polytechnic Programme . . . . .	12	Facilities Management Directorate – Security Section . . . . .	38
Enrolment (Registration). . . . .	13	Security and Safety Measures . . . . .	40
Enrolment (Registration). . . . .	14		
Student Timetable . . . . .	15		
Tuition Fees . . . . .	16		
Attendance . . . . .	17		
Assessment-related Information . . . . .	18		
Assessment-related Information . . . . .	19		
Academic Integrity and Honesty . . . . .	20		
Grades and Grade Point Average . . . . .	21		
Academic Requirements and Unsatisfactory Progress . . . . .	22		
Academic / Non Academic Achievement Awards . . . . .	23		
Graduation . . . . .	24		
Academic Records and Confidentiality . . . . .	25		
Expectations of Bahrain Polytechnic Students:			
Professional Code of Conduct and Academic Integrity and Honesty . . . . .	26		
Expectations of Bahrain Polytechnic Students:			
Professional Code of Conduct and Academic Integrity and Honesty . . . . .	27		
Look Professional. . . . .	28		
Expectations of Bahrain Polytechnic Students:			
Professional Code of Conduct and Academic Integrity and Honesty . . . . .	29		



# Bahrain Polytechnic



Bahrain Polytechnic (BP) is a government Higher Education Institution (HEI) that offers career focused programmes to produce professional and enterprising work-ready, graduates. It was established by decree by His Majesty King Hamad bin Isa Al Khalifa in 2008. The Royal Decree gives the Board of Trustees the right to approve and grant certificates and qualifications in the disciplines taught at the Polytechnic. Underpinned by the values of excellence, learning and innovation, it is striving to become a “world class provider of applied higher education” (according to its Vision statement) and to deliver on its Mission of producing “professional and enterprising graduates with the 21st Century skills necessary for the needs of the community locally, regionally and internationally.”

The curriculum offered by Bahrain Polytechnic is designed to provide graduates with the attitudes, knowledge and skills that will make them employees of choice. Work ready graduates are developed through a Problem Based Learning (PBL) approach, with the integration of Employability Skills across the curriculum and the provision of Work Integrated Learning through work experience and industry cooperative projects. To expose its students to a range of international expertise and global best practice, Bahrain Polytechnic has recruited staff

from more than 20 countries, selecting tutors for their subject expertise, industry experience and familiarity with innovative teaching methods. A list of [approved Qualifications](#) Awarded by Bahrain Polytechnic can be found on the website.

## Our Mission

*Bahrain Polytechnic produces professional and enterprising graduates with the 21st Century skills necessary for the needs of the community locally, regionally and internationally.*

## Our Vision

*Bahrain Polytechnic to be a world-class provider of applied higher education.*

## Our Values

*Learning  
Excellence  
Innovation*

# Useful Contacts

If you need to make an appointment with a member of SMT or staff, email them or contact staff at the SIC for advice on who is the best person to contact.

Role	Name	Office	Email	Phone
Chief Executive Officer	Prof. Ciarán Ó Catháin		<a href="mailto:smt@polytechnic.bh">smt@polytechnic.bh</a>	Office of the CEO: 1789 7038
Deputy Chief Executive Officer Academic Affairs	Dr. Reem Albuainain		<a href="mailto:academicaffairs@polytechnic.bh">academicaffairs@polytechnic.bh</a>	Office of DCEO: 1789 7165
Registry Director	Ahmed Malalla		<a href="mailto:Ahmed.Malalla@Polytechnic.bh">Ahmed.Malalla@Polytechnic.bh</a>	1789 7356
EDICT Dean	Dr. Christakis Papageorgiou			1789 7346
Business and Logistics Dean	Dr. John Webb			1789 7172
Head of School: Foundation	Maitham AlMuharraqi			1789 1071
Director Academic Development	Ema Janahi		<a href="mailto:Ema.Janahi@polytechnic.bh">Ema.Janahi@polytechnic.bh</a>	1789 7313
Student Information Centre (SIC)		8.02	<a href="mailto:studentinfo@polytechnic.bh">studentinfo@polytechnic.bh</a>	1789 7188
Security Hotline		C8	<a href="mailto:security@polytechnic.bh">security@polytechnic.bh</a>	1789 7447 / 3909 9786
ICT Helpdesk		9	<a href="mailto:ICT.Services@polytechnic.bh">ICT.Services@polytechnic.bh</a>	1789 7111
Manager Student Affairs	Abdulaziz Muraghi	19	<a href="mailto:Abdulaziz.Muraghi@polytechnic.bh">Abdulaziz.Muraghi@polytechnic.bh</a>	1789 7352
Scholarship Co-ordinator	Heyam Juma	8.07	<a href="mailto:heyam.juma@polytechnic.bh">heyam.juma@polytechnic.bh</a>	1789 7071
Career and Employment Centre	A.Ridha Dismal	26.014	<a href="mailto:abulridha.dismal@polytechnic.bh">abulridha.dismal@polytechnic.bh</a>	1789 7324
Security, Health & Safety	Abbas Bahram		<a href="mailto:Abbas.Bahram@polytechnic.bh">Abbas.Bahram@polytechnic.bh</a>	
Health and Wellness	Fatima AlKhayal	16	<a href="mailto:fatima.alkhayal@polytechnic.bh">fatima.alkhayal@polytechnic.bh</a>	

# Academic Contacts

Faculty	School	Name	Title
EDICT Faculty		Dr. Christakis Papageorgio	Dean
	School of Engineering	Dr. Christina Georgantopoulou	Head of School
	School of ICT	Dr. Christos Gatzoulis	Head of School
	School of Web Media	Dr. Owen Gallagher	Programme Manager
	School of Visual Design	Ruqaya Ahmed	Head of School
EDICT Admin Team		Rehab Mohsen	Admin
		Aysha Saleh	Admin
		Abdulla Isa	Admin
Business and Logistics		Dr. John Webb	Dean
	School of Logistics and Maritime Studies	Dr. Wesley Lee	Head of School
	School of Business	Emma Salari	Head of School
Faculty of Business and Logistics Admin Team		Bahia Annya	
		Asma Albalushi	
		Shima Alhumood	
Foundation Program		Maitham AlMuharraqi	Acting Head of School



# Bahrain Polytechnic Qualifications

Bahrain needs skilled people to achieve the Economic Vision 2030. Bahrain Polytechnic programmes are designed and delivered to meet the needs and demands of potential employers and individual students.

The internationally reputable qualifications offered by the Polytechnic are vocationally focused to prepare work-ready graduates, and reflect key stakeholder needs and priorities. Because most companies in Bahrain employ a diversity of employees and have international business connections, English is the medium of instruction at the Polytechnic.

Bahrain Polytechnic emphasises Work Integrated Learning (WIL) as a key curriculum element in preparing students for the world of work. WIL integrates academic and work-related activities through a Problem Based Learning (PBL) approach that stimulates learning to ensure that students develop technical knowledge and skills, as well as the Employability Skills identified by industry as necessary attributes of a 'work ready' graduate.

The Employability Skills Framework was developed by Bahrain Polytechnic from an international survey of previous work and ongoing consultation with Bahrain companies. These Employability Skills are generic skills identified as being critical to gaining and maintaining employment, as well as in operating effectively in personal and community contexts. They are not taught as specific subjects but integrated across the curriculum.

Work experience, cooperative projects with industry and other WIL experiences provide students, tutors and the client/employers with the opportunity to provide feedback on the development of students' Employability Skills. On graduation you will be provided with feedback on your achievement in developing the following Employability Skills, as well as an Academic Transcript that summarises your achievements in gaining the technical skills and knowledge specific to the

graduate profile of the programme you have been enrolled in. There is more information about how the Polytechnic recognises Academic and Non-Academic Achievement through special Awards in Section 18, and on the eligibility to graduate, in Section 19.

The Qualifications awarded by Bahrain Polytechnic are classified by levels consistent with internationally recognised Qualifications Frameworks and the Bahrain Qualifications Framework<sup>1</sup>. Achievement of Learning is recognised by the awarding of credits that are gained by meeting specified Learning Outcomes. One credit equates approximately to 10 learning hours, so one year of full-time study (2 Semesters) is usually needed to gain 120 credits. Bachelor's degrees normally take a minimum of four years to complete as they require a minimum of 480 Credits, of which at least 75 Credits must be at or above Level 7 and no more than 60 credits can be at Level 4 or below.

