



بوليتكنك البحرين  
Bahrain Polytechnic



# Student Handbook

Bahrain Polytechnic 2.0  
2023/2024



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# 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 21<sup>st</sup> 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.

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 are aimed at supporting you on your

journey and ensuring that 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 programme 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.

**Dr Louise O'Nolan**  
Deputy CEO: Academic  
Affairs & Registrar







# About Bahrain Polytechnic

Our role as the Polytechnic is to work with stakeholders – our learners, 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 campuses are open, with creative spaces for multi-disciplinary collaboration and innovation, recreational centers for learner communities, home to an applied research centre, 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



# بوليتكنك البحرين

## 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 learners, industries, and communities.

## 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, well-being, and enterprise. Our mission is to make the Polytechnic accessible to everyone, through our distributive campuses, in a physical, blended, and online form, in full-time and part-time modes.

## Values

Our core values are Excellence, Learning, and Innovation



# Useful Contacts

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

Department/Role	Email	Phone
Chief Executive Officer	<a href="mailto:ceo.office@polytechnic.bh">ceo.office@polytechnic.bh</a>	1789 7361
DCEO Academic Affairs and Registrar	<a href="mailto:louise@polytechnic.bh">louise@polytechnic.bh</a>	1789 7165
Director: Academic and Student Affairs	<a href="mailto:ahmed.malalla@polytechnic.bh">ahmed.malalla@polytechnic.bh</a>	1789 7356
Director: Student Resources	<a href="mailto:Munther.bahzad@Polytechnic.bh">Munther.bahzad@Polytechnic.bh</a>	1789 7184
Director: Quality and Academic Development	<a href="mailto:Quality.Measurement&amp;Analysis@polytechnic.bh">Quality.Measurement&amp;Analysis@polytechnic.bh</a>	1789 7330
Student Information Centre	<a href="mailto:Registration@Polytechnic.bh">Registration@Polytechnic.bh</a> <a href="mailto:Admissions@Polytechnic.bh">Admissions@Polytechnic.bh</a>	1789 7471 1789 7472
Student Resources	<a href="mailto:Student.Resources@polytechnic.bh">Student.Resources@polytechnic.bh</a>	
Bahrain Polytechnic Student Council	<a href="mailto:bpsc@student.polytechnic.bh">bpsc@student.polytechnic.bh</a>	
Career and Employment Centre	<a href="mailto:career@polytechnic.bh">career@polytechnic.bh</a>	1789 7325
Head: Student Representation	<a href="mailto:Howaida.Abdulla@polytechnic.bh">Howaida.Abdulla@polytechnic.bh</a>	1789 7186
Head: Student Care	<a href="mailto:reem.alsaad@polytechnic.bh">reem.alsaad@polytechnic.bh</a>	1787 0984
Library Learning Centre	<a href="mailto:llc@polytechnic.bh">llc@polytechnic.bh</a>	1789 7544
Academic Skills Center	<a href="mailto:Mohammed.aldaylami@polytechnic.bh">Mohammed.aldaylami@polytechnic.bh</a>	1789 7024
ICT Helpdesk	<a href="mailto:helpdesk@polytechnic.bh">helpdesk@polytechnic.bh</a>	1789 7111
Finance Directorate	<a href="mailto:finance.directorate@polytechnic.bh">finance.directorate@polytechnic.bh</a>	1789 7061
Coordinator: Scholarship	<a href="mailto:Heyam.Juma@polytechnic.bh">Heyam.Juma@polytechnic.bh</a>	1789 7071
Lifelong Learning	<a href="mailto:lifelong.learning@polytechnic.bh">lifelong.learning@polytechnic.bh</a>	17870645 17870677 17870656 17897324
Health and Safety	<a href="mailto:safety.health@polytechnic.bh">safety.health@polytechnic.bh</a>	1789 7198
Security Hotline	<a href="mailto:Security@polytechnic.bh">Security@polytechnic.bh</a>	1789 7550

# Academic Contacts

Faculty	Name	Title	Email
Business & Logistics Faculty	Prof. Tunku Salha	Dean - Business & Logistics Faculty	<a href="mailto:salha.ahmad@polytechnic.bh">salha.ahmad@polytechnic.bh</a>
School of Logistics and Maritime Studies	Dr. Lorraine Cowley	Head of School	<a href="mailto:lorraine.cowley@polytechnic.bh">lorraine.cowley@polytechnic.bh</a>
		PM – Logistics	<a href="mailto:lorraine.cowley@polytechnic.bh">lorraine.cowley@polytechnic.bh</a>
School of Business	Latifa AlFadhel	Head of School - Business	<a href="mailto:latifa.alfadhel@polytechnic.bh">latifa.alfadhel@polytechnic.bh</a>
	Anand Soni	PM - Accounting	<a href="mailto:anand.soni@polytechnic.bh">anand.soni@polytechnic.bh</a>
	Amir Zaidan	PM - Digital Marketing	<a href="mailto:amir.zaidan@polytechnic.bh">amir.zaidan@polytechnic.bh</a>
	Ameera AlHejair	PM - HRM and Management	<a href="mailto:ameera.alhejair@polytechnic.bh">ameera.alhejair@polytechnic.bh</a>
	Amir Zaidan	PM – Marketing	<a href="mailto:amir.zaidan@polytechnic.bh">amir.zaidan@polytechnic.bh</a>

