

A photograph of three students in a study setting. A woman on the left, wearing a black dress and a necklace, holds a pen and a notebook. A man in the center, wearing a white thobe and a red and white checkered ghutra, is looking at a laptop. A man on the right, wearing a grey polo shirt and blue jeans, is leaning over the laptop, pointing at the screen. They are all smiling and appear to be engaged in a collaborative learning activity. The background is filled with green foliage.

student handbook

2019-2018 2020-2019

الجامعة الخليجية
GULF UNIVERSITY





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



HIS MAJESTY KING
**HAMAD BIN
ISA AL KHALIFA**



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 years 2018-2020. 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.



table of contents

1. ABOUT GULF UNIVERSITY

- 1.1 Introduction
- 1.2 GU Vision
- 1.3 GU Mission
- 1.4 GU Core Values
- 1.5 GU Graduate Attributes
- 1.6 Colleges and Programs
- 1.7 University Council

2. STUDENTS RIGHTS, RESPONSIBILITIES, GRIEVANCE and MOBILE PHONES REGULATIONS

- 2.1 Students Rights
- 2.2 Students Responsibilities
- 2.3 Students Grievance
- 2.4 Mobile Phones Regulations

3. HEALTH AND SAFETY

4. ACADEMIC REGULATIONS

- 4.1 Admission
 - 4.1.1 Admission Criteria
 - 4.1.2 Placement Tests Criteria
 - 4.1.3 Preparatory Courses Criteria
 - 4.1.4 Exemptions from Placement Tests
 - 4.1.5 Credit Transfer Criteria
 - 4.1.6 Admission Interviews
 - 4.1.7 Admission Requirements
 - 4.1.8 Fees
 - 4.1.9 Scholarships
 - 4.1.10 Deferred Registration
 - 4.1.11 Admission Appeal

4.2 REGISTRATION and ENROLMENT

- 4.2.1 Credit Hours System
- 4.2.2 Credit Accumulation
- 4.2.3 Study Plan
- 4.2.4 Study Period
- 4.2.5 Student Academic Load
- 4.2.6 Add/Drop Courses
- 4.2.7 Student Attendance
- 4.2.8 Grading Ranking and Scheme
- 4.2.9 Suspend Study
- 4.2.10 Student Dismissal
- 4.2.11 Study Path Selection for the Mass Communication Bachelor Program
- 4.2.12 Repeat Courses
- 4.2.13 Curriculum Changes
- 4.2.14 Graduation Requirements
- 4.2.15 Visiting Student

4.3 Assessment

4.4 Assessment of Students with Special Needs

4.5 Deferred and Late Assessment

4.6 Assessment Appeal

4.7 Major Assessments (Midterm and Final Examinations)

4.8 Students' Academic Code of Conduct

4.9 Plagiarism and Academic Misconduct

4.10 Students Research

5. STUDENT SERVICES and SUPPORT

- 5.1 Student Council
- 5.2 Student Induction and Advising
- 5.3 Special Needs Students' Support
- 5.4 IT Services
- 5.5 Library Services
- 5.6 e-learning Service
- 5.7 Career Development
- 5.8 Guidance and Counseling
- 5.9 Extracurricular Activities
- 5.10 Infirmary Services
- 5.11 Cafeteria and Sport Facilities
- 5.12 Lost and Found Service

6. ACADEMIC PROGRAMS

6.1 College of Administrative and Financial Science

- Bachelor in Human Resources Management
- Bachelor in Accounting and Finance
- Bachelor in Mass Communications