Each course within a programme has a credit value and level.

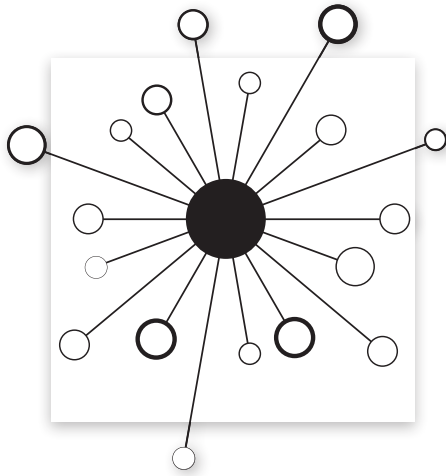
Every student will have their own Individual Study Plan that will cover the duration of their programme. Your Study Plan will be discussed with you and approved as part of the Academic Advising processes: please contact the relevant Programme Manager for more information about this.

In approving programmes leading to the award of qualifications the Academic Board ensures that consultation with relevant employers and other stakeholders has occurred, and that in addition, the programme of study meets the Programme Regulations Specific to that Award. You will be made aware of the specific requirements of the programme that you are enrolled in during your introduction and orientation briefing to that area, as well as through the Academic Advising processes. For more information, visit Bahrain Polytechnic's web-site or talk to your Programme Manager.

<sup>1</sup> Under development

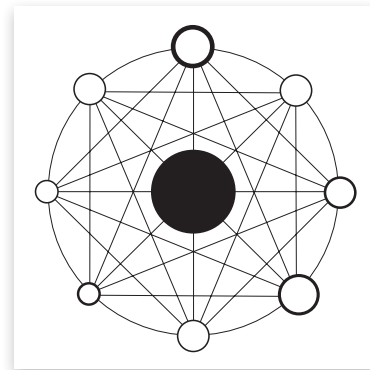


# Definitions of Employability Skills at Bahrain Polytechnic



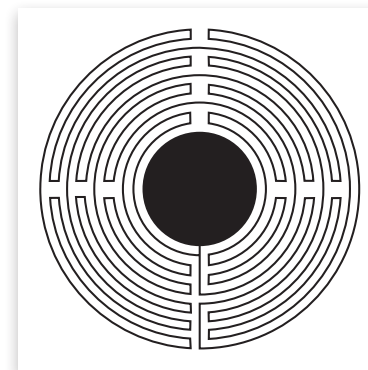
## Communication

Communicate effectively in ways that contribute to productive and harmonious relationships across stakeholders.



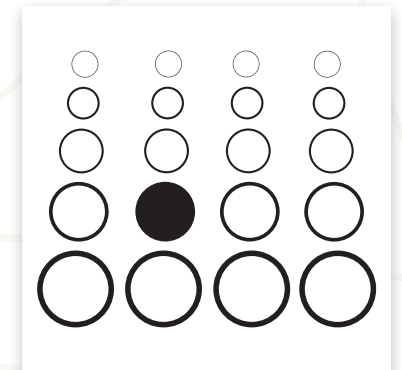
## Teamwork

Work effectively independently and in collaboration with others through a common approach towards a common goal.



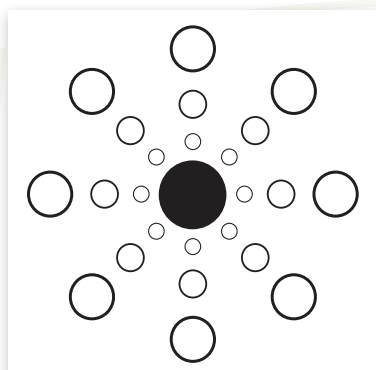
## Problem Solving

Analyse a problem critically and respond appropriately to organisational and societal needs.



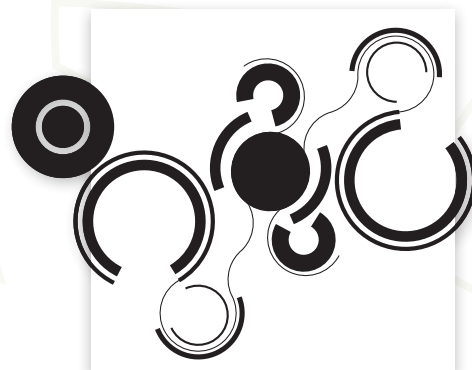
## Planning & Organization

Efficiently and effectively plan and manage work commitments.



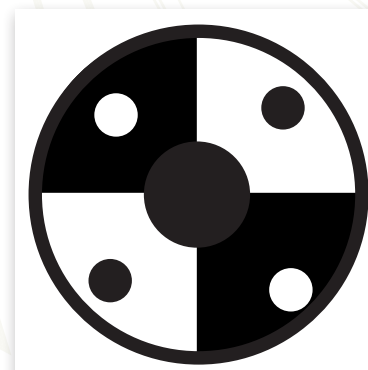
## Learning

Understand the need for and engage in life-long learning.



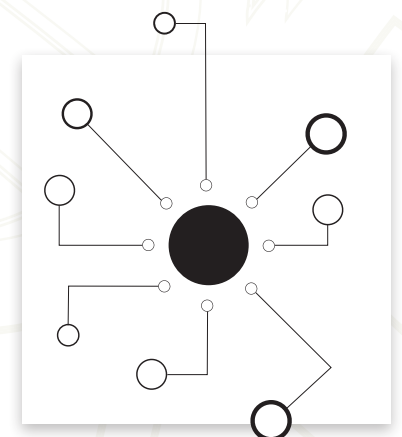
## Initiative & Enterprise

Apply resourcefulness, innovation and strategic thinking in an organisational context.



## Self Management

Demonstrate self discipline, resilience and adaptability to achieve personal and professional goals



## Technology

Utilize technology effectively and ethically.

# Approved Academic Programmes/Qualifications

Use the links to see more details regarding these programmes

Qualifications	Standard Period of Study <sup>2</sup> (Required Credits)	Majors <sup>3</sup>
Bachelor of Business	4 years (480 credits)	Marketing Accounting Banking and Finance Management Human Resource Management Double Major
Bachelor of Information & Communications Technology (ICT)	4 years (480 credits)	Networking Management of Information Systems Database Systems Programming
Bachelor of Engineering Technology	4 years (480 credits)	Electronics Mechanical Electrical
Bachelor of Visual Design	4 years (480 credits)	
Bachelor of Web Media	4 years (480 credits)	
Bachelor of International Logistics Management	4 years (480 credits)	
Foundation Program	1 or 2 Semesters (60 credits)	

These academic programmes are administered by three Faculties that oversee all aspects of Academic Quality and Educational Delivery, including the progress of students enrolled in programmes of study associated with these.

If you wish to transfer programme, check the website for the programme and Major transfer period dates, and see [Faculty contacts](#) to know more about any particular aspect of a programme.

<sup>2</sup> This period is additional to any foundation programmes; students doing Double Majors (two focused fields of study within one programme) shall be required to meet the requirements for both these specialisations, taking more than the usual 4 years to complete credit requirements.

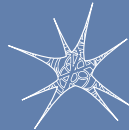
<sup>3</sup> The content and configuration of programmes and courses are subject to change from time to time (including during the academic year), at the discretion of Academic Board (Statute 11/1), and in accordance with policy guidelines that specify transition arrangements for affected students, where this applies.

<sup>4</sup> Available only to Industry participants in 2012/3

# Academic Calendar (Key Dates)

The [academic calendar](#) is published on the website.

The wall calendar below was correct at time of publishing, refer to the website for the most up to date version.