EDICT Faculty	Prof. Christina Georgantopoulou	Dean - EDICT Faculty	<a href="mailto:christina@polytechnic.bh">christina@polytechnic.bh</a>
School of ICT and Web Academy	Dr. Christos Gatzoulis	Head of School	<a href="mailto:christos.gatzoulis@polytechnic.bh">christos.gatzoulis@polytechnic.bh</a>
	Ancy Cheriyan	PM – Databases	<a href="mailto:ancy.cheriyam@polytechnic.bh">ancy.cheriyam@polytechnic.bh</a>
	Mohammed Tariq	PM – Networking	<a href="mailto:muhammad.tariq@polytechnic.bh">muhammad.tariq@polytechnic.bh</a>
	Cyril Anthony	PM – MIS	<a href="mailto:cyril.anthoni@polytechnic.bh">cyril.anthoni@polytechnic.bh</a>
	Osama Abedallat	PM – Programming	<a href="mailto:osama.alabedallat@polytechnic.bh">osama.alabedallat@polytechnic.bh</a>
	Omar Fayyad	PM – Cybersecurity	<a href="mailto:omar.fayyad@polytechnic.bh">omar.fayyad@polytechnic.bh</a>
School of Creative Media	Dr. Owen Gallagher	Head of School	<a href="mailto:owen.gallagher@polytechnic.bh">owen.gallagher@polytechnic.bh</a>
	Anand Omanakuttan	PM – Web Media	<a href="mailto:anand.omanakuttan@polytechnic.bh">anand.omanakuttan@polytechnic.bh</a>
	Marwa Isa	PM – Visual Design	<a href="mailto:marwa.isa@polytechnic.bh">marwa.isa@polytechnic.bh</a>
School of Engineering	Adel Aawan	Head of School	<a href="mailto:adel.aawan@polytechnic.bh">adel.aawan@polytechnic.bh</a>
	Dr. Ahmed Abdulrahman	PM – Mechanical	<a href="mailto:ahmed.abdelrhman@polytechnic.bh">ahmed.abdelrhman@polytechnic.bh</a>
	Dr. Saam Najat	PM – Electronic	<a href="mailto:saam.najat@polytechnic.bh">saam.najat@polytechnic.bh</a>
	Dr. Zakareya Hasan	PM – Electrical	<a href="mailto:zakareya.hasan@polytechnic.bh">zakareya.hasan@polytechnic.bh</a>
	Shaikha Ebrahim	PM – Chemical	<a href="mailto:shaikha.ebrahim@polytechnic.bh">shaikha.ebrahim@polytechnic.bh</a>
	Dr. Bryant Arante	PM – Civil	<a href="mailto:bryant.bryant@polytechnic.bh">bryant.bryant@polytechnic.bh</a>
EDICT	Ali Yaqoob	PM – Industry	<a href="mailto:ali.yaqoob@polytechnic.bh">ali.yaqoob@polytechnic.bh</a>
	Dr. Wajid Khan	PM – Masters	<a href="mailto:wajid.khan@polytechnic.bh">wajid.khan@polytechnic.bh</a>
School of Apprenticeship, Skills and Training	Ahmed Alsaffar	Head of School	<a href="mailto:ahmed.alsaffar@polytechnic.bh">ahmed.alsaffar@polytechnic.bh</a>
School of Foundation	Maitham AlMuharraqi	Head of School	<a href="mailto:maitham.almuharraqi@polytechnic.bh">maitham.almuharraqi@polytechnic.bh</a>
	Sara Al Hammadi	PM – English	<a href="mailto:sara.ahmed@polytechnic.bh">sara.ahmed@polytechnic.bh</a>
	Mona Abdulla	PM – Math	<a href="mailto:mona.abdulla@polytechnic.bh">mona.abdulla@polytechnic.bh</a>



## Bahrain Polytechnic Qualifications

Bahrain needs skilled people to achieve its Economic Vision 2030. Cognizant of such need, Bahrain Polytechnic has designed and delivered programmes to meet the needs and demands of potential employers and individual learners.

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 learners 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 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 Work Integrated Learning experiences accord lecturers and clients/employers with the opportunity to provide feedback on the development of learners' Employability Skills. On graduation, you will be provided with feedback on your achievement in developing Employability Skills as well as with 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.

