



student handbook

2016 - 2017
2017 - 2018



HIS ROYAL HIGHNESS PRINCE
**KHALIFA BIN SALMAN
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HIS ROYAL HIGHNESS PRINCE
**SALMAN BIN HAMAD
AL KHALIFA**

message from the president

Dear Students,

Welcome to Gulf University! I am very excited to present you the Student Handbook for the Academic year 2016-2017. This handbook delivers the important information regarding policies and regulations that you are expected to follow.

Our primary concern is to get students informed about the academic process and student life at Gulf University. We focus on providing all facilities to the students through which they can attain their career objectives smoothly and successfully. We are always ready to exhibit our commitment to students' success.

Gulf University's vision is to provide an outstanding educational experience to the students that enhance their mental and intellectual growth through several innovative graduate and undergraduate Programs. The dynamic programs provide students with extraordinary opportunities for getting the practical knowledge, skills and competence. The learning offered at Gulf university is both dynamic and innovative that lead towards sustainability, cultural humanity and great service to society as a whole.

Gulf University offers a unique opportunity for students, who are both ready for a challenge and excited about the future. We, faculty and staff, at Gulf University strive to provide excellence in teaching and providing campus services to our students in order to prepare them to become successful leaders in life. As higher education institution, we have a further duty in promoting ennobled humanity. We solely believe that it is equally important for students to preserve their heritage, values, and beliefs to serve as good citizens.

When you study at Gulf University, we are confident that you will be inspired by what is experienced daily, such as brilliant faculty and staff dedicated and committed to educate and serve students. Our people make our university special.



introduction

Gulf University was established in 2001 as a private Higher Education Institute in the Kingdom of Bahrain. The University operates within the guidelines provided by Higher Education Council and Bahrain Quality Authority, offering education to local, regional and international students. GU is dedicated to academic excellence, and the pursuit and cultivation of learning. All members of GU, such as students, faculty, and staffs are to be committed to endeavor for personal and academic integrity; to treat others with grandeur and admiration; to honor the rights and property of others; to take accountability for individual and group behavior; and to act as a responsible inhabitant in a larger society.

The Student Guide is the official statement of GU academic policies and regulations, and expected standards of student behavior that are applicable to all students. It also provides a list of services that GU offers to students. The primary purpose of the Student Guide with policies and regulations, and the articulation of expected standards of student conduct, is to further the vision and mission of the University and to protect the welfare of the community. These policies and regulations enable all the members of the University to function together and respond to situations that violate that community. At the same time, the student guide also enables students to know about the various services that GU provides them.

Finally, GU welcomes you to this new journey and wishes you success in life.



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1 about gulf university

1.1 introduction

Gulf University (GU) was founded in 2001, on a strong commitment to ensure that it would offer high quality education and provide graduates with a strong intellectual and social foundation, thus ensuring that they live as full contributors and compassionate members of the society.

1.2 GU vision

Gulf University aims to be a distinguished higher education institution in Bahrain and abroad; for its competitive graduates, impressive research and enthusiastic contribution to communities' growth.

1.3 GU mission

Gulf University, as a private institution in the Kingdom of Bahrain, is keen to provide continuous developed higher education that nurtures students' attributes towards critical thinking, life-long and reflective learning. GU also encourages research activities with a sound impact both in academia and practice. GU's stimulating environment supports its highly skilled staff and graduates to compete in increasing socio-economic challenges and engage in the development of Bahrain community and beyond.

1.4 GU core values



1.5 graduate attributes

- Knowledgeable in their disciplines.
- Professional in implementing technologies.
- Effective communicators.
- Collaborative leaders.
- Critical thinkers, problem solvers, innovators/creators.
- Adaptive and lifelong learners.
- Responsible and ethical towards society and environment (Sustainability).
- Reflective learners.



1.6 colleges and programs

Gulf university comprises of (3) Colleges. Currently, only (2) Colleges offer bachelor programs. GU programs are based not only on today's socio-economic demands in the job market, but also based on local, regional and international academic standards.

