



بوليتكنك البحرين
Bahrain Polytechnic



Student Handbook

Bahrain Polytechnic 2.0
2023/2024



Welcome

CEO Message

I am delighted to welcome you to Bahrain Polytechnic! We are delighted that you have chosen us as your place of study, and we look forward to supporting you on your academic journey.

We take great pride in our commitment to quality education. We have a multicultural faculty who are highly qualified and dedicated to providing our students with an excellent learning experience. Our teaching methods emphasize creativity and critical thinking, so that you can develop the skills needed for successful careers in your chosen fields.

Our aim is to ensure you leave the Polytechnic equipped with 21st century skills which meet labor market requirements. This is done by working closely with our industry partners who provide us with constant feedback on how we can further develop you to be a work-ready graduate.

As you commence your journey as a Polytechnic student, we want to ensure that you are set up for success. To help you with this, we urge all students to read through the Bahrain Polytechnic student handbook which contains valuable information about the Polytechnic's regulations and policies, your rights and responsibilities, and academic procedures. We also encourage everyone to familiarize themselves with our facilities and services available in order for you to make the most out of your time here.

Our student council works very closely with our Student Affairs Directorate to ensure you have a pleasant learning and engaging experience at the Polytechnic. Please feel free to drop by their offices at any time to ask any questions or share your concerns.

On behalf of the management and staff, I wish you a very successful academic journey.

Professor Ciarán Ó Catháin
CEO





Welcome to Bahrain Polytechnic.

This document is intended to give you an overview of life at Bahrain Polytechnic, useful information on where and how to access resources and help, how you can get involved in campus life and it will give you an understanding of your rights and responsibilities as a learner. You can find the rules governing your qualification in our Academic Regulations and all information on our academic policies in our Academic Quality Handbook.

Our vision and mission at the Polytechnic are both centred on you as a learner and the future impact you will have on the world. We have huge aspirations for you and what you can achieve as a learner and later as our alumni. The structures we have put in place around the social and academic life at the Polytechnic

is aimed at supporting you on your journey and ensuring you have the best opportunity for success while you study with us and beyond.

On your journey you will develop what we call 'employability skills' that will strengthen all the great attributes you already possess. These employability skills are highly sought after in existing workplaces and will be needed in the workplaces that you will create in the future. Our qualifications are structured to help you build and stack these skills as you progress in your academic journey. There are also many formal and informal opportunities for you to further enhance these skills through volunteering, competitions, clubs, student representation in governance, the PASS leader program and many others. I





would strongly urge you to take full advantage of all these wonderful opportunities while you study with us. Your skillset will grow, your enjoyment of your time with us will increase and your talent and experience will enhance campus life for us all at Bahrain Polytechnic.

I wish you every success in your academic journey and look forward to seeing your impact on the future world of work.

Deputy CEO: Academic Affairs & Registrar
Dr Louise ONolan





About Bahrain Polytechnic

Our role as the Polytechnic is to work with stakeholders – our students, staff, communities, industry, and government to deliver on our employability mandate by responding to the needs of the economy, creating more opportunities for Bahrainis, whilst contributing to economic diversification, with the ambition of becoming a regional leader of applied higher education. Polytechnic 2.0 is a modern, technological, and applied research educational institution and was founded to accelerate the nation's technological transformation.

Our campus is open, with creative spaces for multi-disciplinary collaboration and innovation, recreational centers for student communities, home to an applied research center, and industry-funded spaces for an authentic work-life experience. The Polytechnic is driven by a shared value of lifelong learning, that encourages education pathways and progression at all stages of life. With ingenuity and drive, our graduates will invent new technologies, and create new industries, and high-value jobs. Our solid reputation and innovative spirit attract talent from around the world. Through teaching, research, and innovation, our exceptional community pursues its mission of developing impactful graduates and learners that will make positive changes to the economy and the communities they live in.

Bahrain Polytechnic

Vision

To positively disrupt future ways of living, learning & working, to build new partnerships that strengthen innovation and mobility, to create new and exciting opportunities for our students, industries, and communities.

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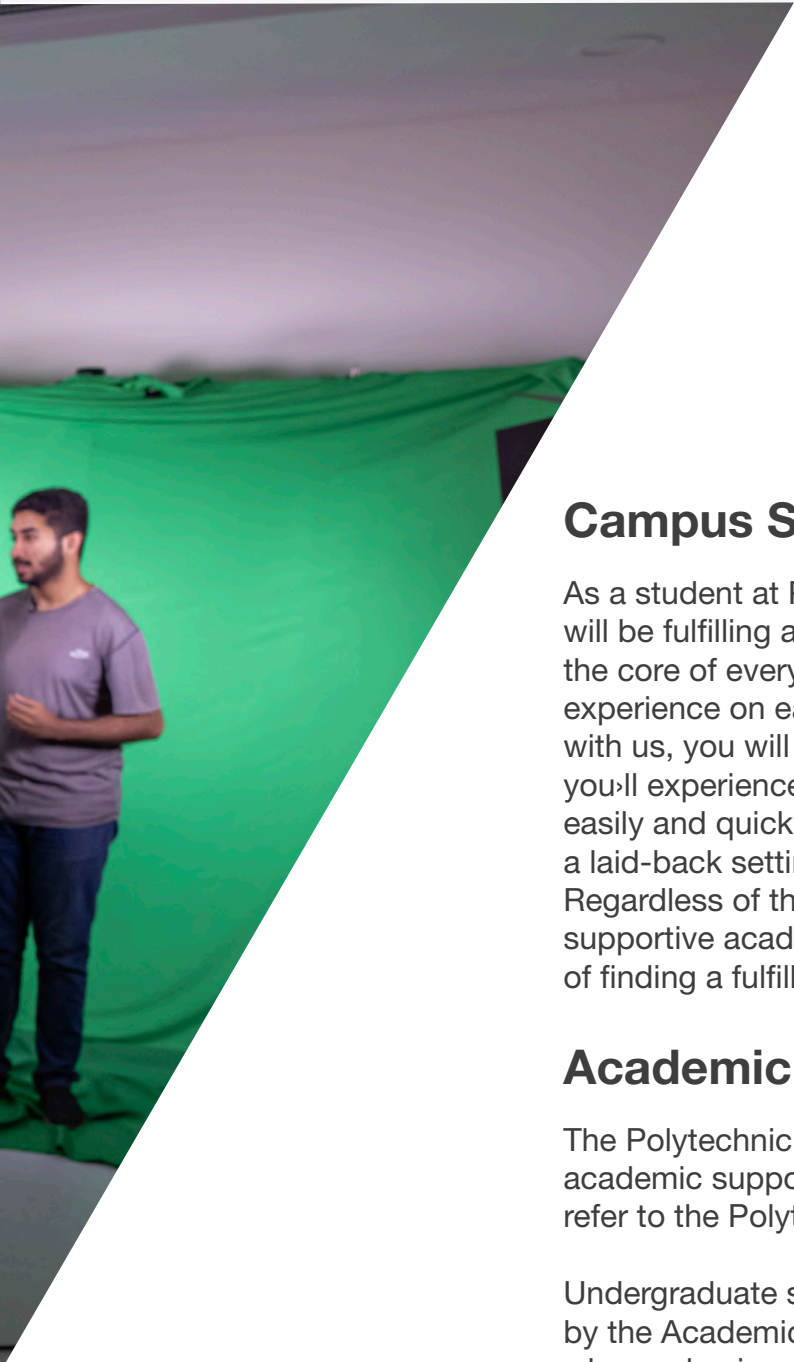
Mission

The Polytechnic is an applied learner-centered institute that produces new knowledge, and innovations and is at the heart of local and regional communities to promote education, innovation, wellbeing, and enterprise. Our vision is to make the Polytechnic accessible to everyone, through multiple campuses, in a blended, and online form, and part-time modes.