The qualifications awarded by Bahrain Polytechnic are classified by levels consistent with internationally recognized Qualifications Frameworks and Bahrain National Qualifications Framework. 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 degrees normally take a minimum of four years to complete as they require 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 learner 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 Council ensures that consultation with relevant employers and other stakeholders has occurred. 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 website or talk with your Programme Manager.

## Definitions of Employability Skills at Bahrain Polytechnic

### **Communication:**

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

**Teamwork:** Work effectively with independence 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 and Organisation:** Efficiently and effectively plan and manage work commitments.

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

### **Initiative and 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:** Utilise technology effectively and ethically.





# Approved Academic Qualifications

Use [this link](#) to see more details regarding the qualifications listed below.

School	Qualification	Standard Period of Study	Number of Credits
School of Business	Bachelor of Science in Financial Technology	4 years	480
	Bachelor of Digital Marketing		
	Bachelor of Business (General)		
	Bachelor of Business (Accounting)		
	Bachelor of Business (Banking and Finance)		
	Bachelor of Business (Management)		
	Bachelor of Business (Marketing)		
	Bachelor of Business (Human Resource Management)		
	Diploma in Business (Islamic Finance)	2 years	240
	Diploma in Business (Office Management)		
	Diploma in Business (Human Resource)		
	Diploma in Business		
	Diploma in Business (Accounting)		
School of Logistics & Maritime	Master in International Trade and Strategy	1 year	180
	Bachelor of International Logistics Management	4 years	480
	Bachelor of Supply Chain Management	2 years	240
	Diploma in Logistics and Transport		
School of Engineering	Master of Science in Engineering (Applied) in Sustainable Energy Systems	1 year	180
	Bachelor of Engineering Technology (Mechanical)	4 years	480
	Bachelor of Engineering Technology (Electronics)	4 years	480
	Bachelor of Engineering Technology (Electrical)		
	Bachelor of Engineering Technology (Electromechanical)		
	Bachelor of Engineering Technology (Communications and Network)		
	Bachelor of Engineering Technology (Chemical and Industrial Processes Engineering)		
	Bachelor of Engineering Technology (Civil)		

	Diploma in Engineering Technology (Communications and Network)	2 years	240
	Diploma in Engineering Technology (Mechanical)		
	Diploma in Engineering Technology (Electrical)		
	Diploma in Engineering Technology (Chemical and Industrial Processes Engineering)		
	Diploma in Engineering Technology (Civil)		
	Diploma in Engineering Technology (Petroleum Refining and Operations)		
School of Creative Media	Diploma in Engineering Technology (Automotive Technology)	4 years	480
	Bachelor of Web Media		
	Bachelor of Visual Design		
	Bachelor of Film & Animation	2 years	240
	Diploma in Visual Design		
	Diploma in Web Media		
	Diploma in Film & Animation		
	Diploma in Interactive Design		
	Diploma in Social Media Marketing		
School of ICT	Master of Science in Artificial Intelligence	1 year	180
	Bachelor of ICT (Programming)	4 years	480
	Bachelor of ICT (Information Systems)		
	Bachelor of ICT (Networking)		
	Bachelor of ICT (Database Systems)		
	Bachelor of ICT (Cybersecurity)		
	Diploma in ICT	2 years	240
	Diploma in Web Development		
	Diploma in Cloud Computing		
School of Foundation	Foundation Programme	1 year	
	General Studies	1 year	
School of Apprenticeship	Pre-apprenticeship Programme	6 months	60
	Diploma Apprenticeship in Automotive Technology	3 Years	240
	Diploma Apprenticeship in Building Services (Air Conditioning)	3 Years	240
	Diploma Apprenticeship in Building Services (Plumbing)	3 Years	240
	Diploma Apprenticeship in Electrical	3 Years	240
	Diploma Apprenticeship in Mechanical (Welding)	3 Years	240
Lifelong Learning	Certificate in Tertiary Teaching and Learning	4 months	15
	Post Graduate Certificate in Teaching and Learning for Higher Education	18 months	60





## Campus Services and Facilities

As a learner at the 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 learner-centered approach. Regardless of the campus, 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 learners who struggle academically are supported by the Academic Support Centre (ASC) - Building 19 ground floor. ASC works with learners who are having academic difficulties, specifically with English Language and Math. Learners 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.





## Copy Centre

On the first ground floor of Building 36, is where you'll find the Polytechnic's Copy Centre.

## Dining

Many restaurants, coffee shops, and snack services are located across the campus. Most of these outlets offer a delivery service. Starbucks, Bu'Ali Restaurant, and Dose Café are located in Building 19 at Campus A while Al Bushayer Restaurant and Derby Cafe are found in Building 10 and Building 20, respectively, at Campus B.