COLLEGE OF ADMINISTRATIVE AND FINANCIAL SCIENCE

Bachelor in
Human
Resources
Management

Bachelor in
Accounting and
Financial Science

Bachelor in
Communications and
Public Relations

COLLEGE OF ENGINEERING

Bachelor in
Interior Design
Engineering

1.7 university council

The University Council is leading and managing the academic and administrative activities at the University to be aligned with Higher Education Council and Quality Authority standards. The University Council is headed by the President of the University and comprises of the following members:

- The Vice President(s)
- Chief Operating Officer
- Deans of Colleges
- Directors of Directorates
- Head of Admission and Registration Office
- Director of Quality Assurance Center
- Secretary of University Council
- Representative of faculty members, selected by the University Council for one year term
- President of the Student Council

1.8 student services and support

1.8.1 e-learning service

To enhance the teaching process at Gulf University, the e-learning unit provides additional communication opportunity between students and faculty members through offering e-courses on the e-learning system (Moodle). The university also provides students with access to “Text Matching Software” (Turn-It-In) for preventing plagiarism. For further details, students can contact either the e-learning unit at their email: elarning@gulfuniversity.edu.bh, or contact their academic advisors and course instructors.

1.8.2 IT services

The IT department at Gulf University provides free Wi-Fi throughout the campus, and maintains computers in laboratories and in library, where students can access to university websites, e-library and e-learning services. Also, the department provides students with personal email accounts and photocopy services at the campus.

1.8.3 library services

GU library services is available to all students all weekdays from 8.00am-4.00pm. Students can access library contents inside the reading hall. Each student can borrow up to 3 books for a maximum of 14 days. The library contains more than 40500 books, 88 journals and periodicals, approximately 500 MSC theses. In the e-library section offers the students access to over 5000 e-books and 580 periodicals. Additionally, GU students can access to the library of University of Barcelona in Spain, where there are more than 2 million books and journals are available. The library also offers book store service, where students can buy their text books at reasonable prices. For further details, students can contact the library at the email: library@gulfuniversity.edu.bh

1.8.4 student induction and advising

Gulf University provides students with regular induction throughout their study period. The Office of Admission and Registration conducts a formal induction to all students as stated in the University calendar, introducing them to University rules and regulations. Also, the Colleges conduct induction to their students every semester.

Gulf University provides students with academic advising. Students are assigned to their academic advisors based on their programs of study. Academic advisors will advise students on course sequence and guide them throughout their program of study.

1.8.5 guidance and counseling services

GU has a Guidance and Counseling unit for developmental and preventive counseling services to assist students to overcome psychological and social difficulties that they may be challenged with during their study period. This unit is also responsible for supporting the academically weak students in collaboration with their academic advisors. Students can contact the unit directly through the student affairs office or at email:

student.counseling@gulfuniversity.edu.bh

1.8.6 alumni and career services

GU has an Alumni and Career Guidance unit, which aims to support Alumni and graduating students for job market and guide them for their future career. Students can contact the unit directly through the student affairs office or at email:

career@gulfuniversity.edu.bh



1.8.7 extracurricular activities

GU provides different sports facilities such as football, basketball, tennis and table tennis, where students can access these facilities through office of student affairs. GU also has mutual agreements with some local sport centers where students can access to their facilities. The university also composes student athletic teams. Students can contact the unit directly through the student affairs office or at email: studentaffairs@gulfuniversity.edu.bh

1.8.8 special needs students' support

Gulf University provides special needs students with all services and facilities that they need such as special car parking and special washrooms. The University also supports Special Needs Students during their lectures, assignments and examinations.

1.8.9 infirmary services

GU offers Infirmary service where first aid is available for all students and staff from throughout the weekdays from 8.00am-4.00pm.

1.8.10 cafeteria and other facilities

GU also provides students with cafeteria, rest areas and prayer rooms (male and female students). GU also provides water coolers and vending machines throughout the campus.

1.8.11 student grievance

GU ensures that students enjoy a safe and fair environment with all amenities within the university. Therefore, the University composes a Grievance Committee that supports all sort of complains and grievance from students in relation to personal problems within the University community and services.

1.8.12 student council

Gulf University encourages students to have an active academic and social life, hence, ensures that students take part in decision making at the University. Elected by the students, the Council maintains a link between students and university management, represents them in University Council and also actively takes parts in various student activities.



2 academic regulations

2.1 study scheme

2.1.1

Gulf University applies credit hours system, where the academic year is consisted of (2) compulsory (normal) semesters (Fall and Spring) and (1) optional semester (Summer). The period of the normal semester is (15) weeks (minimum 14 weeks and maximum 16 weeks), while the minimum period of the summer semester (if any) is (7) weeks.

2.1.2

A credit hour equals (15) hours of classroom teaching (or equivalent in applied courses and laboratories) in the semester.