Values

Our core values are Excellence, Learning, and Innovation





Campus Services and Facilities

As a student at Polytechnic, you will be beginning a journey that will be fulfilling and inspirational. With inclusivity and creativity at the core of everything we do, we can provide a rich educational experience on each of our campus locations. When you enroll with us, you will join a diverse community of learners. Here, you'll experience a welcoming environment at every turn. You'll easily and quickly get to know your classmates and lecturers in a laid-back setting thanks to our student-centered approach. Regardless of the campus you select, you will thrive in a supportive academic environment that will advance your chances of finding a fulfilling profession.

Academic Facilities and Resources

The Polytechnic provides a range of instructional materials, academic support services, and lab spaces. For more information, refer to the Polytechnic website.

Undergraduate students who struggle academically are supported by the Academic Support Center (ASC). ASC works with students who are having academic difficulties, specifically with English Language and Math. Students receive the extra help and skill-development training they need to advance academically. Additionally, the ASC offers peer support, as well as a variety of student success workshops such as communication skills, entrepreneurial skills, and presentation skills.

Foundation Programme

Students are prepared for degree studies by the Foundation Programme. The Foundation Programme offers a flexible, cutting-edge curriculum made to accommodate students' aspirations and educational requirements. According to their academic needs, students are placed on courses that will enhance their reading and numeracy skills, as well as their personal development and technical knowledge. Additionally, the Polytechnic

environment and degree level requirements will be introduced to the students.

The program aims to satisfy each student's unique learning needs in a nurturing setting that fosters self-assurance and the capacity to make wise choices about opportunities for further study. It also intends to increase students' awareness of Bahrain's labor market and to improve their employability in the future.





Copy Center

On the first ground floor of Building 36, is where you'll find the Polytechnic's Copy Center. By offering a variety of high-quality and economically priced document reproduction services, it benefits faculty, staff, and students. Professional binding, laminating, stapling, and other related services are also provided by the facility.

Dining

Many restaurants, coffee shops and snack services are located across the campus. Most of these outlets offer a delivery service. For further information refer to table 1 (Insert a table that highlights location and contact number for each outlet)

Mini-Mart

Al Bushayer canteen has a supermarket that offers a wide selection of household goods, stationery, fresh fruits, and supermarket items.





Mosque

The Mosque is available for prayer and is open during working hours (Insert location)

Security

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 inquiries. The Security office is open from 8:00 to 16:00 Sunday to Thursday. Contact Security for help with inquiries. Charges apply for the replacement of the lost ID card, Locker key, and car sticker.

ID card

Students must always have their IDs on them and be prepared to show them when asked. To utilize several campus amenities and services, like the library, health center, copy center, and Academic skills center, you will need to present your ID. Please notify the security office right away if your ID card is lost, stolen, damaged, or otherwise compromised. Charges apply for the replacement of lost ID cards.

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. Charges apply for the replacement of lost car stickers.

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.

Lost and Found

The Lost and Found Department of the Security Office in the Building (Insert office number) receives all lost items. If you've lost anything, come to our office. Get in touch with a security officer or bring any found property to you (Insert office number) if you find it on campus. We make every effort to locate the owners of the missing property and identify them. To make things simpler to return to you, it's a good idea to label your goods, especially valuable property, with your name and student ID number.





Health and Wellness Center

The health and wellness center at Bahrain Polytechnic is

a facility that is dedicated to promoting the physical well-being of students, faculty, and staff. The center offers a range of services and resources that are designed to support healthy lifestyles and help individuals achieve their wellness goals.

• **Gymnasium:**

The gym is equipped with modern sports equipment, an indoor multipurpose court, a personal exercise room, a ladies' gym, lockers, and shower facilities. The gym's hours are Sunday to Thursday 7 am to 5 pm.

You can join the gym (membership) through the following link:

<https://forms.polytechnic.bh/hwc-gym/>

And once you join, please use the following link to book your training sessions:

<https://outlook.office365.com/owa/calendar/StudentAffairs@polytechnic.bh/bookings/>

For more details about the gym, you can contact our personal trainer Hussain Ebrahim office at 16.002 Telephone: 17897362 regarding special personal programs such as weight loss, bodybuilding, and nutrition.

• **Sports Center and Sports Teams:**

The Sports Center forms Bahrain Polytechnic sports teams to participate in tournaments within Bahrain Polytechnic and compete in other universities' tournaments. If you are interested in participating in one of the Bahrain Polytechnic sports teams (boys & girls), you can contact our head of health & wellness Musab AlShaer – Office 16.002 - telephone at 17897453.

• **Healthcare Unit (Clinic):**

The Health Care Unit provides care and support for students and staff with illness or injury. It provides follow-up of medical conditions, general medical examinations, first aid, and referral to hospitals when necessary.

In case of an emergency, please call or visit our General Nurse Specialist Fatima AlKhayal on 17897121 - office - 16.015.



Student Experience

A culture of academic success is fostered through our student-centered educational experience. At the heart of our nurturing learning environment, where student well-being is nurtured and prioritized, is a warm and welcoming ethos. Our collaborative learning environment, which promotes diversity, inclusion, and social integration, is centered on the students. To support

your student experience, we offer a wide range of student services. Student success is a top priority thanks to our commitment to excellent student experience. Whether you are in an advanced year of study or a new student who needs assistance getting started, rest assured that there is a friendly, competent team waiting to assist you.

Student Information Center

The student information center is a part of Registry, if you require any general information or assistance with academic procedures, then it's the place to be. Here, you can learn anything related to your studies, such as:

- Polytechnic Application
- The courses and programs you have enrolled in (including changes)
- Costs and methods of payment
- IDs for students
- Absences, withdrawals, and appeals.
- Document requests for official purposes (e.g., transcripts)
- Self-Service Banner Plus many other things! We're here to assist.



ICT services

Computers are available to you across the campus.

Computers in empty classrooms, the library learning center, and the open-access lab in Building 19 are all available for your use. On campus, wireless access is available almost everywhere. Your Polytechnic email address will be used by staff members to send you vital information while you are a student there.