Bahrain Polytechnic  بوليتكنك البحرين											
2021						2022					
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
1 Wed	1 Fri	1 Mon	1 Wed	1 Sat New year's day	1 Tue	1 Tue	1 Fri	1 Sun Labour day	1 Wed	1 Fri	1 Mon
2 Thu	2 Sat	2 Tue	2 Thu	2 Sun Compensation day	2 Wed	2 Wed	2 Sat Ramadan	2 Mon	2 Thu	2 Sat	2 Tue
3 Fri	3 Sun	3 Wed	3 Fri	3 Mon	3 Thu Results released	3 Thu Withdraw with refund ends	3 Sun	3 Tue Eid Al Fitr	3 Fri	3 Sun	3 Wed
4 Sat	4 Mon	4 Thu	4 Sat	4 Tue	4 Fri	4 Fri	4 Mon	4 Wed Eid Al Fitr	4 Sat	4 Mon	4 Thu
5 Sun	5 Tue	5 Fri	5 Sun	5 Wed	5 Sat	5 Sat	5 Tue Ghabghah	5 Thu	5 Sun	5 Tue	5 Fri
6 Mon	6 Wed	6 Sat	6 Mon	6 Thu	6 Sun Academic appeal	6 Sun	6 Wed	6 Fri	6 Mon	6 Wed AB Results Meeting	6 Sat
7 Tue	7 Thu	7 Sun Assessment week	7 Tue	7 Fri	7 Mon	7 Mon	7 Thu	7 Sat	7 Tue	7 Thu	7 Sun
8 Wed	8 Fri	8 Mon	8 Wed	8 Sat	8 Tue	8 Tue	8 Fri	8 Sun	8 Wed	8 Fri Arafa day *	8 Mon Ashoora*
9 Thu	9 Sat	9 Tue	9 Thu	9 Sun Assessment week	9 Wed Academic appeal ends	9 Wed	9 Sat	9 Mon	9 Thu	9 Sat Eid Al Adha *	9 Tue Ashoora*
10 Fri	10 Sun	10 Wed	10 Fri	10 Mon	10 Thu	10 Thu	10 Sun Mid-semester break	10 Tue	10 Fri	10 Sun Eid Al Adha *	10 Wed
11 Sat	11 Mon	11 Thu	11 Sat	11 Tue	11 Fri	11 Fri	11 Mon	11 Wed	11 Sat	11 Mon Eid Al Adha *	11 Thu
12 Sun Classes commence	12 Tue BPSC	12 Fri	12 Sun	12 Wed Semester ends	12 Sat	12 Sat	12 Tue	12 Thu	12 Sun	12 Tue Compensation day	12 Fri
13 Mon	13 Wed	13 Sat	13 Mon	13 Thu	13 Sun	13 Sun	13 Wed	13 Fri	13 Mon	13 Wed	13 Sat
14 Tue	14 Thu	14 Sun	14 Tue National day celebration	14 Fri	14 Mon	14 Mon	14 Thu	14 Sat	14 Tue	14 Thu Results released	14 Sun
15 Wed	15 Fri	15 Mon	15 Wed	15 Sat	15 Tue	15 Tue BPSC	15 Fri	15 Sun	15 Wed	15 Fri	15 Mon
16 Thu Drop/Add ends	16 Sat	16 Tue	16 Thu National day	16 Sun	16 Wed	16 Wed	16 Sat	16 Mon	16 Thu	16 Sat	16 Tue
17 Fri	17 Sun	17 Wed	17 Fri Accession day	17 Mon	17 Thu	17 Thu	17 Sun Assessment week	17 Tue	17 Fri	17 Sun Academic appeal	17 Wed
18 Sat	18 Mon Prophet's birth day*	18 Thu	18 Sat	18 Tue	18 Fri	18 Fri	18 Mon	18 Wed	18 Sat	18 Mon	18 Thu
19 Sun	19 Tue	19 Fri	19 Sun Compensation day	19 Wed	19 Sat	19 Sat	19 Tue	19 Thu	19 Sun Assessment week	19 Tue	19 Fri
20 Mon	20 Wed	20 Sat	20 Mon	20 Thu	20 Sun Classes commence	20 Sun	20 Wed	20 Fri	20 Mon	20 Wed Academic appeal ends	20 Sat
21 Tue	21 Thu Last day to W without academic penalty	21 Sun	21 Tue	21 Fri	21 Mon	21 Mon	21 Thu	21 Sat	21 Tue	21 Thu	21 Sun
22 Wed	22 Fri	22 Mon	22 Wed	22 Sat	22 Tue	22 Tue	22 Fri	22 Sun	22 Wed	22 Fri	22 Mon
23 Thu Withdraw with refund ends	23 Sat	23 Tue	23 Thu	23 Sun	23 Wed	23 Wed	23 Sat	23 Mon	23 Thu Semester ends	23 Sat	23 Tue
24 Fri	24 Sun	24 Wed	24 Fri	24 Mon	24 Thu Drop/Add ends	24 Thu	24 Sun	24 Tue	24 Sat	24 Sun	24 Wed
25 Sat	25 Mon	25 Thu	25 Sat	25 Tue	25 Fri	25 Fri	25 Mon	25 Wed	25 Sat	25 Mon	25 Thu
26 Sun	26 Tue	26 Fri	26 Sun	26 Wed AB results meetings	26 Sat	26 Sat	26 Tue	26 Thu	26 Sun	26 Tue	26 Fri
27 Mon	27 Wed	27 Sat	27 Mon	27 Thu	27 Sun	27 Sun	27 Wed	27 Fri	27 Mon	27 Wed	27 Sat
28 Tue	28 Thu	28 Sun	28 Tue	28 Fri	28 Mon	28 Mon	28 Thu	28 Sat	28 Tue	28 Thu	28 Sun
29 Wed	29 Fri	29 Mon	29 Wed	29 Sat			29 Tue	29 Fri	29 Sun	29 Wed	29 Mon
30 Thu	30 Sat	30 Tue	30 Thu	30 Sun Mid-year break			30 Wed	30 Sat	30 Mon	30 Thu Hijri new year *	30 Tue
31 Sun	31 Tue Mid-semester break		31 Fri	31 Mon			31 Thu Last day to W without academic penalty	31 Tue		31 Sun Compensation day	31 Wed

Public holiday Weekend Important dates Non-teaching days Academic leave

Ramadan \* Tentative

# Bahrain Polytechnic Policies & Procedures

Bahrain Polytechnic students are subject to the regulations, policies, procedures, guidelines and rules set forth in the Quality Management System of the Polytechnic available on Moodle and the website.

Through enrollment at the Polytechnic, **students accept the responsibility to meet all academic requirements and to act in accordance with the Polytechnic's mission, vision, values and policies including students' regulations.**

As a student you should familiarize yourself with the policies and regulations concerning your study journey. Among these are the students' rights and responsibilities, dress code, enrolment procedure, programme transfer, attendance, appeal and complains, withdrawals, academic standing, fees payment and refunds, and other matters included in the student support services policy.

Further, the financial aid, academic honesty, copyright and intellectual property, security and environment are also relevant to your life at the Polytechnic.

Kindly refer to your academic advisor, mentor and Student Information Center if you have any concerns regarding policies.

# Admission to a Polytechnic Programme

Bahrain Polytechnic has general entry and programme requirements for Admission. These are stated in the Admissions policy and Programme Approval Documents and are published on the [Website](#).

Please contact the Student Information Centre for further information.

Admission to Bahrain Polytechnic programmes is extremely competitive for new students and students wanting to transfer programmes.

Details and the key dates are published on the Website [www.polytechnic.bh](http://www.polytechnic.bh) and are available from the Student Information Centre.

- General Entry Requirements
- How to apply
- Entry Tests
- Offer of Place and Confirmation



# Enrolment (Registration)

Students must maintain a valid enrolment every semester.

That means you must either

- Register for courses and pay fees or
- Apply for Leave of Absence

Students who do not do this will be considered to have abandoned the course of study and have their enrolment canceled.

Each Programme has Compulsory and Elective courses that must be completed in no more than twice the length of the programme to gain a qualification. Please note that some courses are only available for students studying towards particular qualifications.

The Registry Student Information Centre (SIC) can give you information and the forms needed to complete enrolment formalities. These must be submitted online through Self Service Banner or to the SIC and will be processed by the relevant departments. Registry staff will inform you of the outcome. Registry SIC can also help with requests to change programme, information about attendance, and requests for official Academic Transcripts and letters.

If you do not enroll for courses each semester or apply for Leave of absence or withdrawal, you will be considered to have abandoned your study and your enrolment at Bahrain Polytechnic will be cancelled.