2.2 study plan

The minimum number of credit hours required for the Bachelor degree is (120) credit hours, and is consisted of:

a. General Requirements:

Include (20-25) credit hours determined by relevant Colleges from the following courses: (English Language - 9 credit hours, Arabic Language - 3 credit hours, History and Culture of Bahrain - 2 credit hours, Islamic Culture -2 credit hours, Computer Applications - 3 credit hours, Modern History of Bahrain - 3 credit hours, Sustainability - 2 credit hours, Entrepreneurship and Innovation - 2 credit hours, Human Rights - 2 credit hours), such that English Language, Arabic Language and Human Rights courses are compulsory and common for all students in the university.

b. College requirements:

Include (9-18) credit hours determined by relevant Colleges.

c. Department and Specialization (Compulsory and Optional) Requirements:

Include not less than (77) credit hours determined by relevant Departments, out of which not less (12) credit hours are optional.

2.3 study period

The minimum period for Bachelor degree is (3) years, and the maximum period is (8) years.



2.4 admission requirements

2.4.1 introduction

- In the interests of providing quality higher education, Gulf University only admits students who have met the stated admission requirements and have followed the approved admission procedures.

- GU ensures fair and transparent procedures for selecting applicants (including those with special needs), it deems best for the academic program, through interviews and selection testing which vary depending on different programs.

- GU ensures opportunities for applicants to apply for 'Deferred Registration' or to appeal their admission decisions.

- GU ensures formal process for admission of applicants, who wish to transfer their programs from other Higher Education Institutions.



2.4.2 admission requirements

i. The applicant must have a high-school certificate or an equivalent according to the regulations of the Ministry of Education in the Kingdom of Bahrain.

ii. The applicant's high-school certificate or the certificate of an institute after the high-school must be accepted by the program s/he wishes to be enrolled in (arts- science- industrial- commercial) and the GPA must not be less than 60%. Otherwise, the applicant will be enrolled in a preparatory program that includes a number of preparatory courses assigned by the relevant college.

iii. Admission in College of Engineering is only for applicants who have high-school certificates (Science and Industrial branches), and for applicants who were graduated from applied Technical or Industrial Institutes. Applicants who have high-school (Commercial branch) certificates can be admitted in Interior Design Engineering Program.

iv. Applicants must sit for placement tests based on the programs they apply for, as follows:

- (a) College of Administrative and Financial Science (all programs excluding Communication and Public Relations program): English Language, Computer Skills and Mathematics.
- (b) College of Administrative and Financial Science (Communication and Public Relations program): English Language, Computer Skills and Arabic Language.
- (c) College of Engineering: English Language, Computer Skills, Mathematics and Drawing Skills.
- (d) College of Computer Engineering and Science: English Language, Computer Skills and Mathematics.

v. If the applicant fails in any of the placement tests, s/he is required to study Preparatory Courses relevant to placement test.

vi. Applicants will be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: TOEFL (550 PBT / 79 IBT), IELTS (6), FCE 60% or an equivalent.

vii. Applicants will be exempted from the placement test in Computer Skills if they have an ICDL certificate.

viii. Students or graduates from other HE institutions whether they obtained a degree from their institutions or not, can be admitted in GU programs provided that they meet admission requirements at GU.

2.5 admission interview

An interview for applicants shall be conducted by the Admission Committee, which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation. Additionally, the interview provides the university with an opportunity to learn about applicant's experience, preferred field of study and future career plan in order to advise him/her accordingly.



2.6 placement test criteria

An interview for applicants shall be conducted by the Admission Committee, which provides the applicant with the opportunity to learn more about Gulf University as a whole, its offered programs and associated career opportunities after graduation. Additionally, the interview provides the university with an opportunity to learn about applicant's experience, preferred field of study and future career plan in order to advise him/her accordingly.



2.7 preparatory courses criteria

2.7.1

Students hold high-school certificate or a certificate of an institute after high-school with GPA equal to or more than 60%, will not be required to enroll in preparatory courses provided that they pass all placement tests successfully.