If you can't remember your password or username, call the IT Help Desk. Keep in mind that it is your responsibility to protect your password. (Insert contact details)





Library Services

Your demands for learning and research are our top priorities. Our website and blog provide all the information you need regarding the LLC, or you may contact us by Phone: **17897543**, email Address: llc@polytechnic.bh, website: [Library Learning Centre - Bahrain Polytechnic](#)

The librarians at the library learning center can assist you with locating, using, and evaluating information for your research; writing and reading skills; comprehension of assignment requirements; taking notes; giving oral presentations; referencing; understanding the demands of academic study; and advancing your math abilities.

The support team for learning disabilities and challenges also provides a variety of tools and services to help you learn regardless of whether you require specialized tools to assist you with your tasks or a distinct space to take assessments.

The LLC is YOUR Space!

- We encourage students, faculty, and staff to use the LLC as a place for community, meeting, learning, and sharing information.
- You may find that the noise level is higher than you would like. Eight quiet study rooms are located in the food court area and can be booked through this link [Library Learning Centre Study Rooms \(office365.com\)](#).
- The library offers computer workstations to be used by students, faculty, and staff. Most software applications

- on the library workstations are available to library users.
- Food and drink are not allowed in the library in all areas!
- Admission to the Library. As a registered student or staff member, your BP ID cards will give you the authority to:
 - Enter and exit the library.
 - Borrow books.
 - Book the study rooms.

• Library Resources

1. Physical Resources:

The library offers a wide collection of books, DVDs, and CDs that you can borrow. They are arranged by subjects into 14 sections.

- Business
- ICT
- Visual Design
- Engineering
- Logistics
- Foundation
- Chinese Collection

- General Collection
- Fiction
- Graded Reader
- Bahrain Collection
- Reserved
- Reference
- Media

You can check the available resources in the library by searching the catalog. To get more information and details about How to check out library books [click here](#).

- Students may borrow a maximum of five items for three weeks.
- Students can renew the borrowed item/s via email, the information desk, or online.
- If you return a book late, you are required to pay BD 1 per book per day (not exceeding BD 30)
- If you lose a book, you are required to pay BD 25 plus the original cost of the book OR you are required to buy

the book for the LLC (same or new edition) without paying BD 25.

2. Electronic resources: Polytechnic students and staff have access to 6 databases covering the needed subjects.

You can search for any electronic resources by using the **catalog** and ask the librarian for access.

Database	Subject coverage	Access link
E-book central	Business; Education; Science and technology	https://ebookcentral.proquest.com/lib/bahpolytechnic-ebooks/home.action
EBSCO	Academic Search Complete: multi-disciplinary full-text database Business Source Complete: offers indexing and abstracts for the most important scholarly business journals.	http://search.ebscohost.com/
Emerald	Management e-journals database & Emerging Market Case Studies	https://www.emeraldinsight.com/
LinkedIn	Unlimited access to courses on a wide variety of technologies and disciplines	www.linkedin.com/learning/
Science Direct	<ul style="list-style-type: none"> • Engineering • Economics, Econometrics, and Finance • Mathematics • Management, Business, and Accounting 	http://www.sciencedirect.com/
Euro Monitor	• Euro Monitor is a global research database offering shared access to internationally comparable market research.	https://www.portal.euromonitor.com/





Handing over documents

DISCOVER
The challenge is simple

POLY WONDERLAND 2022
NOVEMBER 22, 2022 | 4 TO 10 PM
AT THE FOOTBALL FIELD

National Day Event
November 22, 2022 | 10:00 AM - 12:00 PM
Building 10, Bahariya Hall, Bahariya Amphitheatre

POLY'S TREASURE HUNT
DATE: THURSDAY 27th MARCH 2022
TIME: STARTS AT 12 PM TO 4 PM
LOCATION: FOOTBALL FIELD

FOOD CARNIVAL
THURSDAY 22 NOV 2022
4PM - 8PM
IN FRONT OF BUILDING 12. 35
EVENT IS OPEN FOR THE PUBLIC

INTERNATIONAL CONFERENCE
BAHARIYA POLYTECHNIC
2022



Learning Support (Building 19 – Ground floor)

- The Polytechnic offers a range of learning support services for students.
- Students can meet the PASS (Peer Assisted Study Schemes) leaders in one-to-one sessions, where support and help can be given for the individual learning needs. PASS Leaders are students who have been nominated by tutors and Program Managers from different departments to enhance student learning outside the classroom. They are available in the Library Learning Centre to assist students on an individual or group basis to facilitate discussion and explanation of course concepts and assessments. For their availability and times, please refer to the [PASS leaders timetable](#) for each semester.
- Students with learning disabilities or challenges can get help and support from the learning support specialist. This can include a range of support and help to ensure students are ready to learn and succeed. If you have any learning disability or learning challenges, need assessment accommodations, or have other learning needs or concerns., you can see [the Learning Support Specialist](#)
- To improve your academic skills, you can book a session at the [Academic Skill Centre](#).

- Book an appointment for support services (learning support, PASS leaders, and Academic Skill Centre):

Please allow 24hr notice to arrange for an appointment. On the day of your appointment:

1. Arrive on time.
2. Late arrivals to appointments (15 min or later) will result in the cancellation of your appointment.
3. Bring a notebook and pen/pencil.

Notes:

- Follow-up appointments are to be made by the student.
- Missed appointment times (with or without notification) will be given to other students.
- It is the responsibility of the student to reschedule missed appointments.

Workshops

LLC also offers a range of [workshops](#) for the Polytechnic students and staff, such as:

- Referencing
Learn about [Quick Guide to APA Referencing 7th edition](#) information from various sources and writing in-text citations for assignments. Understand the consequences of plagiarism and ways to avoid it.
- Time Management
Maximize your productivity by creating a realistic schedule. In this workshop, learn techniques to overcome procrastination and keep focused.
- Assistive Technology Tools
Learn more about tools built in Office 365 and Windows 10 that will help students with learning differences access their education alongside their peers.

Scholarships and Fees

A number of scholarships are available to students through the Ministry of Education, the Tamkeen Labour Fund, charitable organizations, and employers in government and private companies. On occasion, there will be campus advertising for new scholarships. Visit the Scholarship Coordinator for assistance if you want to learn more about them.

Career & Employment Centre





Career Center

The Career & Employment Center helps you reach your professional goals. Our cutting-edge career development resources and services equip and inspire our students and alumni to attain their full potential. We want to assist you build corporate and alumni networks and connect with industry professionals. To compete in today's job market, we instill a passion for learning and professional progress in our students and graduates.

We aim to foster a dynamic, supportive environment that encourages professional growth, innovation, and progress. We offer career counseling, job search support, networking events,

career fairs, and more. From career exploration through employment, our career consultants are ready to help. CEC ensures that you have the information and resources you need to achieve students' and alumni's career goals.