## Course Registration:

### Foundation Students: Certificate in Academic Preparation

- Students are registered for courses by the Polytechnic based on the results of your entry test or previous semester and the Degree of choice.

### Degree Students

- Students register themselves for courses through Self Service Banner based on information provided by the Programme

## Each Semester Students Must

- Register for courses and pay fees or
- Apply for Leave of Absence



# Enrolment (Registration)

posted on the website, to Bahrain Polytechnic email or at Academic Advising.

In enrolling at the Polytechnic, you have agreed to abide by the Bahrain Polytechnic Charter, Statute and Regulations and to pay fees. For information or help, see staff at the Registry Student Information Centre (SIC).

**Add/Drop Courses - first week of class only**

To add and drop courses you are enrolled in, use SSB or see your Programme Manager or the Registry Student Information Centre (SIC) during the first week of the Semester (See the Key Dates in Page 14). If you do not want to study a course and the add and drop period has finished, you need to Withdraw from the Course by filling the form and submitting to the SIC.

**Courses with Pre or Co requisites**

Some courses are only available for students studying towards particular qualifications. Some courses have specified pre-requisites or co-requisites that must be met. These details are shown when registering online through Self Service Banner (SSB) and may appear as an error message. If you believe that you should be exempt from a pre or co-requisite, apply using the Form: Application for Credit Recognition and Exemption from Course and Programme Requirements A/AB/012. You can get this form from Registry Student Information Centre (SIC).

**Academic Load and Part-time Study**

Each Semester you can enroll in courses up to a maximum of 65 credits. You may apply for approval to increase this limit to 75 Credits if your CGPA is 3 or more, or it is your final semester to graduate.

If you are enrolled in less than 50 credits in a semester you are classified as Part-Time. The minimum enrolment is 15 credits per semester.

**Leave of Absence or Withdrawal**

You can apply to take a maximum of twelve months leave of absence from a programme, for one or two semesters. The Polytechnic will reserve a place in your currently enrolled programme if your application for leave of absence is approved, subject to availability.

If you do not want to complete a course or the Programme you must apply to withdraw.

**Self Service Banner (SSB) and Holds**

Information related to your student records is displayed in SSB. This includes your contact details, timetable, grades and much more.

A Hold may be placed on your student record for a number of reasons, including non payment of fees. The type of Hold and what it affects can be seen in SSB. For example, a Finance Hold means you will not be able to have ANY official documents from Bahrain Polytechnic or register for any classes until the fees are paid in full.

# Student Timetable

This is what your timetable will look like: Students must **ONLY** attend the classes that are shown on their timetable.

الأنشطة  
Activities

Students' Clubs & Activities Every Tuesday during Semester 2-5 PM

الأيام  
Dates

Go to (MM/DD/YYYY):  Submit

Previous Week Week of Dec 29, 2013 (17 of 17) Next Week

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

8am BSB 6102-001  
10189 Class  
8:00 am-9:50 am  
Building 8 8.117

9am

10am BSB 6102-001  
10189 Class  
10:00 am-11:50 am  
Building 8 8.117

11am

12pm BSB 7100-001  
10190 Class  
12:00 pm-1:50 pm  
Building 11 11.06

1pm

2pm

3pm

Short Courses

Go to next button  
until short courses  
start date appear

الوقت  
Time

Course Code

Section No.

CRN

BSB 7100-001  
10190 Class  
2:00 pm-3:50 pm  
Building 11 11.06

Time

Building.Room

# Tuition Fees

Tuition fees are calculated on the number of credits you enrol for each semester. The current tuition fees for a full time student (60 credits) per semester are:

- Bahraini: BHD 120.
- Non Bahraini: BHD 2520.

Admission fees are to be paid by debit or credit card only.

The tuition fees for the Foundation programmes include the cost of required text books.

Degree students have to purchase their own books. There is a 20BD administration fee for refunds or if you withdraw from Bahrain Polytechnic.

Fees **MUST** be paid in full by the published date. If you do not pay your fees on time, a late fee will be added, your course registration will be dropped and a Finance Hold will be placed on your student record (SSB). This hold means you cannot register for classes or request any official documentation. You must pay all fees in full before the Hold will be removed.

## Fee Exemption

Bahrain Polytechnic also offers a fee exemption to students experiencing financial difficulties and those who excel academically. Students who have been at the Bahrain Polytechnic for at least one semester and whose academic performance and behaviour is good may apply. Find out more information on [Moodle](#).



# Attendance

Attendance at all classes is required. Attendance is important as classroom activities are designed to develop a range of effective skills that are required by employers. Attendance and punctuality are highly desirable employability skills. Students are expected to arrive on-time and participate in all activities. Tutors record attendance daily for all programmes.

Absences in excess of 20% (twenty percent) of the total scheduled class time will result in withdrawal from the course with a fail grade WA for not meeting Bahrain Polytechnic attendance requirements. There have been a number of changes to Attendance procedure. From Semester 1, 2020-21, there will be no exemptions or appeals for attendance, and it is the student's responsibility to check their attendance on SSB.

Working students and students with on-going medical conditions MUST declare their circumstances upon joining the Polytechnic and before each semester starts, or as soon as their circumstances change to be considered for early registration.

Tutors record attendance for each session daily. The session will be 1 or more hours. If you change room, the attendance

will be taken again. You are expected to be punctual and meet the attendance requirements for all courses, including online meetings, in which you are enrolled.

Your attendance will be taken 10 minutes after classes start for the scheduled teaching session. If you arrive after this time you will be marked as absent.).

If you realise you can't meet the attendance requirements of a course, you may withdraw from the course before the [published deadline](#) with no academic penalty and receive a grade of W (Withdrawn).

Where there are specific programme or course attendance requirements you will be advised beforehand and these will take priority.

The attendance requirement is set at 80%. The 20% absences allows for occasional sickness and other absences during the semester. From Semester 1, 2020-21, there will be no exemptions or appeals for attendance.

See the [FAQ's](#) (Frequently Asked Questions) for more information on attendance.

# Assessment-related Information

At the beginning of each course, you will be provided with:

- assessment dates, methods and weightings;
- assessment criteria and standards, required for achieving competency or achievement grades, as applicable;
- specific conditions or requirements which may apply to particular assessments, courses, or programmes;
- the anticipated turn-around time for the return of marked assessments.
- requirements for course completion
- methods used to calculate final grade

## Conduct of Assessment

You must behave honestly and with integrity in all assessments. Any material presented for assessment must be your work and not submitted elsewhere unless otherwise permitted by the Faculty Board.

During formal tests or examinations, you must observe all instructions given by the examination staff. You must observe all applicable rules and regulations.

In the case of tests and examinations lasting one hour or longer:

- you will not be allowed to enter the room for a test or examination later than ten minutes after students have begun writing the test or examination;
- you will not be permitted to leave the room until one hour has elapsed from the time when writing of the test or examination began;
- you will not be permitted to leave a test or examination during the last fifteen minutes of the time allowed.

- You may not begin writing your answers until the examination supervisor announces that you may do so. The examiner may allow you to read the test or examination papers for a specified period of time before the writing time of the test or examination commences.
- During an examination or in class assessment, you may not operate any electronic device which has not been approved by the examiner. This includes electronic calculators and mobile phones.
- You may not bring into an examination any written material not approved by the examiner.
- You may not communicate with another student during the examination.
- You may not share materials or borrow materials from another student during examinations except where this has been expressly permitted by the examination supervisor.
- You may not continue writing an answer after the examination supervisor has announced that time is up.

## Extensions for Assessment Submission

Extensions are not available for controlled assessments or other forms of assessment where scheduling concerns make it impracticable (e.g. workplace assessments).

On application, course coordinators may approve extensions to deadlines for other forms of assessment, (such as projects and assignments,) up to a maximum of two working days, without penalty.

Applications must be made before the stated deadline.

# Assessment-related Information

## Late Submissions, Resubmissions and Resits

An assessment submitted, without approval, after the stated deadline must be considered a late submission.

For circumstances not covered under the provisions of the aegrotat pass procedures, decisions to allow a resit because of non-attendance at an assessment event must be made by the Head of School or delegate.