## Mini-Mart

Al Bushayer canteen has a supermarket in Building 26A at Campus A and in Building 10 at Campus B. The canteen offers a wide selection of household goods, stationery, fresh fruits, and supermarket items.







## Mosque

The Mosque behind Building 18 at Campus A is available for prayer and is open during working hours. Prayer rooms are likewise allocated in Building 20 at Campus B. The male prayer room is situated in Room 302 and the female prayer room is found in Room 350.

## Security

Polytechnic security staff are available to support and serve learners 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 (Building C8 - Campus A). Contact Security for help with inquiries.

## ID card

Learners must always have their IDs on them and be prepared to show them when asked. To utilise several campus amenities and services like the library, health centre, copy centre, and Academic Skills Centre, 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 on-campus parking is available for learners. 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 lease 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 Building C8 receives all lost items. If you lost anything, come to our office. Get in touch with a security officer or bring any found item to us. We make every effort to locate the owners of the missing property and identify them. To make things simpler to return to you, it is a good idea to label your goods, especially valuable property, with your name and student ID number.





## Health and Wellness Centre

The Health and Wellness Centre at Bahrain Polytechnic (Building 16) is a facility that is dedicated to promoting the physical well-being of learners, faculty, and staff. The centre 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 from 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 on 17897362 or drop by his office at 16.002 regarding special personal programs such as weight loss, bodybuilding, and nutrition.

### • Sports Centre and Sports Teams:

The Sports Centre 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 (male and female), you can contact our Health and Wellness Head, Musab AlShaer, on 17897453 or visit him at 16.002 or fill out [this form](#).

### • Healthcare Unit (Clinic):

The Health Care Unit provides care and support for learners 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 our General Nurse Specialist Fatima AlKhayal on 17897121 or visit her at 16.015.







## Learner Experience

A culture of academic success is fostered through our learner-centered educational experience. At the heart of our nurturing learning environment, where learner 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 learners.

To support your learning experience, we offer a wide range of learner services. Learner success is a top priority, thanks to our commitment to excellent learning 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 Centre

The Student Information Centre 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 programmes you have enrolled in (including changes)
- Costs and methods of payment
- IDs
- 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 for you across the campus. Computers in empty classrooms and the open-access lab in Building 19 at Campus A as well as computers in the Library Learning Centre at Campus A (Building 19) and Campus B (20.338) 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 on 1789 7111. Keep in mind that it is your responsibility to protect your password.







## Library Services

Your demands for learning and research are our top priorities. Our website and blog provide all the information you need regarding the Library Learning Centre (LLC), or you may contact us by phone on 17897543, by email at [llc@polytechnic.bh](mailto:llc@polytechnic.bh), or via our [website](#).

The librarians at LLC 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. You may contact us by email at [kameela.albaqali@polytechnic.bh](mailto:kameela.albaqali@polytechnic.bh)

## The LLC is YOUR Space!

- We encourage learners, 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 in Building 19 (Campus A) while 2 are found in 20.338 at Campus B. These study rooms can be booked through [this link](#).
- The library offers computer workstations to be used by learners, 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 learner, 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
- Learners may borrow a maximum of five items for three weeks.
- Learners 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

You can check the available resources in the library by searching the [catalogue](#). To get more information and details about how to check out library books, click [here](#). The following are the terms and conditions for borrowing:

- the book for the LLC (same or new edition) without paying BD 25.
- 2. Electronic resources:**
- As registered learners of the Polytechnic, you have access to 6 databases covering the needed subjects. You can search for any electronic resources by using the [catalogue](#) and ask the librarian for access.

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







## Learning Support (Building 19 – Ground floor)

- The Polytechnic offers a range of learning support services for learners.
- Learners can meet the PASS (Peer Assisted Study Schemes) leaders in one-to-one sessions, where support and help can be given for individual learning needs. PASS Leaders are students who have been nominated by tutors and Programme Managers from different departments to enhance learning outside the classroom. They are available in the Library Learning Centre to assist learners on an individual or group basis to facilitate discussion and explanation of course concepts and assessments. For their availability and times, please refer to [this link](#) for the PASS leaders' timetable for each semester.
- Learners 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 learners 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 refer to [this link](#) to see a Learning Support Specialist.
- To improve your academic skills, you can book a session at the Academic Skill Centre through [this link](#).



- Book an appointment for support services (learning support, PASS leaders, and Academic Skill Centre). Please allow 24-hour 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 learner.
- Missed appointment times (with or without notification) will be given to other learners.
- It is the responsibility of the learner to reschedule missed appointments.

### Workshops

LLC also offers a range of workshops for the Polytechnic learners such as:

- Referencing  
Learn about [Quick Guide to APA Referencing 7<sup>th</sup> 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 learners with learning differences access their education alongside their peers.