CEC oversees three areas of support to students and Alumni:

- **First – Career services:**

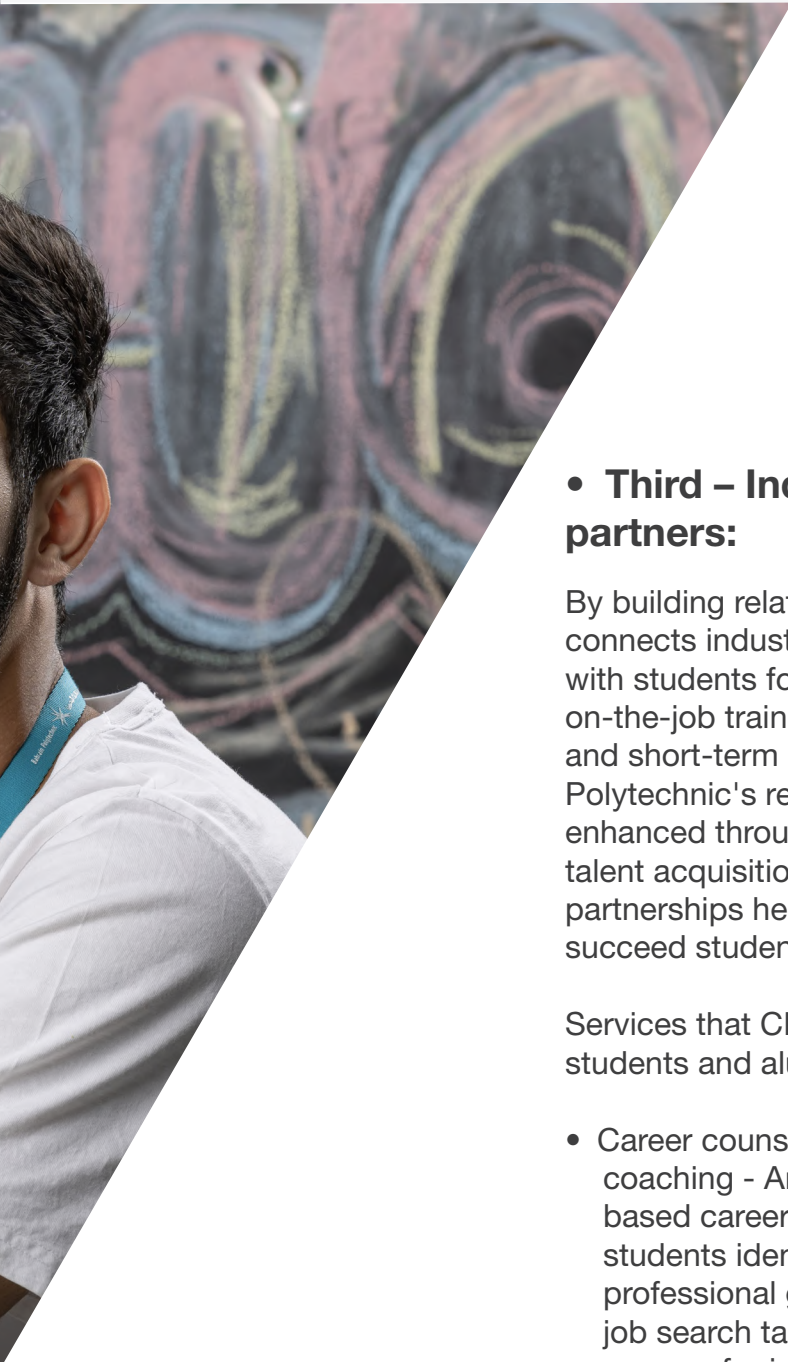
CEC helps students achieve their career goals. CEC provides resources, support, and direction to help students

succeed in the changing work market. Career counseling, job search support, career workshops and events, internships, and other services are offered.

- **Second – Alumni relations:**

CEC's career services are based on alumni engagement, which is essential in higher education. CEC promotes students, alumni, and Polytechnic's reputation as a top talent source. CEC uses alumni expertise and networks to help students and new graduates thrive in their jobs. Alumni networking, employer relationships, feedback, and more keep CEC alumni connected.





• **Third – Industry partners:**

By building relationships, CEC connects industry partners with students for employment, on-the-job training, projects, and short-term internships. Polytechnic's reputation is enhanced through CEC's talent acquisition. Employer partnerships help the CEC succeed students and Alumni.

Services that CEC provides to students and alumni:

- Career counseling and coaching - An appointment-based career advisor helps students identify their professional goals, develop job search tactics, and prepare for job interviews and networking events.
- Job and internship search support - Provides students with CV and cover letter reviews, job search strategy
- group sessions, and access to the industry connect portal, an online job search platform.
- Career exploration resources - To assist students explore their interests and choose a profession that matches their talents and passions, CEC offers career voyage online tool and industry and career path information.
- Employer engagement and networking event - To link students with employers and employment prospects, CEC hosts recruiting campaigns, networking events, and employer information sessions.
- Professional development opportunities - To help students succeed in the workplace, CEC conducts



workshops on cv writing, interviewing, and career management.

- Job postings and recruitment: Employers publish employment openings with CEC, which recruits Polytechnic talent. CEC's industry connect portal simplifies corporate hiring and helps students find suitable work possibilities.
- Employer partnerships: We partner with employers to create programs and activities that benefit the Polytechnic and the employer. This includes internships, on-the-job training, and cooperative learning projects that give students meaningful work experience and help industry partners find full-time hires.
- Employer feedback (CAG): Seeking feedback from employers about the quality of the Polytechnic's graduates and their employability, the relevance of the curriculum through an

annual Curriculum Advisory Group, and the effectiveness of career services post recruitment events. This feedback is used to improve Bahrain Polytechnic's programs and services, and to better prepare students for the job market.

- Alumni Engagement – To engage with alumni through regular communication, such as news emails, alumni events, and social media.
- Alumni career services - CEC plays role in building and maintaining relationships with alumni as means to leverage these relationships to benefit both current students and alumni in their career pursuits.
- Alumni networking event – CEC organizes networking events that bring alumni together with current students to share their career experiences, industry insights, and job search tips.
- Alumni-Employer outreach: Alumni who are now

employers are significant resources for CEC when it comes to establishing partnerships with other employers. We maintain excellent relationships with alumni employers, who provide job market data and connect students with jobs.

Counseling

The Polytechnic Counseling Services offers psychological services that are intended to assist students in reaching their educational objectives, learning the process of problem solving and decision making, developing the capacity for fulfilling relationships, and learning to fully utilize their potential for continued growth beyond their academic experience. Our counselors assist students in exploring any issues they may be having with their studies or their personal lives. Students frequently seek help from for problems related to transitioning to university life, time management, unclear life or career objectives, identity concerns, interpersonal disputes, eating disorders,

anxiety, depression, or coping with loss and bereavement.

Our counselors assist students to set personal goals, support them in developing coping mechanisms, and help them come up with solutions for immediate problems. They are equipped to handle a wide range of issues or concerns. Students can get assistance with any social, emotional, academic, or career-related problems.

Counseling is strictly confidential. The information provided to a student counselor won't be shared with another person or group. All students currently enrolled at Bahrain Polytechnic are eligible for free counseling services.