Late submissions and resubmissions of assignments and projects will only be available to students who have made a genuine effort to complete the assessment.

Unless the Head of School or delegate decides otherwise, the maximum mark achievable for a late submission or resubmission will be the minimum pass mark or grade for that assessment.

## Application for Aegrotat Pass

Aegrotat provisions exist so that students are not unfairly disadvantaged if they cannot undertake an assessment, or their performance is impaired, because of specified circumstances beyond their control.

An aegrotat is the last resort, with the following preferred options:

- an alternative assessment (different time and/or different assessment);
- resit provisions, as provided to other students;
- extension of time to complete an assignment; or
- Learning Development Support to undertake the assessment (e.g. use of a writer for an injured arm).

An Aegrotat Pass is awarded only if there is sufficient evidence

from other assessments or class work that the student has achieved the Learning Outcomes. In some cases, this decision cannot be made until the end of the course, when all other assessments have been completed.

## Application for Special Assessment Consideration

Students are entitled, when appropriate, to specific assessment accommodations such as reader, scribe, or the use of assistance technologies.

A student may apply for Special Assessment Consideration, with supporting documentation to the Learning Support Services at least ten (10) working days before the due date of assessment.

If the student is eligible, the Learning Support Specialist arranges the appropriate type of assistance and notify the tutor and course co-ordinator of the student's entitlement at least five working days prior to the assessment.

# Academic Integrity and Honesty

You are an important member of an institution that promotes academic honesty and integrity.

Academic integrity and honesty refers to general conditions of honorable and ethical behavior that is characteristic of a strong learning and teaching community. The Polytechnic places a high level of importance on academic honorable as this is necessary to uphold the Polytechnic's reputation as a quality education provider and to ensure students graduate on the basis of their own work and achievements.

## Academic misconduct

*Academic misconduct and dishonesty are breaches of standards of academic integrity and honesty.*

Academic misconduct **includes:**

- Plagiarism (the presentation of someone else's work as if it were your own, without giving credit to, or acknowledgment of, the author or source. This includes published and unpublished work, material off the Internet, and the work of other students and staff);
- Cheating (dishonest practices in relation to assessment, such as the giving or receiving of non-permitted aid, the use of non-permitted items or resources, or obtaining or reading confidential assessment materials before they will be administered, without the knowledge and consent of the tutor);
- the misrepresentation of one's own identity, or that of another person, in assessment or otherwise;
- the fabrication or falsification of research, assessment or other records, results, or data;
- intentional breaches of codes of academic practice, codes of ethics or other ethics guidelines;
- any other academic or research practices which bring the Polytechnic into disrepute.

**Academic misconduct and dishonesty are breaches of standards of academic integrity and honesty.**

Penalties for academic misconduct can include any or all of the following:

- Formal written warning;
- Decision not to mark or assess the work or record a mark or grade;
- Formally recorded fail or zero grade for the work concerned, which remains on the student's academic record;
- Cancellation of credit already awarded if academic misconduct is admitted or established after assessments have been completed and recorded;
- Probation, suspension, or cancellation or refusal of enrolment;
- Formal note indicating academic misconduct placed on academic record for a specified period of time;
- Other penalty as determined for the particular case.



# Grades and Grade Point Average

All grades shown on SSB gradebook are provisional (temporary) until approved by the Academic Board. When approved, they will show on your online transcript (SSB).

**Grade Point Averages – calculated per semester and overall**

Grade Point Value	Reported Grade
	Achievement-based
4	A+
3.75	A
3.5	A-
3.25	B+
3	B
2.75	B-
2.5	C+
2.25	C
0	F; WF; WA

*Note: Competency graded courses are not calculated in GPA. Grading is Competent, or Not Yet Competent.*

## W Grade

If you withdraw after the add and drop period and before the published closing date your academic record and transcript will record a W (Withdrawn) grade.

## WF Grade

If you withdraw from courses after the published closing date your academic record and transcript will record a WF (Withdrawn with Fail) grade.

## WA Grade

If you are absent for more than 20% of your class, you will get a WA (Withdrawn for Absence) grade.

## H Grade

The temporary grade ‘H’ is used when due to certain circumstances, an approved extension to an assessment for a fixed period is granted. The H will be changed to the final grade within one academic year. If the work is not completed, a failing grade will be assigned.

## CT Grade

If a course runs over two semesters, a CT (continuing) grade will be shown in the first semester registration of that course.

# Academic Requirements and Unsatisfactory Progress

Your academic results are reviewed each semester to evaluate your academic performance. If you are passing courses, your academic standing (as shown on your online transcript -SSB) will be “Good Standing”.

If you have not achieved a Pass Grade in the same course on two occasions you will be excluded from that courses and only be enrolled again for that course with permission. You must apply in writing for a third enrolment before the closing date published in the End of Semester Newsletter.

***Students must maintain a CGPA of 2.25 to be in good standing.*** Any student with a CGPA less than 2.25 will be considered as having unsatisfactory progress will be at risk of being excluded from the Polytechnic.

# Academic / Non Academic Achievement Awards

The Polytechnic has processes for recognising and rewarding achievement in many areas of endeavor, both Academic and Non-academic, including, but not restricted to:

## Academic Achievement

Students displaying outstanding academic achievement may be named on the Dean's List or the CEO's List or externally sponsored award list.

There are Regulations covering the awarding of qualifications 'With Distinction' to recognise students' high achievement and exemplary performance. The notation '**With Distinction**' may be added as an endorsement to a student's Academic Transcript and the Degree Award certification for those graduates whose outstanding performance across the following areas indicates that they best role model a "**Work-ready Graduate**".

Work-ready Graduates awarded "Distinction" will have:

- Academic Excellence in their particular programme/field
- Excellent Employability Skills
- Demonstrated commitment to Community Involvement

## Non Academic Awards

Non Academic Achievement may be recognised by the Leadership Awards, Student Services Awards, Student Activities Awards, Sports Awards, and others as designated by the Board of Trustees from time to time.

Examples of activities which may receive a non-academic award include:

- Representative for Polytechnic at recruitment activities (e.g. School Visits, Visits, Educational Exhibitions, City Centre Mall Stand )
- Presenting paper at a conference
- Volunteer work at Polytechnic events
- Club or Sports organization

A range of other educational or non-educational or extra-curricular activities which may arise from time to time.

# Graduation

Awards are granted to students on the successful completion of an approved programme determined by the accumulation of a required number of credits at a defined level as described in the **General Academic Regulations** and any requirements specified in the **Programme Approval Document (PAD)** for each programme (See Moodle or your Academic advisor/mentor for the completion requirements).

Every Qualification awarded by the Polytechnic will have been approved by resolution of the Academic Board on the advice of Faculty Boards and confirmation by Registry, that all the necessary requirements have been met. The Royal Decree establishes the Polytechnic as a Governmental Higher Education Institution and gives the Board of Trustees the right to approve and grant certificates and qualifications in the disciplines taught at the Polytechnic including the first

Bahrain Polytechnic Bachelor students who met the graduation requirements in July 2013.

To attend the graduation ceremony, students must apply to Registry by the due dates published annually. If you wish to have your qualification conferred in absentia, then you still need to apply on the appropriate form by the advertised date, but the qualification is then posted to you after the graduation ceremony.

The responsibility to plan, organise and co-ordinate official Bahrain Polytechnic Graduation Ceremonies and related activities lies with the Graduation Committee, which is a sub-committee of the Senior Management Team (SMT). There is normally one official Graduation Ceremony in the winter of each year.





# Academic Records and Confidentiality

Registry maintains your student record and profile in the Student Management System which you can view in Self Service Banner (SSB), and a hard-copy file.

All information about your academic and personal life will be treated as confidential at Bahrain Polytechnic and will not be released to anyone outside the Polytechnic, other than parents, guardian or sponsor (upon request), without your written permission.

If you wish to see your student records, you must make a request in writing to the Registrar.

## Keep your Personal details up to date

You are responsible for ensuring that the Bahrain Polytechnic Registry has your up-to-date personal and contact details during the period of your enrolment. You can check this on SSB or at the Student Information Centre (Building 8).