For a complete list of workshops you may be interested in, please refer to [this link](#).

### Scholarships and Fees

A number of scholarships are available to learners through the Ministry of Education, the Tamkeen Labour Fund, charitable organisations, and employers in government and private companies. On occasion, there will be campus advertising for new scholarships. Visit the Scholarship Coordinator at 8.007 for assistance if you want to learn more about them.



### Career Centre

The Career and Employment Centre (CEC) located in Building 26 helps you reach your professional goals. Our cutting-edge career development resources and services equip and inspire our learners 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 learners and graduates.

We aim to foster a dynamic and 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 your career goals.

### CEC oversees three areas of support to learners and alumni:

#### • First – Career services:

CEC helps learners achieve their career goals. CEC provides resources, support, and direction to help learners succeed in the changing work

market. Career counseling, job search support, career workshops and events, internships, and other services are offered. You may contact us by email [career@polytechnic.bh](mailto:career@polytechnic.bh)

#### • Second – Alumni relations:

CEC's career services are based on alumni engagement, which is essential in higher education. CEC promotes learners, alumni, and Polytechnic's reputation as a top talent source. CEC uses alumni expertise and networks to help learners and new graduates thrive in their jobs. Alumni networking, employer relationships, feedback, and more keep CEC alumni connected. You may contact us by email [alumni@polytechnic.bh](mailto:alumni@polytechnic.bh)







- **Third – Industry partners:**

By building relationships, CEC connects industry partners with learners 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 learners and alumni. You may contact us by email [career@polytechnic.bh](mailto:career@polytechnic.bh)

- Career counseling and coaching - An appointment-based career advisor helps learners identify their professional goals, develop job search tactics, and prepare for job interviews and networking events.
- Job and internship search support - CEC provides learners 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 learners 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 learners with employers and employment prospects, CEC hosts recruiting campaigns, networking events, and employer information sessions.
- Professional development opportunities - To help learners 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 learners find suitable work possibilities.

- Employer partnerships: We partner with employers to create programmes and activities that benefit the Polytechnic and the employers. These include internships, on-the-job training, and cooperative learning projects that give learners meaningful work experience and help industry partners find full-time hires.

- Employer feedback: Seeking feedback from employers about:

- The quality of the Polytechnic's graduates and their employability through employer survey.
- The relevance of the curriculum through an annual Curriculum Advisory Group (CAG) meeting.

- The effectiveness of career services post recruitment events. This feedback is used to improve Bahrain Polytechnic's programmes and services, and to better prepare learners for the job market.

- Alumni engagement – CEC engages with alumni through regular communication, such as news emails, alumni events, and social media.

- Alumni career services
  - CEC plays a vital role in building and maintaining relationships with alumni as means to leverage these relationships to benefit both current learners and alumni in their career pursuits.

- Alumni networking event – CEC organises networking events that bring alumni with current learners together for sharing of 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 learners with jobs.

## Counseling

The Polytechnic Counseling Services offers psychological services that are intended to assist learners in reaching their educational objectives, learning the process of problem solving and decision making, developing the capacity for fulfilling relationships, and learning to fully utilise their potential for continued growth beyond their academic experience. Our counselors assist you in exploring any issues you may be having with your studies or your personal lives. You may seek help 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 you to set personal goals, support you in developing coping mechanisms, and help you come up with solutions to immediate problems. They are equipped to handle a wide range of issues or concerns. You can get assistance with any social, emotional, academic, or career-related problems.

Counseling is strictly confidential. Any information provided won't be shared with another person or group. All learners 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 learner 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 individualised, 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.

## Learner Conduct and Policies

Each culture has its own set of laws and rules that shape interpersonal interactions by educating people about their rights and the obligations they must uphold. As a learner at Bahrain Polytechnic, you are given full privileges as soon as you enroll, and as a result, you 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 its educational goals while also benefiting learners.