Mentoring

You will have the chance to work with a mentor while you are a student at Bahrain Polytechnic to help you learn more effectively. You can increase your chances of learning success by developing

a personal relationship with your mentor through mentoring. Mentors provide individualized, personal, and private support, counsel, and encouragement. They may inform you of Bahrain Polytechnic policies and procedures or suggest that you seek out other services for continuous, suitable support.

Student Conduct and Policies

Each culture has its own set of laws and rules that control interpersonal interactions by educating people about their rights and the obligations they must uphold. Students at Bahrain Polytechnic are given full privileges as soon as they enroll, and as a result, they also have obligations to the Polytechnic that must be met. These rights and obligations form the foundation for outstanding circumstances and a culture of respect, which will help the Polytechnic achieve in its educational goals while also benefiting the students.

Student Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the Polytechnic principles to offer high-quality teaching and learning. It lists the students' rights and responsibilities to maximise their learning experience.

Students' Rights

- Full access to the campus, services, and privileges offered by the Polytechnic.
- Enjoy the learning opportunities the Polytechnic offers without discrimination due to social status, gender, religion, creed, or disability.
- Freedom of expression and inquiry.
- Access to their own academic records.
- Privacy and protection of academic records and personal data.
- Knowing all requirements of the curriculum and the programme at the beginning of each semester.





- Be notified of any changes approved by any Polytechnic Committees or Boards which affect the above information.
- Have a study plan with clearly defined links between its components, other sources of knowledge, and their intended career path, to achieve harmony between the study process and its objectives.
- Request and receive grades from academic staff in a timely manner.

- A drug-and-alcohol-free Polytechnic environment and atmosphere.
- The provision of accurate information about the Polytechnic services, regulations, policies, and procedures in published formats.
- The provision of accurate information on academic systems and academic programmes, the sequencing of courses, and graduation requirements.
- The provision of all information about financial assistance and related systems.
- The provision of information on classes, programmes, courses, and requirements is all published clearly, accurately, and timely.
- Flexibility in the Polytechnic systems and guidance for initial registration and related follow-up procedures, e.g., add or delete programmes, withdrawal.
- Report, as soon as any problems occur, to the Directorate of Student Services. They are empowered to investigate the incident or problem in a timely manner according

to established Policies and Procedures.

Students' Responsibilities

- Respect the Polytechnic and its members as an educational institution.
- Commitment to success and academic excellence and to take advantage of both teaching and learning and student services opportunities.
- To comply with Polytechnic rules, policies, and regulations and to recognise the latest updates.
- To always wear their student ID card, to keep it well-maintained, and to show it upon request by Polytechnic officials.
- Commitment to providing correct information and data to the concerned authorities in Registry, Student Services, members of Faculties, and the other Polytechnic staff members.
- Commitment to a decent appearance, as per regulations and customs of the Polytechnic community.
- Commitment to decent behaviour and dealing with

others in a civilized and appropriate manner, whether spoken or written,

- Obligation to maintain buildings and property of the Polytechnic from any act of sabotage or theft.
- Completely abstain from alcohol and drugs or promote them in any way, by word or action, on campus.
- Completely abstain from cigarette smoking in all buildings of the Polytechnic.
- To refrain from gambling in any place inside the campus.
- To avoid any behaviour that might harm or adversely affect students enrolled at the Polytechnic, which in turn affects the task entrusted to the Polytechnic.
- Responsiveness and compliance with official instructions issued by the Polytechnic, which come from administrative officials during the performance of their duties at work.
- Not to carry any weapons that could result in harm to others, for example, firearms, knives of all kinds, explosives, or any other tool that may be used as a weapon.
- Adherence to regulations

and instructions of the exam period, and not to be involved in any attempt to cheat.

- Adherence to regulations and instructions of the library to benefit from services and information provided.
- Commitment to attending lectures as scheduled and without prejudice to its system.





Examinations and Assessment

This section describes the academic regulations that relate to assessment. It covers the conduct of assessments, assessment submissions, late submissions, resubmissions, and re-sits.

Assessment Information

Course Information is available in either printed or electronic form no later than the first officially scheduled class. It includes details of the assessment tasks students are required to undertake to achieve and demonstrate their learning. It may specify:

- Course aims and learning outcomes.
- Assessment criteria and standards against which individual assessment tasks are judged.
- Required style of academic referencing and acknowledgments such as footnotes and bibliographies.
- Relative weightings of each assessment task.

- Due dates of assessment tasks and modes of submission.
- Penalties for late submission.
- Documentation required in support of an extension request.
- Relevant characteristics, such as length of written tasks or duration of examinations.
- Form and timing of feedback that students will receive; and
- The ways in which judgments of individual assessment tasks will be combined to give an overall grade.

Conduct of Assessment:

Controlled Assessment (Examinations and Tests)
Students must observe all published controlled assessment procedures.

In the case of controlled assessments lasting one hour or longer:

- No student is permitted to enter the room later than ten minutes after the start of the test or examination.
- No student is permitted to leave the room until one hour has elapsed from the time the assessment began.

- No student is permitted to leave a test or examination during the last fifteen minutes of the time allowed.

Any exceptions to the above procedures must be clearly indicated in the course information provided to students and in the assessment instructions.

Assessment Submission Extensions

Extensions may not be available for controlled assessments (e.g., end-of-semester examination) 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 2 working days. Applications must be made before the stated deadline.

Late Submissions, Resubmissions, and Re-sits

An assessment submitted, without approval, after the stated deadline is a late submission.

For circumstances not covered under the provisions of the aegrotat pass procedures, decisions to allow a reset because of non-attendance at an assessment event can be made by the Head of School or delegate. Late submissions and resubmissions of assignments and projects should only be available to students who have made a genuine effort to complete the assessment. Unless the Head of School decides otherwise, the maximum mark achievable for late submission or resubmission will be the minimum pass mark or grade for that assessment.

Plagiarism

This section describes academic regulations that relate to academic integrity and honesty. Students must maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the

ideas, interpretations, words, or creative works of others.

Students must refrain from the following acts:

- Cheating and behaving deceitfully or dishonestly in examinations and in-class tests.
- Collusion, which is presenting work as independent work when it has, in fact, been produced in whole or in part with others, including persons external to the Polytechnic, unless prior permission for joint or collaborative work has been given as specified in the course outline.
- Fabrication which is the Intentional and unauthorised falsification or invention of any information or citation in an academic exercise.
- Fraud which is a deceitful behaviour by which it is sought to gain some unfair or dishonest advantage.
- Misrepresenting data or information incorrectly, improperly, or falsely.
- Obstructions or interference, which is to behave in any way that obstructs or

interferes in limiting the academic opportunities of other students by improperly impeding their work or their access to educational resources.

- Plagiarism is the act of misrepresenting as one's original work the ideas, interpretations, words, or creative works of another, either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes, and ideas gained through working in a group. These ideas, interpretations, words, or works may be found in print and/or electronic media.
- Research Misconduct that includes but is not limited to conduct in, or in connection with, research that is dishonest, reckless, or persistently negligent; and/or seriously deviates from accepted standards within the research and scholarly community for proposing, conducting, or reporting research.