Bahrain Polytechnic sends official information, such as advice of policy changes, to your Bahrain Polytechnic email account, so PLEASE check it regularly.

We also like to get your feedback on various things, such as how you are finding your study programme and the quality of teaching. So sometimes we will contact you to ask for your participation in a survey or focus group. We do hope that you will cooperate, as your input is important to us, and it helps improve the quality of what we do at the Polytechnic.

# Expectations of Bahrain Polytechnic Students:

## Professional Code of Conduct and Academic Integrity and Honesty

When you enroll at the Polytechnic, you are agreeing to abide by the Bahrain Polytechnic Charter, Statute and any Rules and Regulations in force at the time: These include all Academic Requirements, Programme specific Regulations (defined in each Programme Approval Document [PAD]) and General Expectations of behavior (covered by the Professional Student Conduct Regulations).

### Professional Student Conduct Regulations

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 endeavours.

Bahrain Polytechnic is a government institution, and students are advised that participation in any activities of a political nature could lead to disciplinary action or dismissal from Bahrain Polytechnic. Specifically, distributing leaflets or publications; putting posters or other material on notice boards; collecting signatures and/or donations; and/or arranging gatherings or rallies **without permission** from the relevant Student Services area is prohibited. And of course, **students must not bring any dangerous items onto campus.**

All students are required to sign the Teaching & Learning Agreement each year and abide by all the **Bahrain Polytechnic Rules and Regulations** both at the Polytechnic and off campus including any Safety, Health and Environmental Rules and any other General Rules. **There are Sanctions (Disciplinary Measures)** in the event that students do not meet these.

# Expectations of Bahrain Polytechnic Students:

## Professional Code of Conduct and Academic Integrity and Honesty

### Student Dress Code

For all details, please refer to the 'Regulations' on Moodle. Bahrain Polytechnic students reflect the customs and traditions of the Bahraini community and its religious, social and moral values, taking into account the respect for themselves and the Bahraini culture.

Clothing / attire must be professional and in accordance with the Regulations on Moodle. Please note the following guidelines:

1. **Apparel/ clothing should not be transparent, tight or revealing the body outline and contours.**
2. **Ladies apparel must not have openings that reveal the contour of the body, including the following:**
  - a. Clothes showing cleavage.
  - b. Dresses and skirts exposing the knee area while standing, walking or sitting.
  - c. Crossover / wrap skirts without any clips or stitching.
3. **Short length apparel is prohibited, including the following:**
  - a. Tank tops and crop tops showing the abdomen.
  - b. Short dresses, skirts, and shorts or bermuda's that reveal the knee area while standing, walking or sitting.
  - c. Short sleeves which reveals more than the middle of the upper arm.
4. **Inappropriate apparel and clothing styles or trends are not permitted, such as:**
  - a. Shirts, trousers and blouses with inappropriate wordings and drawings.
  - b. No house /beach slippers.
    - i. **Note: No Jandals**

### Ladies may not wear:

- c. See-through or open front abayas that reveal the dress under that do not coincide with the Polytechnic's dress code specifications.
- d. Open front abayas that reveal home dress worn under.

### Males:

- e. No shorts or bermuda's that reveal the knee area while standing, walking or sitting are permitted.
  - i. **Note: Trousers or traditional dress must be worn.**
- f. No singlets may be worn.
- g. No sleeveless shirts may be worn.
  - i. **Note: Short sleeves should not reveal more than the middle of the upper arm.**

# Look Professional

5. **Outfits or apparel must not be combined with exaggerated accessories such as the following:**
  - a. Ankle or arm chain(s).
    - i. **Note:** Anklets and upper arm jewellery are not permitted.
  - b. Piercings/earrings in unconventional/unfamiliar areas.
    - i. **Note:** Face piercings are not permitted.
  - c. Drawings/tattoos on the face or arm.
6. **Accessories for males should not appear contrary to the customs and traditions of Bahrain , such as earrings, bracelets, necklaces and others.**
  - i. **Note:** Males must not wear earrings or any other piercings.
7. **Hairstyles should not appear uncommon.**
  - a. Hair dyes with exotic or uncommon colours are not permitted.
    - i. **Note:** Long hair (below the collar) should be tied in the labs.



**NO Bermudas**



**NO Singlets**



**NO Shorts**



# Expectations of Bahrain Polytechnic Students:

## Professional Code of Conduct and Academic Integrity and Honesty

behaviour is unsafe, harmful to the learning of yourself or others, or to the reputation of the institution.

Disciplinary action may include:

- Immediate suspension in serious cases
- A verbal warning or notice or a written warning.
- You may only receive up to two warnings (verbal or written) before a stronger penalty will be given.
- Stronger penalties may include:
- Suspension of specified privileges.
- Referral to appropriate support services.
- Suspension from class.
- Withdrawal/expulsion from programme.
- Cancellation of exam result or award.
- Other penalties.

### Sanctions (Disciplinary Measures)

If students do not follow the rules and regulations, or fail to meet the standards of conduct outlined in the agreement and specified on the website from time to time, the Polytechnic may need to take disciplinary action.

In the event of a breach of the rules and regulations, or failure to meet the standards of conduct outlined above, the **REGULATIONS FOR PROFESSIONAL CONDUCT VIOLATIONS FOR BAHRAIN POLYTECHNIC STUDENTS** shall apply. Visit the [Professional Student Conduct Regulations](#) page on the website.

In particular, disciplinary action is likely to follow where your

No disciplinary action will be taken until the relevant facts have been identified and considered through an investigation, including the student's explanation and each matter will be dealt promptly, fairly and consistently, through the relevant policy and procedures. However, the Polytechnic's administration reserves the right to suspend a student pending investigation, in the case of civil emergency or serious threat to the health and safety of others.

# Student Appeals

The Appeals Policy has changed.

## Student Academic Appeals

Policy reference: A/AB/025

As part of the Polytechnic's approach in providing a fair, safe and productive study environment, consideration of academic appeals will be dealt with fairly, consistently, promptly, with sensitivity to all parties and in accordance with the principles of natural justice.

There are 2 places where academic appeals may be heard:

1. Academic Appeals are heard by the relevant Faculty's Appeal Committee.
2. Appeals against dismissal or exclusion from the Polytechnic are heard at the Chief Executive Officer's (CEO) Appeal Committee.

Students considering making an Academic Appeal should read the [Student Academic Appeal matrix](#) to see what this Policy refers to and then:

- fully complete the Appeal form (available from the Student Information Centre).
- Pay the appeal fee to the Finance department, who will issue a receipt and stamp the form.
- Submit the completed Appeal Form and receipt within 4 working days of receiving the original decision to the Student Information Centre (SIC).

Late appeals will be rejected except in exceptional circumstances

For information about academic appeals see the

[Student Academic Appeal flowchart](#), the Polytechnic website [www.polytechnic.bh](http://www.polytechnic.bh) or seek advice from your mentor, tutor, Programme Manager or Registry SIC staff.

## Student NON-Academic Appeals

Please refer to the relevant Policy or Regulation for all non academic appeal provisions.

# Concerns and Complaints

Bahrain Polytechnic takes students concerns and complaints seriously and is committed to dealing with them fairly and promptly.

If you have any concerns or want to complain about programmes, services, staff, other students or management's practices:

- Raise your concerns informally with those directly involved and they will endeavour to resolve the problem.
- Contact Student Services Committee representative (Student Council) or Manager of Student Affairs via email or in-person (building 24) for advice and support if problem raised cannot be resolved amicably or if the student does not wish to discuss the matter with the relevant tutor/staff member involved.
- To formally make a complaint, you must complete a Complaint Form available with Manager of Student Affairs within 30 days of the occurrence of the incident leading to the complaint.

All formal concerns and complaints will be reviewed by the Complaints Officer, the Manager Student Affairs or the Student Activities Coordinator. Our goal is to resolve complaints as quickly as possible. Complaints are handled according to a clear set of procedures as defined in Student Concern and Complaints policy C-GA-011.

## Harassment Prevention

Bahrain Polytechnic is committed to providing a harassment-free, safe and supportive environment for students and staff.