2.7.2

Students hold high-school certificates or certificates of an institute after high-school with GPA less than 60%, will enroll in certain preparatory courses relevant to the programs they admitted in, as follows:

- College of Administrative and Financial Science (all programs except Communication and Public Relations program): College Mathematics (MTH011) and Computer Skills (CS011).
- College of Administrative and Financial Science (Communication and Public Relations program): Basic Arabic (ARAB011A) and Computer Skills (CS011).
- College of Engineering and College of Computer Engineering and Science (High school graduates - Science and Industrial branches): Basic Mathematics (MTH012).
- College of Engineering and College of Computer Engineering and Science (High school graduates - Commercial branch): College Mathematics (MTH011) and Computer Skills (CS011). In addition, Basic Drawing Skills (IND011) for Interior Design Engineering Program only.

2.7.3

All students who failed in placement tests will enroll in certain preparatory courses relevant to failed test subjects, as follows:

- College of Administrative and Financial Science (all programs except Communication and Public Relations program): College Mathematics (MTH011), Computer Skills (CS011), Intermediate English (ENG015) and/or Upper Intermediate English (ENG016).
- College of Administrative and Financial Science (Communication and Public Relations program): Basic Arabic (ARAB011A), Computer Skills (CS011), Intermediate English (ENG015) and/or Upper Intermediate English (ENG016).
- College of Engineering and College of Computer Engineering and Science (High school graduates-Science and Industrial branches): Intermediate English (ENG015) and/or Upper Intermediate English (ENG016), Computer Skills and Mathematics. In addition, Basic Drawing Skills (IND011) for Interior Design Engineering Program only.
- College of Engineering and College of Computer Engineering and Science (High school graduates - Commercial branch): Intermediate English (ENG015) and/or Upper Intermediate English (ENG016),

2.7.4

Preparatory Courses are zero credits and taught for (3) hours per week.

2.8 credit transfer criteria

2.8.1 external transfer

External credit transfer for students or graduates from other HE institutions, who wish to study at GU and who meet GU admission requirements, will be considered as follows:

- Courses with similar titles, contents and credit hours to these at GU will be transferred.
- Courses with zero credits cannot be transferred.
- Some courses can be transferred for the requirements of supplementary courses.
- Courses passed outside GU after the student is registered at GU cannot be transferred without prior written permission from relevant College and President of University.
- The maximum number of transferred credits is 66% of the total credits required for the degree (this does not include courses transferred for the requirements of supplementary courses of zero credit).

2.8.2 internal transfer

Student at GU can transfer from his/her current program to another within the university. Internal transfer criteria are:

- The student has completed at least one semester in current program, excluding withdrawal semesters.
- Credits will be transferred only for courses that are similar in both programs. Non-similar courses will not be considered for credit transfer.
- Marks for transferred courses will be included in the CGPA.
- Internal transfer will be subject to approval by relevant Heads of Departments and Dean(s).
- One semester will be considered in the maximum period of graduation in the new program, for every (15) credit hours transferred from the previous program.

2.9 student academic load

Student Academic load is the number of credit hours the student is allowed to enroll in during the semester.

- a) For normal semesters (Fall and Spring), the minimum and maximum limits for the academic load of a regular student are (12) and (19) credit hours, respectively, while for the summer semester the maximum limit for the academic load is (9) credit hours.
- b) The contact hours of zero credit courses are considered in calculating the academic load.
- c) The student may enroll in less than (12) credit hours once during his study period. In this case, the student is considered as non-regular student and the semester will not be included in the minimum, but in the maximum study period.
- d) However, the student can enroll in more than the maximum limit in his/her final semester, but not exceeding (21) credit hours, if:
 - The student's CGPA is not less than (3.00).
 - The student needs (21) credit hours for graduation in that semester.

2.10 student attendance

Students at GU are required to attend their courses. Attendance criteria are as follows:

2.10.1

Students are not allowed to be absent for more than 25% of total hours of the course.

2.10.2

An initial warning will be issued to the student once his/her absence reaches 10% of total hours of the course; a final warning will be sent to the student and the sponsor (if any) once the absence reaches 15% of total hours of the course.

2.10.3

If the student absence exceeds 25% without excuse, then he/she will be considered as 'withdraw' in the course, will not be allowed to attend the final examination, therefore, will be assigned grade (WF) for that course.

2.10.4

2.10.4 If the student absence exceeds 25% with accepted excuse, then s/he will be considered as 'withdraw' in the course, will not be allowed to attend the final examination, therefore, will be assigned grade (W) for that course.

2.10.5

The student can appeal against compulsory withdrawal decision by submitting an appeal request to the Office of Admission and Registration.