Student Academic Appeal

This section relates to the academic regulations that relate to student's academic appeal. It covers types of academic appeals, appeals to faculty, and appeals to the CEO.

Academic Appeals

- In synchrony with its approach of providing all students a fair, safe, and productive learning environment, Bahrain Polytechnic acknowledges student academic appeals and responds to them with fairness, consistency, promptness, and sensitivity through the duly formed Faculty Appeal Committees and CEO Appeal Committee.
- Appeals for a review of decisions on student dismissal from Bahrain Polytechnic due to grades and appeals for a review of decisions on academic matters such as the rejection of student request for third enrollment are handled by respective Faculty Appeal Committees.

Grade-related grounds for appeal involve extenuating circumstances previously undisclosed, computational or administrative errors, procedural lapses, prejudice, and others.

- Appeals against dismissal or exclusion from Bahrain Polytechnic due to Faculty Appeal Committee decisions or due to other reasons independent of grades shall be dealt with by the CEO Appeal Committee.
- Student requests for re-marking assessments within the semester prior to the release of approved overall final results are not considered academic appeals.
- Results of academic appeals are final and not subject to re-appeal, except for Faculty Appeal Committee decisions which culminate in students' exclusion or dismissal from Bahrain Polytechnic.
- All claims for appeals must be submitted with supporting evidence within approved and published deadlines (except during exceptional circumstances) upon payment of corresponding fees, which are subject to refund if appeals are upheld.

Appeals to Faculty Appeal Committee

- Students who are eligible for academic appeal, upon consultation with Student Information Centre (SIC) representatives, shall fill out the Appeal Form available at SIC and pay the corresponding fees at the Finance Unit.
- SIC shall check and receive the stamped application, which will be forwarded to the Faculty Administrators for the respective Dean's review and action within one working day.
- Faculty Administrators shall advise students in writing of the results of the appeal after due discussion by the Faculty Appeal Committee and approval of the Academic Council.
- The Enrolment Manager shall advise students on any grade changes made by the Registry based on official documents, which include approved Academic Council meeting minutes, the original Appeal Form, and a copy of the Faculty Administrator's letter issued to students.

Appeals to CEO Appeal Committee

- Students are eligible for academic appeal, upon consultation with Student Information Centre (SIC) representatives, shall fill out the Appeal Form available at SIC and pay the corresponding fees at the Finance Unit.
- SIC shall check and receive the stamped application,





which will be forwarded to the CEO Appeal Committee Chair and Secretary.

- After due review and discussion by the CEO Appeal Committee, the Chair shall advise the Registry on

the outcomes of the appeal for necessary student record updates. Such appeal results shall also be communicated to the students by the committee Secretary through a formal letter signed by the

CEO and a copy of which shall be furnished to the Registry and concerned faculty.

Pastoral Support

The Polytechnic offers a range of support services, giving a student the opportunity to interact with Polytechnic staff members who can help shape their experience positively at Bahrain Polytechnic. Student Support: Pastoral support (polytechnic.bh)

The **Student Recourses** team are trained and available to help and support students with a range of concerns and questions, as well as to help and advice on administration and policy matters. Students can reach

out to **Student Recourses staff** (this will be updated soon with a group picture of all the team and each staff member's profile), and share any issues, concerns, and ideas to improve and build on their learning experience. For any concerns or suggestions, please submit it through the Student Assist Portal

Student Assist portal email to students:

Dear Students,

We are happy to announce the launching of Student Assist, the new Helpdesk system.

<https://studentassist.polytechnic.bh/> To access the portal, please use Chrome/Firefox.

Student Assist will serve as the main point of contact for students. The system allows students to directly contact the following teams:

- Student Affairs
- Finance
- Registry

Please refer to the attached demonstration video of the new system for a how-to guide.

Kindly note that your login credentials will be the same as your Moodle login credentials.



Disability Car Park/ Campus Access

We have a limited number of car parks on campus for students with severe or acute health issues.

If you are a student who has classes in “Campus A” please see The Nurse in Building 16 or see the Head of Student Care for advice, help, and support in this area. For more information please visit our page in Moodle Student Support: Disability car park/campus access (polytechnic.bh)

Academic Advising

Academic Advising service is an integral part of a student’s life at Bahrain Polytechnic. Advisors support and encourage students in their academic and personal growth.

Every student is assigned an advisor at the start of the academic year. Advisors meet regularly with students to monitor their attendance, review their progress, advise on class schedules and assist with decision-making in the student’s academic journey.

For more information please visit our page in Moodle Student Support: Academic Advising (polytechnic.bh)

Scholarships and Fees

The fee Extension is to give you more time to complete your payment. **Fee Exemption** is to apply for a Bahrain Polytechnic scholarship. Read on to get more details [click here](#)

Student Conduct and Policies

The Professional Conduct and Dress Code Regulations.

Student Engagement

There are many opportunities for students to join different student societies to support fellow students, interact with staff and the wider community. These experiences will help you develop your employability skills further as well as help grow your social network. To learn more about students' bodies at Polytechnic, [click here](#)

- Student Council:
The Bahrain Polytechnic Student Council (BPSC)

works as an advocate for the student body alongside the Polytechnic's staff to ensure a well-balanced student life. For more details BPSC

- Student Clubs:
Participating in clubs, conferences, and competitions adds to your leadership development, creates lasting relationships, and helps you network with professionals and alumni in your field of interest. For more details Student Clubs
- Student Representatives:
Some Bahrain Polytechnic committees have student representatives who 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. For more details Student Representatives

- Peer Assisted Study Scheme (PASS) leaders
Are students who make themselves available to assist other students to master course concepts, study, and cognitive skills. For more details Peer Assisted Study Scheme

Concerns & Complaints

Your concerns and complaints are important to us. Some we can fix immediately; some will take a couple of days, and some may be harder to fix - but please be aware that we do not take them lightly.

Student Recourses team supports students with their concerns and issues, either through the Students Assist Portal or by dropping by their offices in Building 26. Please feel free to raise any concerns, issues, complaints, or inquiries

for more details, please read the Student Concerns and Complaints Policy
Your concerns can be submitted online [here](#)