Harassment is behaviour that is:

- Unwanted or offensive
- Not legitimate
- Repeated or serious
- Hurtful
- An abuse of power

Harassment may be sexual harassment or based on gender, race, age, religion or any other factor. But most important it is behaviour that has a detrimental effect on you, your work, your learning or performance.

If you have concerns see your mentor, tutor, programme manager or the Manager of Student Affairs.

# Bahrain Polytechnic Student Council (BPSC)

BPSC is a student-led body to represent the interests of the students. Their role is to:

- Listen to and work closely with students
- Consult with student representatives on committees.
- Raise students' awareness of relevant and appropriate issues
- Coordinate activities and events for students (with Student Activities)
- Take your concerns to senior management
- Resolve conflict between students
- Reduce the gap between students' needs and polytechnic.
- Create more opportunity for students to have fun and learn from different events.

Contact a BPSC member if you want to raise a concern or find out about Polytechnic skills. You may also want to stand for election to BPSC?

## Student Representatives on Committees

Some Bahrain Polytechnic Committees have student representatives e.g. Faculty Boards, Academic Board, Programme Boards, Library Learning Centre Committee and the Health and Safety Committee. The students are there to act as a liaison between students and academic faculty, to provide feedback and updates to students regarding issues and concerns that have been raised in previous meetings. You may be interested in doing this as well one day. Please see a member of BPSC or Manager Student Affairs if you are interested.



# BPSC

مجلس طلبة بوليتكنك البحرين  
Bahrain Polytechnic Student Council



# Student Support Services

Bahrain Polytechnic provides a range of services to support students learning.

## Registry

*Building 8*

Registry administers and records all aspects of the student life from recruitment to admission, enrolment, graduation and beyond. All requests can be made through the Student Information Centre or to the Registrar. Registry works closely with Faculties and other departments to ensure students have the information they need to manage their enrolment in programmes and courses. To be a student at the Bahrain Polytechnic, each semester you must enroll in courses and pay the fees or have an approved Leave of Absence.

## Student Information Centre

*Building 8*

This Centre (SIC) is part of Registry and is the place to come if you need any general information or help with academic processes.

This is where you find out information and submit forms to do with your study including:

- Application to the Polytechnic (a yearly process)
- Enrolment in courses and Programmes (including changes)
- Fees and payment options (with Finance)
- Withdrawals or Leave of Absence
- Submission of forms e.g. absences and appeals (approved by Faculty)
- Requests for official documents (e.g. transcripts)
- Self Service Banner (SSB)

And much more! We are here to help!

## Student Support and Welfare

*Building 19*

Abdulaziz Muraghi (Manager Student Affairs) can provide general advice and support, help you find the best solution if you have a concern, provide you with general information or refer you to other agencies and services for ongoing support.

## Library Learning Centre

*Building 19*

We are here to help you with your learning and research needs. Everything you need to know about the LLC is available from our website and blog or contact us at [llc@polytechnic.bh](mailto:llc@polytechnic.bh)

The LLC website <http://llc.polytechnic.bh/> is where you can find all the information you need for your research, from one search box!

Library Learning Centre staff can help you with:

- Finding, using and evaluating information for your research
- Writing and reading skills
- Understanding assignment instructions
- Taking notes
- Giving oral presentations
- Referencing
- Understanding the expectations of academic study
- Developing math skills

The learning difficulties/disabilities support team also offers a range of equipment and services to support your learning. Whether you need special software to help you complete your assignments, a separate room to take exams or specialized equipment to help you with your studies, we can be of assistance.

## Student Activities

*Building 19*

The Student Activities team manage and organise student events and activities, such as a variety of lectures and workshops, sports, orientation week activities, excursions and cultural events. If you want to get involved in a club, hold an event, develop your leadership skills or generally want to make a difference, contact the Activities Team.

# Services for Students

## Health and Wellness Centre

*Building 16*

The Health and Wellness Centre has a nurse and doctor available to treat and support students suffering from illness or injury. They provide health screening, education and monitoring of certain conditions and general health check-ups as well as referral to other health professionals. This is a free and confidential service.

The centre also provides a fully equipped *gym*, indoor sports hall, group exercise classes and fitness instructors to help you increase your health, fitness and wellbeing. The gym and classes run throughout the day, and there are male and female only times available.

## Career and Employment Centre

*Building 26-014*

You can use the Career and Employment Centre to help you make career and learning choices and to get the knowledge skills, attitudes and behaviours you need to effectively manage your career. The staff here can help you choose a course or a major, prepare for work placement and work experience and develop your CV and job interview skills. They can also support you to transition successfully from Bahrain Polytechnic to the world of work.

The Career and Employment Centre provides:

- Self-help services for information, decision making and job applications
- A drop-in service for quick questions
- 1 hour career counselling appointments
- Workshop and training sessions
- Preparation for co-operative education and workplace learning
- Occupational information
- Scholarship information
- Employment and graduate information
- Job application support

## Mentoring

*Building 19*

While you are a student at Bahrain Polytechnic, you will have the opportunity to have a mentor to help you be more successful in your learning. Mentoring helps you develop with a personal relationship with your mentor to enhance your chances of learning success.

Mentors offer one-to-one private and confidential support, advice and encouragement. They can provide information about Bahrain Polytechnic policies and procedure or refer you to other services for ongoing appropriate support.

## Financial Assistance

*Building 19 & Building 8*

Bahrain Polytechnic recognises that some students may need assistance with various costs. If you need assistance, please contact Hussain Seroor, Manager: Student Welfare or Heyam Juma, Scholarships Coordinator for details.

## Disabilities Support

*Building 19*

Parking for people with disabilities and other support may be available through discussion with the Manager Student Affairs or the Library Learning Centre Team in Building 19. The learning difficulties/disabilities support team also offers a range of equipment and services to support your learning. If you need special software to help you complete your assignments, a separate room to take exams or specialized equipment to help you with your studies, the Library Learning Centre in Building 19 can be of assistance. Find out more details on [Moodle](#).

## Counselling and Support

*Building 19*

Many students have problems and issues that affect both their academic and social lives. You can talk to the Student Services staff confidentially and openly about any issue that causes you concern. Staff will assist and support you to find the solutions that are best for you. Contact the Manager: Student Welfare for an appointment.

# Services for Students

## Scholarships /Sponsorships

Some students have scholarships through Ministry of Education, Tamkeen Labour Fund, charitable organizations or employers in government and private companies. If you have queries about any aspects of your scholarship, the Scholarships Coordinator can help you.

## Masjed

The Masjed is available for prayer and is open all day. The Masjed is to be used for praying only and no other activities.

## Student Areas

All classrooms and labs are considered learning spaces at the Polytechnic. Building 24 is a leisure area where you will find clubs, student activities, a relaxing lounge and facilities which you can use for groups, events and activities, entertainment such as board/table games, foosball, Video games, table tennis and pool.



Scan for **campus tour video**

Building 8-07





# ICT Services

## Computer Access and Use

You will have access to computers in various places on campus. You are welcome to use computers in classrooms which are not being used as well as those in the Library Learning Centre and open access lab in Building 19. Wireless access is available in most places on campus. While a student at the Polytechnic, you will have a Polytechnic email address where important information will be sent to you by staff members.

Contact the [IT Help Desk](#) if you forget your user name and password. Remember it is your responsibility to keep your password secure.

## Policy Relating to Use of Computer Facilities

Bahrain Polytechnic computing facilities are to be used in a manner that supports the academic mission and the administrative functions of the Institution. Notice of the Computer Use Policy is distributed by the Information Technology Division annually to ensure all staff, students and other users of Bahrain Polytechnic hardware and software are aware of the conditions of that use. Violation of the policy may result in the removal of access rights, probation/suspension from classes, cancellation of enrolment, or other disciplinary action.

## Unethical and unacceptable behaviour

Any behaviour or activity that :

- Violates copyright or patent protection and authorisations, including license agreements and other contracts
- Interferes with the intended use of an electronic communication resource
- Uses an electronic communication resource for other than its intended use
- Attempts to gain or gains unauthorised access to an electronic communication resource
- Accesses or uses electronic communication resources in a

way that is not authorised.