2.11 grading scheme

For marking students’ work, Gulf University considers the following grading system, which is based on a 4-point scale:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Mark	≥90	87- <90	84- <87	80- <84	77- <80	74- <77	70- <74	67- <70	64- <67	60- <64	<60
Point	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0
Rank	Excellent		Very Good		Good			Pass		Fail	

The minimum pass mark for courses is (60%) - Grade (D) and the minimum Cumulative Grade Point Average (CGPA) is (2.00) – Grade (C).



2.12 graduation requirements

2.12.1 graduation criteria

Students must pass all courses in their program of study successfully, obtaining minimum CGPA of (2.00). Additionally, they must attend the minimum, but not exceeding the maximum study period.



2.13 drop/add courses

Students are allowed to drop and/or add courses during the Drop/Add period stated in the University Academic Calendar (2 weeks from the first day of classes in normal semesters, one week from the first day of classes in summer semester), provided that their academic load meets the stated maximum and minimum limits.

2.14 repeat courses

The following rules apply for repeating courses:

- The student must repeat any course that s/he failed in. The minimum pass mark (60%) is considered in CGPA.
- The student is allowed to repeat any course that he passed with GPA equal to or greater than (C). In this case, the new mark is considered in CGPA. All grades shall appear in the student academic record with the letter 'R' (Repeated).
- The student must repeat any optional course that s/he failed in. If the course is deleted from the curriculum, the student is required to study an alternative course from the same optional course group upon approval from relevant Department Council. In this case, the new mark is considered in CGPA. All grades shall appear in the student academic record.



2.15 curriculum changes

The following rules apply for curriculum changes:

- a) All changes will apply for newly admitted students.
- b) Existing students are required to study an equivalent number of newly added courses against any previous courses that are deleted, but they still needed to complete.
- c) Existing students are not required to study any equivalent number of newly added courses against previous ones that are deleted, but already been completed by them. All completed courses, that are deleted, will appear in the student academic record.

2.16 suspend study

The student is allowed to withdraw from the study for maximum of (2) semesters. However, University Council may grant maximum (2) additional semesters on student request with valid excuse(s). Suspended semesters are excluded from the maximum study period.



2.17 student dismissal

2.17.1

Students shall be dismissed from the university on the following academic basis:

- a) His/her CGPA is lower than (2.00) for (2) consecutive semesters and the student received academic warning and failed to comply.
- b) Failed in any course (3) times.
- c) Discontinued for more than (2) semesters without approved excuse(s) by the University Council.
- d) Exceeded the maximum study period.

2.17.2

The University Council may exempt the student from dismissal (stated in 2.18.1) upon accepted excuse(s) and may give him/her an additional chance to continue study for a maximum period of (2) semesters.

2.17.3

A student will be exempted from dismissal on academic basis in the following cases:

- a) If his/her GPA in the last semester of the academic warning period is (2.5), the student will be given one additional semester to improve CGPA, otherwise, s/he will be dismissed from the university.
- b) If his/her GPA is not less than (2.5), the student will be given one last chance to enroll as a special student to improve CGPA, otherwise, s/he will be dismissed from the university.
- c) If s/he completed 75% of total credit hours of program regardless of the CGPA. The student will be dismissed only due to exceeding the maximum study period.

2.18 deferred and late assessment

2.18.1 deferred assessment

If the student is unable to complete an assessment due to legitimate and unexpected circumstances, s/he is allowed to apply for a deferred assessment with justifiable excuse to the course instructor for the assessment during the semester and to the Office of Admission and Registration for major assessments (midterm and final examinations, Jury and Panel assessments).

For deferred major assessments, the student shall pay deferred assessment fees.

2.18.2 late assessment

The student can apply for a late assessment to the course instructor for the course work during the semester. In this case a 10% reduction of student's mark will apply.



2.19 assessment appeal

The student has the right to appeal against assessment results in first- and second-level appeals.

a) First-level appeal is an opportunity for students to appeal for their in-semester assessments (assignments and quizzes) directly to their instructors and to the Office of Admission and Registration for major assessments (midterm and final examinations, Jury and Panel assessments). The appeal decision is with course instructors.

b) Second-level appeal is an additional opportunity for students to appeal for their major assessments (midterm and final examinations, jury and panel assessments) to the Office of Admission and Registration. The appeal decision is entirely with College Teaching, Learning and Assessment Committee (C-TLAC). The student shall give appropriate explanation and reasons for his appeal and shall pay appeal fees.