Academic Calendar

Bahrain Polytechnic

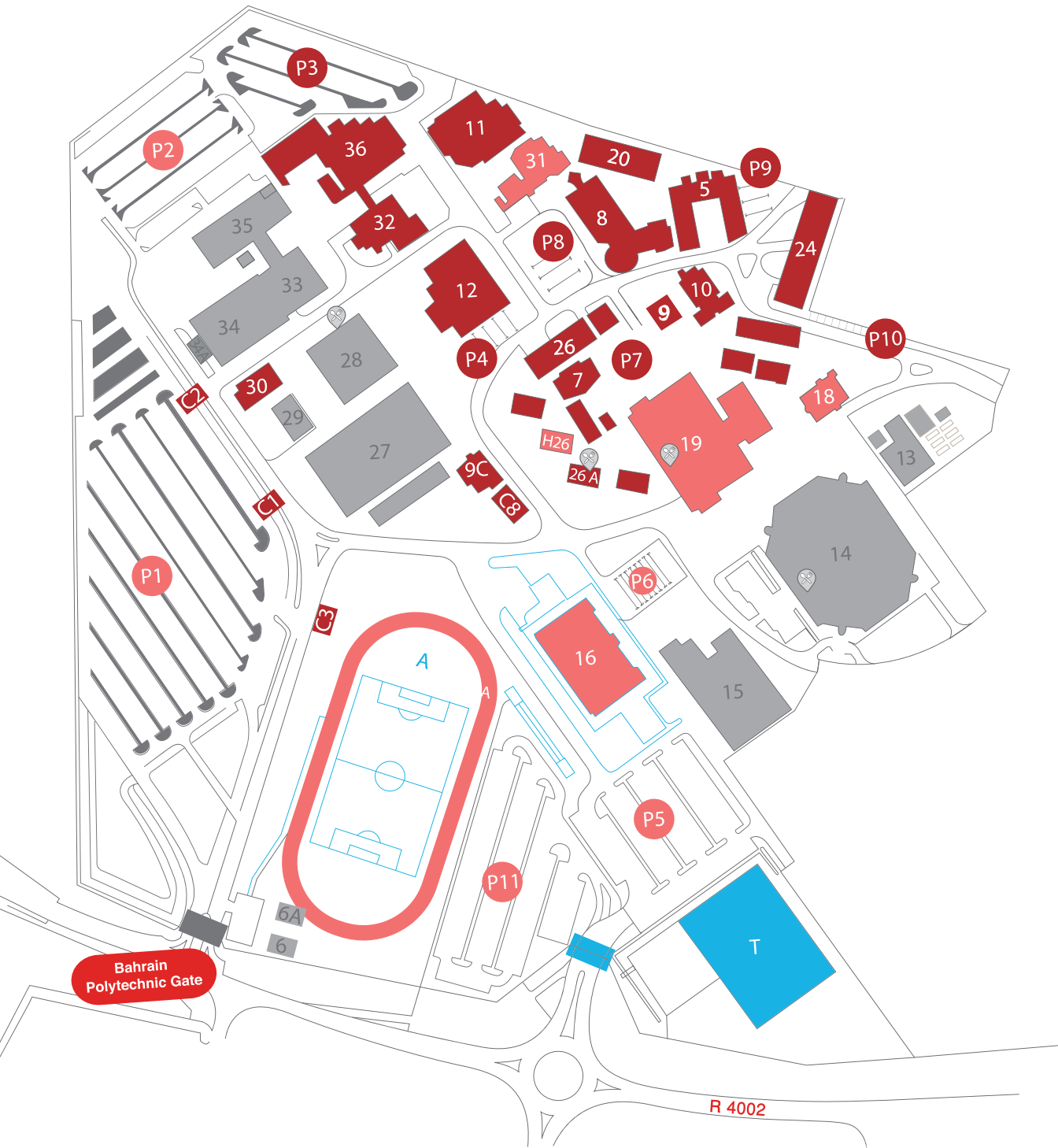
2023

SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY	
1 Fri		1 Sun		1 Wed		1 Fri		1 Mon	New year's day	1 Thu	
2 Sat		2 Mon		2 Thu		2 Sat		2 Tue	Revision/Assessment	2 Fri	
3 Sun	Academic Preparation	3 Tue		3 Fri		3 Sun		3 Wed		3 Sat	
4 Mon		4 Wed		4 Sat		4 Mon		4 Thu		4 Sun	
5 Tue		5 Thu		5 Sun	Assessment week	5 Tue		5 Fri		5 Mon	
6 Wed		6 Fri		6 Mon		6 Wed		6 Sat		6 Tue	
7 Thu		7 Sat		7 Tue		7 Thu		7 Sun	Assessment week	7 Wed	
8 Fri		8 Sun		8 Wed		8 Fri		8 Mon		8 Thu	
9 Sat		9 Mon		9 Thu		9 Sat		9 Tue		9 Fri	
10 Sun	Classes commence	10 Tue		10 Fri		10 Sun		10 Wed		10 Sat	
11 Mon		11 Wed		11 Sat		11 Mon		11 Thu	Semester ends	11 Sun	Academic Preparation
12 Tue		12 Thu		12 Sun		12 Tue		12 Fri		12 Mon	
13 Wed		13 Fri		13 Mon		13 Wed		13 Sat		13 Tue	
14 Thu	Drop/Add ends	14 Sat		14 Tue		14 Thu		14 Sun		14 Wed	
15 Fri		15 Sun		15 Wed		15 Fri		15 Mon		15 Thu	
16 Sat		16 Mon		16 Thu		16 Sat	National day	16 Tue		16 Fri	
17 Sun		17 Tue		17 Fri		17 Sun	Ascension day	17 Wed		17 Sat	
18 Mon		18 Wed		18 Sat		18 Mon	Compensation day	18 Thu		18 Sun	Classes commence
19 Tue		19 Thu	Last day to W without Academic Penalty	19 Sun		19 Tue		19 Fri		19 Mon	
20 Wed		20 Fri		20 Mon		20 Wed		20 Sat		20 Tue	
21 Thu	Withdraw with refund ends	21 Sat		21 Tue	BPSC	21 Thu		21 Sun	AC Results meetings	21 Wed	
22 Fri		22 Sun		22 Wed		22 Fri		22 Mon		22 Thu	Drop/Add ends
23 Sat		23 Mon		23 Thu		23 Sat		23 Tue	Results released	23 Fri	
24 Sun		24 Tue		24 Fri		24 Sun		24 Wed		24 Sat	
25 Mon		25 Wed		25 Sat		25 Mon		25 Thu		25 Sun	
26 Tue		26 Thu		26 Sun		26 Tue		26 Fri		26 Mon	
27 Wed	Prophet's birth day*	27 Fri		27 Mon		27 Wed		27 Sat		27 Tue	
28 Thu		28 Sat		28 Tue		28 Thu		28 Sun	Mid-year break	28 Wed	
29 Fri		28 Sat	Mid-semester break	29 Wed		29 Fri		29 Mon	Academic Appeal Ends	29 Thu	Withdraw with refund ends
30 Sat		30 Mon		30 Thu		30 Sat		30 Tue			
		31 Tue				31 Sun		31 Wed			