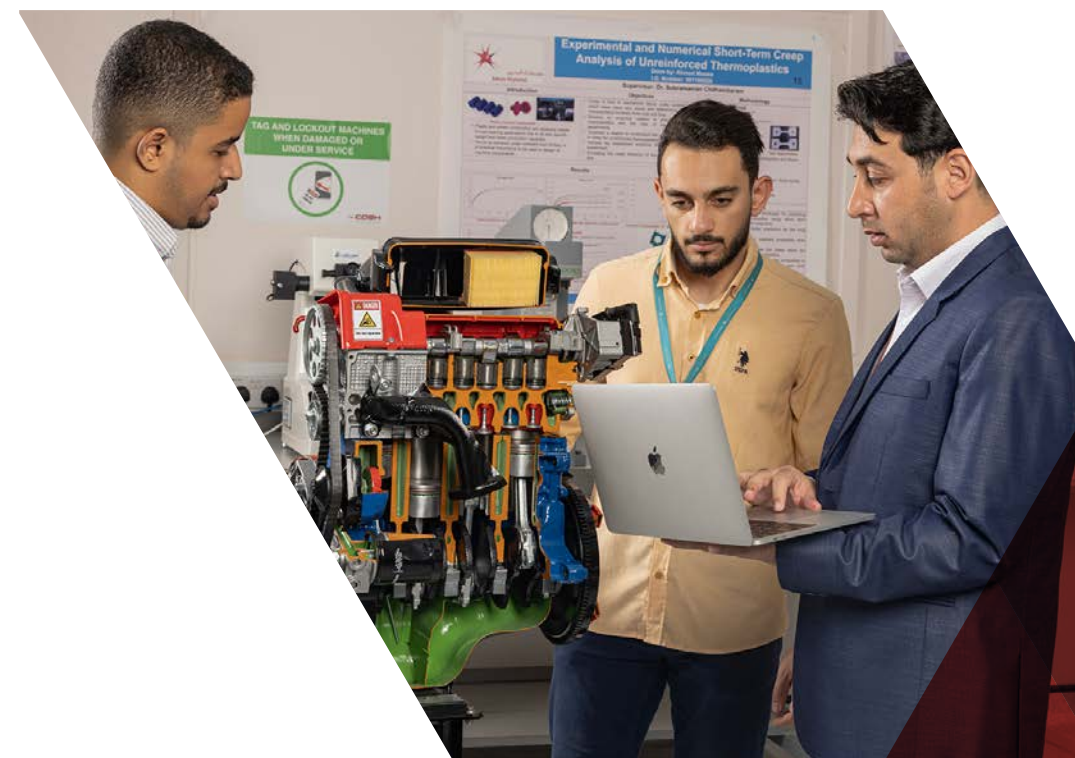
## Learner Rights and Responsibilities

The following statement of your rights and responsibilities

is intended to reflect the Polytechnic principles to offer high-quality teaching and learning. It lists your rights and responsibilities to maximise your learning experience.

### Learners' 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 your 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,







information about financial assistance and related systems

- The provision of information on classes, programmes, courses, and requirements is all published clearly, accurately, and timely.
- Report, as soon as any problems occur, to the Directorate of Student Resources. They are empowered to investigate the incident or problem in a timely manner according to established policies and procedures.

#### Learners' 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 learner services opportunities
- To comply with Polytechnic rules, policies, and regulations and to recognise the latest updates
- To always wear your 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 Academic and Student Affairs, 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 civilised 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 learners 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

## 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. You are expected to arrive on time and participate in all activities. Lecturers record attendance daily for all programmes.

## 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 resits.

#### 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 you are required to undertake to achieve and demonstrate your 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

Learners must observe all published controlled assessment procedures.

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

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

An assessment submitted, without approval, after the stated deadline is a late submission. For circumstances not covered under the provisions of the extenuating circumstances relating to assessment, decisions to allow a resit because of absence of examination is made by the Faculty Board. In case of late submissions and resubmissions of continuous assessment, the maximum mark achievable will be the minimum pass mark or grade for that assessment.

Learner may apply for an extension of the time allocated for the completion of an assignment where there are extenuating circumstances which prevents their ability to complete the assignment by the date originally specified. Decision on this is made by the relevant lecturer or the Programme Manager.

## Academic Misconduct

This section describes academic regulations that relate to academic integrity and honesty. Learners 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.

Learners 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
- Presenting 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 learners 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.

## Learner Academic Appeal

This section relates to the academic regulations concerning 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 learners a fair, safe, and productive learning environment, Bahrain Polytechnic acknowledges learner 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 learner dismissal from Bahrain Polytechnic due to grades and appeals for a review of decisions on academic matters 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.

- Learner 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 learners' 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

- Learners 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 learners 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 learners 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 learners.

#### Appeals to CEO Appeal Committee

- Learners 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 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 learner record updates. Such appeal results shall also be communicated to the learners by the committee Secretary through a formal letter signed by the CEO.



#### Disability Car Park/ Campus Access

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

If you need a car park due to your health condition, please see the Nurse in Building 16 (Campus A) or see the [Head of Student Care](#) for advice, help, and support in this area. For more information, please visit our page on [Moodle](#).

#### Academic Advising

Academic Advising service is an integral part of a learner's life at Bahrain Polytechnic. Advisors support and encourage learners in their academic and personal growth. You are assigned an advisor at the start of the academic year. Advisors meet with you regularly to monitor your attendance, review your progress, advise you on class schedules, and assist you with decision-making in your academic journey. For more information, please visit our page in Moodle [Student Support: Academic Advising \(polytechnic.bh\)](#)

#### Pastoral Support

The Polytechnic offers a range of support services, giving a learner the opportunity to interact with Polytechnic staff members who can help shape their experience positively at Bahrain Polytechnic.