- Intentionally inhibits, alters, destroys, damages, dismantles, disfigures or prevents rightful access, use or integrity of an electronic communications resource
- Uses the electronic communication resources without authorisation to engage in spamming activities or invade the privacy of others
- Uses an electronic communication resources without authorisation to engage in mass communication within or outside the Polytechnic
- Creates a situation that results in inefficient or wasteful use of electronic communication resources
- Uses the electronic communication resource without authorisation for personal gain
- Unauthorised duplication or use of software protected by copyright is expressly prohibited. Copying commercial software for personal use or on behalf of others is illegal. Likewise, knowingly accepting or using copies of illegal or “pirated” software violates Bahrain Polytechnic’s Code of Conduct for Users of Bahrain Polytechnic Computing Facilities.

Eating and drinking in the Classrooms & Computer Labs

The Bahrain Polytechnic regulations prohibit eating and drinking, other than water, in classrooms, computers labs or drop-in-computer suites.



# Security and Safety Measures

Polytechnic security staff are available to support and serve Students and the public in the best way possible. Security staff patrol the campus to protect and promote a safe environment. They are available to help you with enquiries.

The Security office is open from 8:00 to 15:30 Sunday to Thursday. Contact [Security](#) for help on enquiries. Charges apply for the replacement of lost ID card, Locker key and the car sticker.

## Student ID card

Your Student ID Card is your formal identification as a student of Bahrain Polytechnic. You must wear it at all times. You will be required to present your Student ID Card to use Polytechnic services, including the Library, Health Centre and Learning Centre.

If you lose or damage your card, please report it immediately to Security.

## Lockers

Lockers are available for the safekeeping of your books and personal belongings. Please note that the Polytechnic is not responsible for lost items. Contact Campus Security to be allocated a locker and collect your key. A charge applies for the replacement of lost locker keys.

## Parking

Free parking is available for students on campus. You will need to get a parking sticker from Campus Security if you want to park on campus.

Vehicles must be parked properly in the in the correct parking spaces and drivers are required to obey all road signs including speed restriction sign within the campus.

Failure to comply with parking and road rules may result in the driver being fined as indicated in the following table:

The Polytechnic does not guarantee that there will be adequate numbers of a parking spaces for every student to park on campus, therefore students are encouraged to explore alternative transport options.

## Smoking on Campus

The Bahrain Polytechnic has designated smoking areas, clearly marked with stickers and are distributed in all areas of the campus. Smoking outside these areas is considered as an offence punishable by a fine. Offenders will be referred to Administration in case of repetition.

## Lost and Found

All lost property is taken to the Lost and Found Section at the Security Office in Building C-8. Visit this office if you have lost anything. If you find any property on campus, contact a Security Officer or take it there. Every effort is made to identify and find the owners of lost property. A good idea is to name your property, particularly valuable property, with your name and student number to make it easier to return to you.

## Health and Safety

Bahrain Polytechnic values its students, employees and visitors and is committed to protecting you from injury and illness. The Polytechnic is also committed to protecting property from damage due to unsafe practices. You have a responsibility to ensure the safety and the safety of others at all times. The

# Facilities Management Directorate – Security Section

## Table of Administration charges and Replacement Costs

This table has the official approval of the Senior Management Team of Bahrain Polytechnic and should be implemented where deviation, violation or abuse is observed as listed below. After the 3rd attempt, a report will be send to the concerned department Student Services or Human Resources to take action of disciplinary actions. This table was circulated as memorandum.

Memorandum approved by Acting CEO Dr Mohammed E. Al-Aseeri for implementation on: 09 September 2017

Type	Deviation/ Violation/Abuse	1st Attempt		2nd Attempt		3rd Attempt	
		Staff	Student	Staff	Student	Staff	Student
Parking	Improper parking in parking lots	Post notice on vehicle	Post notice on vehicle	Post notice on vehicle	Post notice on vehicle	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking
	Parking in management parking lot	Post notice on vehicle	Post notice on vehicle	Post notice on vehicle	Post notice on vehicle	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking
	Parking in staff parking lots by student/contractor	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking
	Parking in bus parking lot	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking
	Parking in handicapped park	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 2 for unlocking
	Parking in “No Parking Area”	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking
Traffic	Not following the traffic signs	Verbal warning	Verbal warning	BD 3 fine	BD 2 fine	BD 3 fine	BD 2 fine
	Blocking a road with vehicle	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking	Vehicle locking, BD 5 for unlocking	Vehicle locking, BD 3 for unlocking
	Speeding in campus	BD 5	BD 3	BD 5	BD 3	BD 5	BD 3
	Driving in a wrong direction/lane	BD 5	BD 3	BD 5	BD 3	BD 5	BD 3
	Screeching tyres	BD 5	BD 3	BD 5	BD 3	BD 5	BD 3
	Obstructing the movement of traffic	Verbal warning	Verbal warning	BD 3	BD 2	BD 3	BD 2
	Using horn improperly and noisily	Verbal warning	Verbal warning	Verbal warning	Verbal warning	BD 3	BD 2
	Avoiding barrier	BD 5	BD 3	BD 5	BD 3	BD 5	BD 3
Vehicle	Lost vehicle park Permit	BD 5	BD 3	BD 5	BD 3	BD 5	BD 3
Smoking	Smoking in non-designated area	Verbal warning	Verbal warning	BD 5	BD 3	BD 5	BD 3 fine

# Security and Safety Measures

Procedures listed below are in place to ensure your safety while you are studying.

**First aid** is provided by [Health Clinic staff](#) and/or designated First Aiders.

**Non-emergency health issues** – The Health and Wellness Centre is in Building 16. The Health Clinic staff provide check-ups, referrals, education and monitoring of certain conditions.

**Hazards** – If you see a concern, contact the [Health and Safety Officer](#) in your area for investigation and action.

## Accidents and incidents

The Polytechnic keeps a register of all accidents and incidents. It is the duty of the immediate supervisor to fill out the Polytechnic Accident Form and send it to the Health and safety within the same day of occurrence. If you have an accident of any kind while on the Polytechnic campus or during an outside assignment by the Polytechnic, please complete the accident form from The Share Point. You may be contacted by the Polytechnic Health and Safety as part of the investigation procedure

## Standard Precautions to Prevent Infection

These procedures are to minimise cross-infection in your area. Treat all blood and body substances as if they are infectious. Remember that hand washing is the single most effective means of preventing the spread of infection.

- Dry hands well using paper towels.
- Cover any cuts or grazes on the skin with an adhesive, waterproof dressing.
- Gloves need to be worn if there is likely to be contact with blood or body substances.
- Wash hands after removing gloves.

- Do not share personal items such as drink bottles.
- When coughing or sneezing, cover your mouth with a tissue or handkerchief.
- If you are unwell, visit the Health Nurse and the Health and Wellness Centre or stay home until you are free of infection.

## Personal Protective Equipment (PPE)

Safety shoes, clothing and equipment such as earmuffs and safety glasses are to be worn correctly in designated areas and while operating certain machines. They are provided to keep you safe in your environment. Safety shoes are a must whilst attending workshops or labs training.

## Health and Safety Officer

If you have concerns or queries about health and safety at the Polytechnic, please contact the Polytechnic [Occupational Health and Safety](#) or if not available, contact Security Emergency number.

## Road Safety

The traffic laws of the Kingdom of Bahrain are all applicable and adhered to within the campus area, specially the following:

- The speed of the vehicle should not exceed 20 km per hour at any time within campus area.
- Pedestrians have the right of the way at all times and within campus area.
- Seat belts must be worn.
- Avoid blowing the horn unless necessary.
- Using the mobile is strictly prohibited whilst driving.

## EMERGENCY EVACUATION

All staff, students, visitors and contractors on the campus of Bahrain Polytechnic must follow the instructions upon hearing the emergency alarm in. See the Map below for the assembly points.

# Security and Safety Measures

1. Upon hearing the fire alarm, or if instructed by OSH or Security personnel, please evacuate the building immediately through the nearest exit to the designated assembly area.
2. Passenger elevators (lifts) should not be used
  - a. Staff should ensure the safety of their visitors.
  - b. Tutorial staff should ensure the safety of their students
3. Do not leave campus without notice, or you might be accounted missing.
4. Staff must inform any of the team members about missing staff.
5. Return to your location only when authorized by OSH or Security Personnel.