MARCH		APRIL		MAY		JUNE		JULY		AUGUST	
1 Fri		1 Mon		1 Wed	Labour day	1 Sat		1 Mon		1 Tue	
2 Sat		2 Tue		2 Thu		2 Sun	Revision/Assessment	2 Tue		2 Wed	
3 Sun		3 Wed		3 Fri		3 Mon		3 Wed	Appeals' resolution	3 Thu	
4 Mon		4 Thu		4 Sat		4 Tue		4 Thu		4 Fri	
5 Tue		5 Fri		5 Sun		5 Wed		5 Fri		5 Sat	
6 Wed		6 Sat		6 Mon		6 Thu		6 Sat		6 Sun	
7 Thu		7 Sun	Mid-semester break	7 Tue		7 Fri		7 Sun	Hijri New Year	7 Mon	
8 Fri		8 Mon		8 Wed		8 Sat		8 Mon		8 Tue	
9 Sat		9 Sun		9 Thu		9 Sun	Assessment week	9 Tue		9 Wed	
10 Sun		10 Tue		10 Fri		10 Mon		10 Wed		10 Thu	
11 Mon	Ramadan*	11 Thu	Eid Al Fitr*	11 Sat		11 Tue		11 Thu		11 Fri	
12 Tue		12 Fri	Eid Al Fitr*	12 Sun		12 Wed		12 Fri		12 Sat	
13 Wed		13 Sat	Eid Al Fitr*	13 Mon		13 Thu	Semester ends	13 Sat		13 Sun	
14 Thu		14 Sun	Compensation day	14 Tue		14 Fri		14 Sun		14 Mon	
15 Fri		15 Mon	Assessment week	15 Wed		15 Sat	Arafa day*	15 Mon		15 Tue	
16 Sat		16 Tue		16 Thu		16 Sun	Eid Al Adha*	16 Tue		16 Wed	
17 Sun		17 Wed		17 Fri		17 Mon	Eid Al Adha*	17 Wed	Ashoora*	17 Thu	
18 Mon		18 Thu		18 Sat		18 Tue	Eid Al Adha*	18 Thu	Ashoora*	18 Fri	
19 Tue		19 Fri		19 Sun		19 Wed		19 Fri		19 Sat	
20 Wed		20 Sat		20 Mon		20 Thu		20 Sat		20 Sun	
21 Thu		21 Sun		21 Tue	BPSC	21 Fri		21 Sun		21 Mon	
22 Fri		22 Mon		22 Wed		22 Sat		22 Mon		22 Tue	
23 Sat		23 Tue		23 Thu		23 Sun	AC Results meetings	23 Tue		23 Wed	
24 Sun		24 Wed		24 Fri		24 Mon		24 Wed		24 Thu	
25 Mon		25 Thu		25 Sat		25 Tue	Results released	25 Thu		25 Fri	
26 Tue		26 Fri		26 Sun		26 Wed		26 Fri		26 Sat	
27 Wed		27 Sat		27 Mon		27 Thu		27 Sat		27 Sun	
28 Thu	Last day to withdraw without academic penalty	28 Sun		28 Tue		28 Fri		28 Sun		28 Mon	
29 Fri		29 Mon		29 Wed		29 Sat		29 Mon		29 Tue	
30 Sat		30 Tue		30 Thu		30 Sun	Academic Appeal Ends	30 Tue		30 Wed	
31 Sun				31 Fri				31 Wed		31 Thu	


Bahrain Polytechnic Map - Campus A



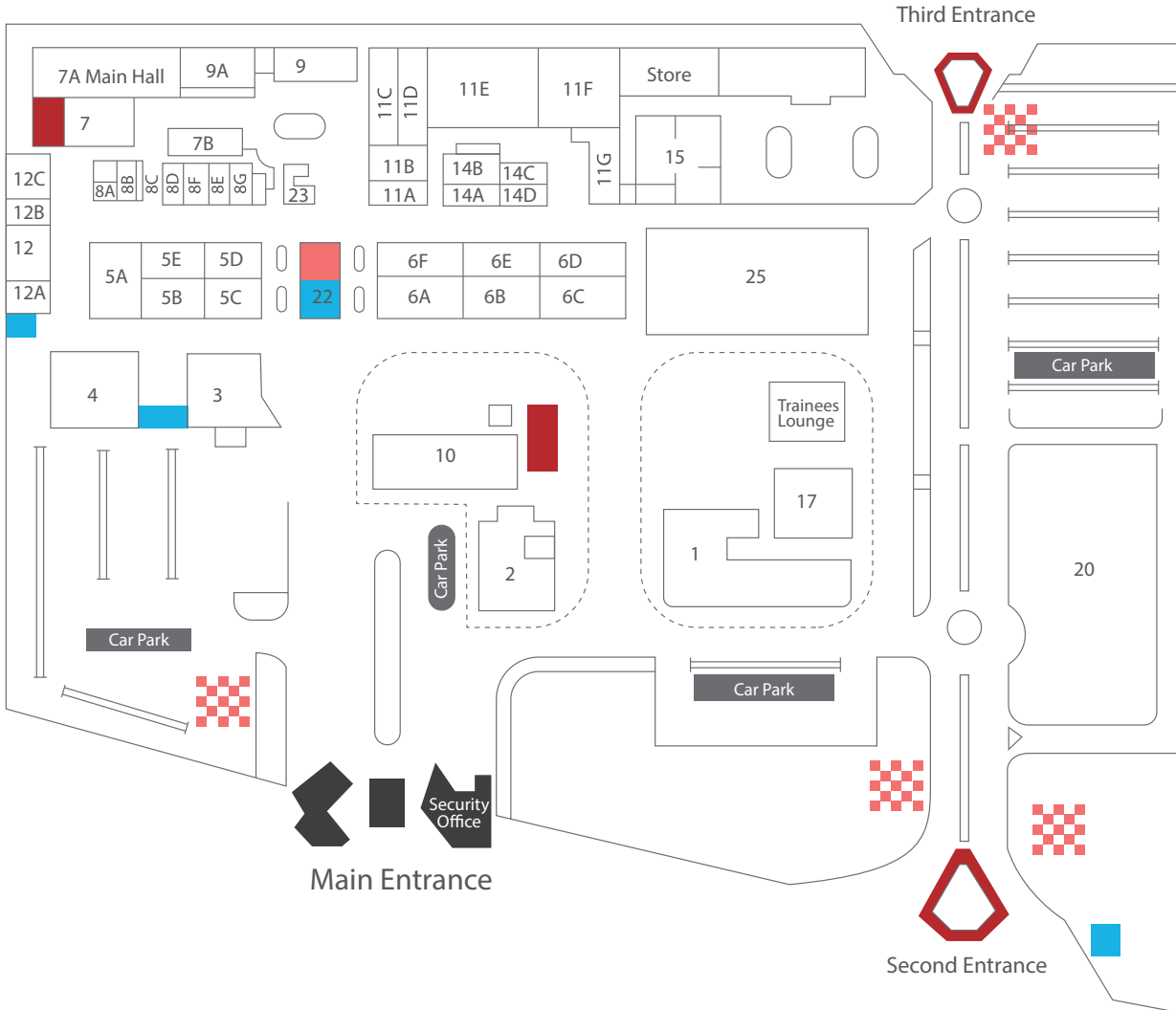
 Bahrain Polytechnic Buildings

 Buildings Occupied by University of Bahrain

 Buildings and parking shared between Bahrain Polytechnic and UOB

 The Tennis Federation

Bahrain Polytechnic Map - Campus B



-  Canteen
-  Praying Hall
-  Assembly Point
-  Car Parking
-  Security Office
-  Toilet