2.20 visiting student

A visiting student is an individual, who is registered as a regular student at another higher education institution, but enrolled for some courses at GU for a semester. At the end of the semester, GU is not obligated to admit or transfer the visiting student to any of its academic programs.

- a) The visiting student must be nominated by his/her institution to study specific course(s) at GU.
- b) The visiting student is required to submit the following documents:
 - i. formal letter from the his/her institution addressed to the Office of Admission and Registration at GU indicating their approval of the course(s) to be studied at GU in a specific semester.
 - ii. copy of valid passport.
 - iii. copy of student ID from his institution.
- c) The visiting student must pay study and other related fees:
 - i. S/he shall pay twice the rate of the regular course fee, if the specific course is offered for regular students at GU.
 - ii. S/he shall pay four times the rate of the regular course fee, if the specific course is not offered for regular students at GU.
- d) At the end of the semester, the grade(s) of the visiting student achieved at GU shall be sent to his/her institution.

2.21 student code of conduct

2.21.1 students misconduct

It shall be considered a Professional Violation any breach of Laws, Regulations, Resolutions and University traditions, and in particular:

- a) acts contrary to the regulations of the University, or the college or the department or the office or the University installations.
- b) deliberate abstention to attend lectures, interruption of study, or instigation thereof.
- c) abstention, without justified reasons, to perform work, or any other academic activities which the University Regulations determine to be promptly maintained.
- d) cheating, or attempt thereof, or assist therein during exams or researches and graduation projects, and Postgraduate thesis, or disruption of the exams Regulations and tranquility required therein.
- e) violating the order required during lectures and other academic activities in the University, or to any employees, or students thereof.
- f) any statement, or act committed by the student, offering honor, or dignity, or morals, or breaching excellence of aberrance and conduct inside and outside the University, in any occasion where the University is taking part, or any activity conducted thereby, or while using the University transportation.
- g) any forgery committed by the student in the University documents, or using of such documents.

- h) any distribution of leaflets, or issuance of wall journal at colleges, or collection of signatures or donations, without obtaining the prior licensing from the authority concerned at the University, or any abuse of licensing granted to practice the above activities.
- i) solicitation against the legitimate institutions, or violating the national unity values.
- j) solicitation for any organization inside the University or participation therein, without prior licensing from the authorities concerned at the University, or participating in any activity which violates the organizational rules in the University.
- k) noncompliance with proper appearance and acknowledged University traditions.
- l) damaging the University Movable and Immovable property, or misusing it.
- m) stay-in strike inside the University building, or participating in protest marches without prior licensing from the authorities concerned at the University.
- n) causing any tumult within the University campus.

2.21.2 disciplinary actions

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

- a) attention notice verbally, or in writing.
- b) properly taking out the student from the lecture auditorium.
- c) evicting the student from the University buildings, or denying his excess therein.
- d) depriving the student to utilize the services of a University facility or more, for the period specified in the conviction decision.
- e) depriving the student from exercising a student activity or more for the period specified in the conviction decision.
- f) serving the student with Warning classed as First, Second and Third (Final).
- g) subjecting the student to a fine for not less than the value of the things which the student intentionally damaged.
- h) deeming the student a “Fail” in an Examination or in a “Course”.
- i) cancellation the student’s registration for a course or more in the Semester during which the violation uncured.
- j) depriving the student temporarily or permanently from the financial assistance.
- k) stopping the student from study for a Semester or more, in conjunction with denying the student to recover (refund) study fees.
- l) final discharge (dismissal) from University.
- m) cancellation the resolution by which the degree was offered, a decision in this respect shall not be concluded unless cheating and forgery to obtain the certificate is proved.

3 academic programs

3.1 college of administrative and financial science

The College of Administrative and Financial Science (AFS) offers the following bachelor programs:

- Human Resources Management
- Accounting and Financial Science
- Communications and Public Relations

The teaching language for these programs is Arabic. However, the Human Resources Management and the Accounting and Financial Science programs may also be taught in English (provided enough students enroll in the desired section). Program facts are as follows:

3.1.1 Bachelor in Human Resources Management

Degree Facts:

- Students will develop skills that will enable them to gain entry into the field of Human Resources Management.
- Student will gain a general overview of human resource planning, staffing, employee-labor relations, training and development combined with public relations theory and industry-specific concepts that help build their public speaking, presentation and interview skills.
- The program is 4 years in length.
- The number of credit hours required to graduate is 130.

Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Students are required to take placement tests in Mathematics, English Language and Computer Skills to determine whether preparatory course(s) is/are required.
- Student may be exempted from the test in English Language if they show valid evidence of proficiency in English Language in any of the followings: TOFEL (IBT 79 or PBT 550), IELTS (6.0), FCE (60%) or an equivalent. Also, students may be exempted from the test in Computer Skills if they have an ICDL.

Careers:

- Graduates in Human Resources Management are eligible to choose a career both in public and private sectors in various fields such as financial, industrial and banking.
- The profession covers working at departments such as compensation and benefits, media relations, employee relations, training and development, and job analysis.
- Graduates can also pursue higher studies in this specialization.



3.1.2 Bachelor in Accounting and Financial Science

Degree Facts:

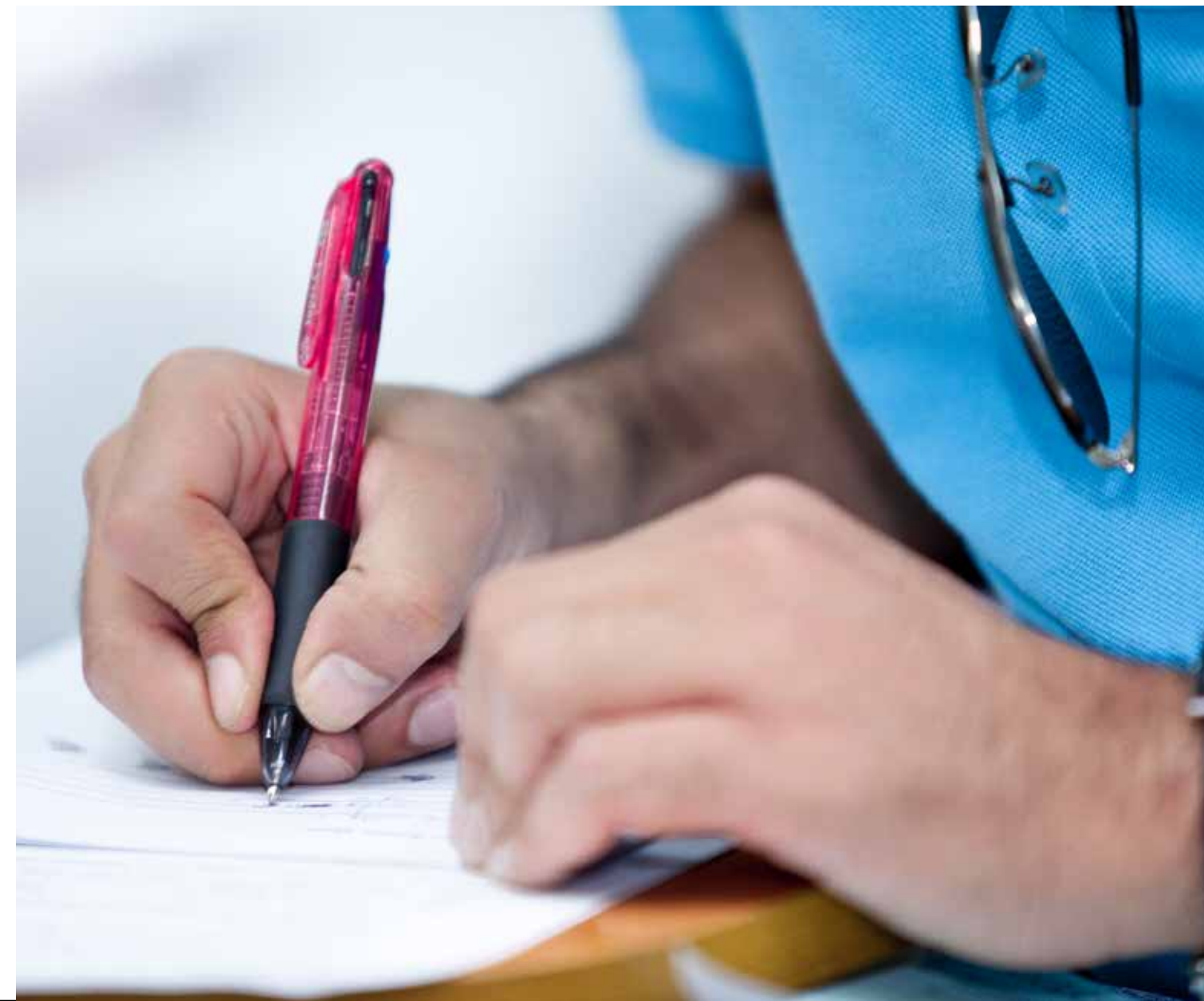
- Students will gain a solid ground in accounting and financial skills at the theoretical and practical levels.
- Student will gain a general overview of accounting and financial planning, financial transactions, financial strategies, budgets, auditing, cost and managerial accounting concepts that help build their public speaking, financial feasibility presentations and analytic skills.
- The program is 4 years in length.
- The number of credit hours required to graduate is 130.

Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Students are required to take placement tests in Mathematics, English Language and Computer Skills to determine whether preparatory course(s) is/are required.
- Student may be exempted from the test in English Language if s/he shows valid evidence of proficiency in English Language in any of the followings: TOFEL (IBT 79 or PBT 550), IELTS (6.0), FCE (60%) or an equivalent. Also, students may be exempted from the test in Computer Skills if they have an ICDL.

Careers:

- Graduates in Accounting and Financial Science are eligible to choose a career both in public and private sectors in banking and finance.
- The profession covers working at departments such as compensation and benefits, cost analysis and management, budget, training and development, and audit.
- Graduates can also pursue other professional accounting designations such as CFA, CPA, ACCA and CIMA or equivalent.
- Graduates can also pursue higher studies in this specialization.



3.1.3 Bachelor in Communications and Public Relations

Degree Facts:

- Students acquire knowledge in media production and communication theories, practice and ethics.
- Student acquire writing skills necessary for media and mass communication.
- Students acquire knowledge and skill in advertisement and public relations management.
- Program is 4 years in length.
- The number of credit hours required to graduate is 130.

Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Students are required to take placement tests in English Language, Computer Skills and Arabic Language to determine whether preparatory course(s) is/are required.
- Students may be exempted from the test in English Language if they show valid evidence of proficiency in English Language in any of the followings: TOFEL (IBT 79 or PBT 550), IELTS (6.0), FCE (60%) or an equivalent. Also, students may be exempted from the test in Computer Skills if they have an ICDL.

Careers:

- Graduates are eligible to choose a career both in public and private sectors in Communications and Public Relations.
- The profession covers working as editors, directors, writers in departments such as journalism, television, radio, graphic design and advertising, and other media institutions. It also covers working as public relation professional in all sectors.
- Graduates can also pursue higher studies in this specialization.



3.2 college of engineering

The College of Engineering offers the following bachelor program:

Bachelor in Interior Design Engineering

Degree Facts:

- Students acquire strong foundation in the basic principles and elements of design, drawing and color in order to develop a non-verbal design language, visual logic, and fluency of expression.
- Student acquire critical thinking skills about a design problems.
- Students develop dialogues between interior designers and architects through knowledge of architectural history, spatial relationships, organization methods and materials, construction codes and building systems.
- The program is 4 years in length.
- The number of credit hours required to graduate is 136.

Entry Requirements:

- High-school certificates (Science, Industrial and Commercial branches only), and applied Technical or Industrial Institutes certificates.
- Students are required to take placement tests in Mathematics, English Language and Computer Skills to determine whether preparatory course(s) is/are required.
- Student may be exempted from the test in English Language if they show valid evidence of proficiency in English Language in any of the followings: TOFEL (IBT 79 or PBT 550), IELTS (6.0), FCE (60%) or an equivalent. Also, students may be exempted from the test in Computer Skills if they have an ICDL.

Careers:

- Graduates in Interior Design Engineering are eligible to choose a career as interior designers both in public and private sectors in various fields such as residential and commercial design.
- Graduates can also pursue higher studies in this specialization.





GU vision

Gulf University aims to be a distinguished higher education institution in Bahrain and abroad; for its competitive graduates, impressive research and enthusiastic contribution to communities' growth.

GU mission

Gulf University, as a private institution in the Kingdom of Bahrain, is keen to provide continuous developed higher education that nurtures students' attributes towards critical thinking, life-long and reflective learning. GU also encourages research activities with a sound impact both in academia and practice. GU's stimulating environment supports its highly skilled staff and graduates to compete in increasing socio-economic challenges and engage in the development of Bahrain community and beyond.

GU core values

- CREATIVITY
- COLLABORATION
- EXCELLENCE
- CONTINUOUS DEVELOPMENT
- SUSTAINABILITY
- DIVERSITY



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