The **Student Recourses** team is trained and available to help and support learners with a range of concerns and questions, as well as to help and advice on administration and policy matters. You can reach out to **Student Recourses staff**, 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, using [this link](#).





## 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. You can refer to [this link](#) for more details.

## Learner Conduct and Policies

As learner of the Polytechnic, you are expected to abide by the [Professional Conduct](#) and [Dress Code](#) Regulations.

## Learner Engagement

There are many opportunities for you to join different societies to support your fellow learners and interact with staff and the wider community. These experiences will help you develop your employability skills further as well as help you grow your social network. You can refer to [this link](#) to learn

more about students' bodies at Polytechnic.

- **Student Council:**

The **Bahrain Polytechnic Student Council (BPSC)** works as an advocate for the learner body alongside the Polytechnic's staff to ensure a well-balanced learner life. For more details, you can refer to [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, please refer to [Student Clubs](#).

- **Student Representatives:**

Some Bahrain Polytechnic committees have learner representatives who act as a liaison between learners and academic faculty, to provide feedback and updates to learners regarding issues and concerns that have been raised in previous

meetings. For more details, you can refer to [Student Representatives](#).

- **Peer Assisted Study Scheme (PASS) leaders:** PASS leaders are learners 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 others may be harder to fix - but please be aware that we do not take them lightly.

The Student Recourses team supports learners 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, using [this link](#).





Academic Calendar

Bahrain Polytechnic



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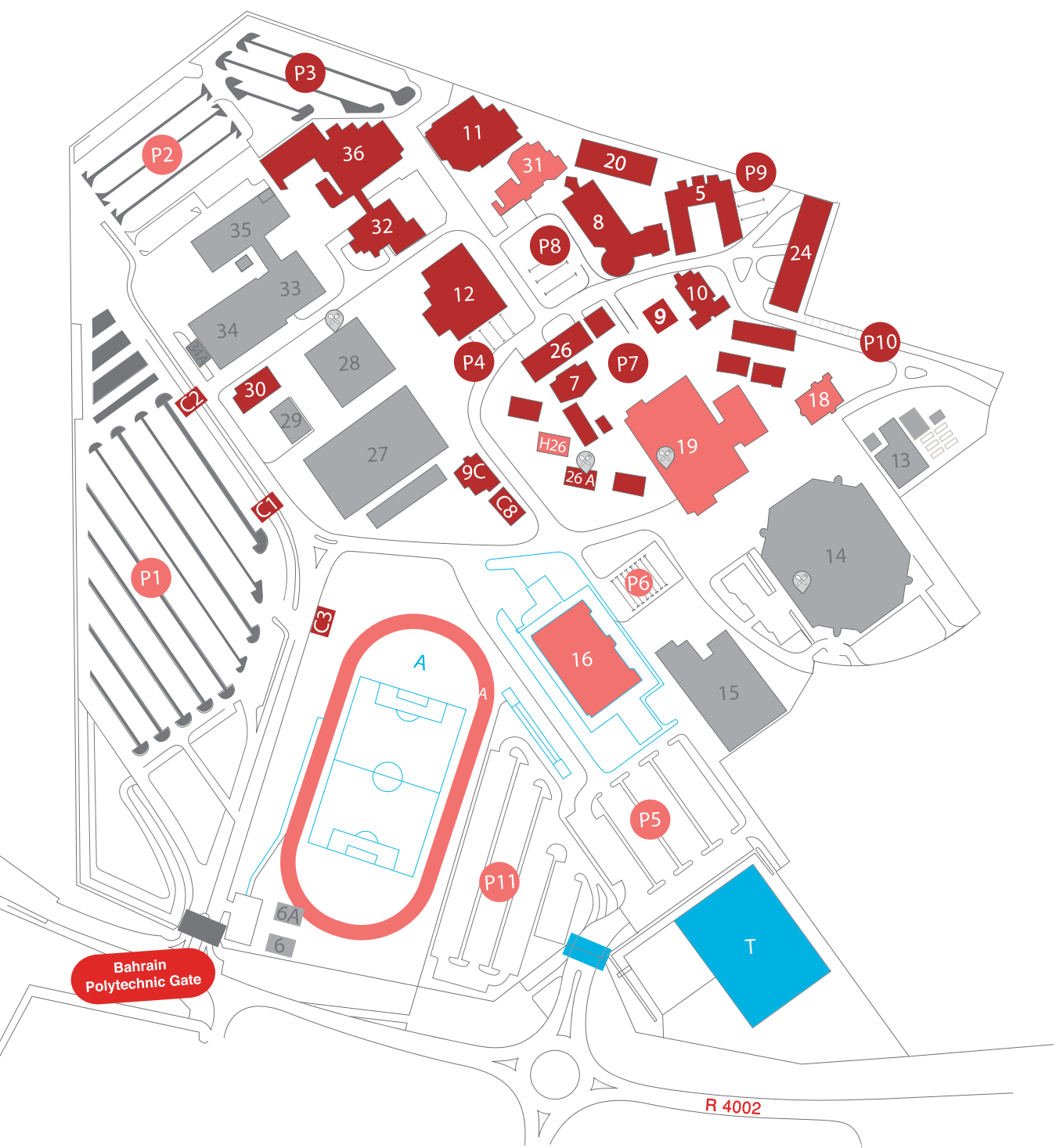
2023

2024

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

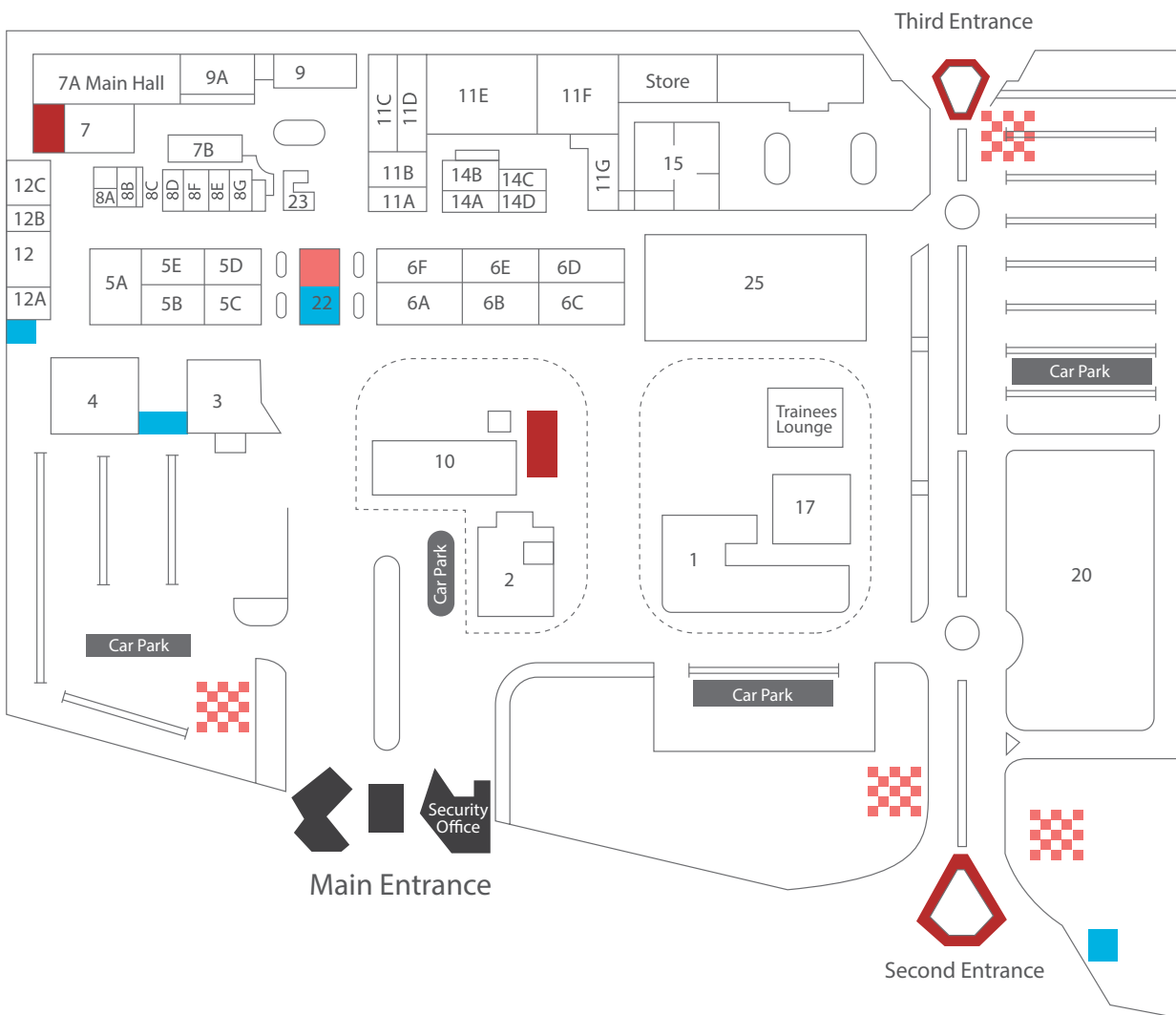


# Bahrain Polytechnic Map -Campus A



- 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