6.2 College of Engineering

- Bachelor in Interior Design Engineering

7. GENERAL INFORMATION

7.1 CAMPUS DIRECTORY

7.2 EMERGENCY CONTACTS



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
Mass
Communications

COLLEGE OF ENGINEERING

Bachelor in
Interior Design
Engineering

COLLEGE OF COMPUTER ENGINEERING AND SCIENCE

Department
of Computer
Communications
Engineering

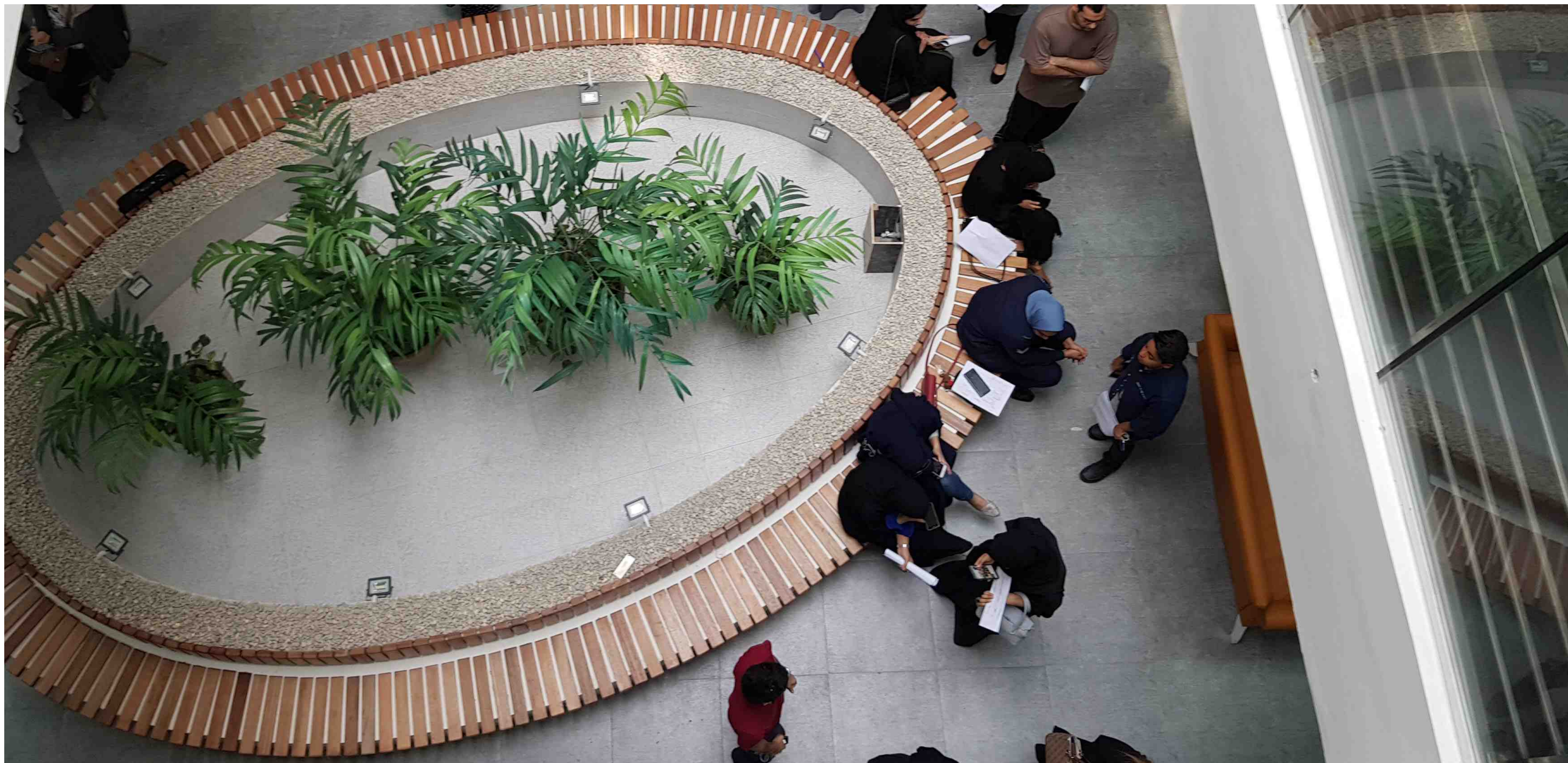
Department
of Computer
Engineering
and
Information
Systems

1.7 university council

The University Council is leading and managing the academic and administrative activities at the University to be aligned with standards of Higher Education Council (HEC) and Education and Training Quality Authority (BQA).

The University Council is headed by the President of University and comprises of the following members:

- Vice President for Academic Affairs
- Chief Operating Officer
- Deans of Colleges
- Chair of University Research Council
- Director of Quality Assurance and Development Center
- Head of Admission and Registration Unit
- Head of Student Services Unit
- Representative of Faculty Members
- Chair of University Students Council

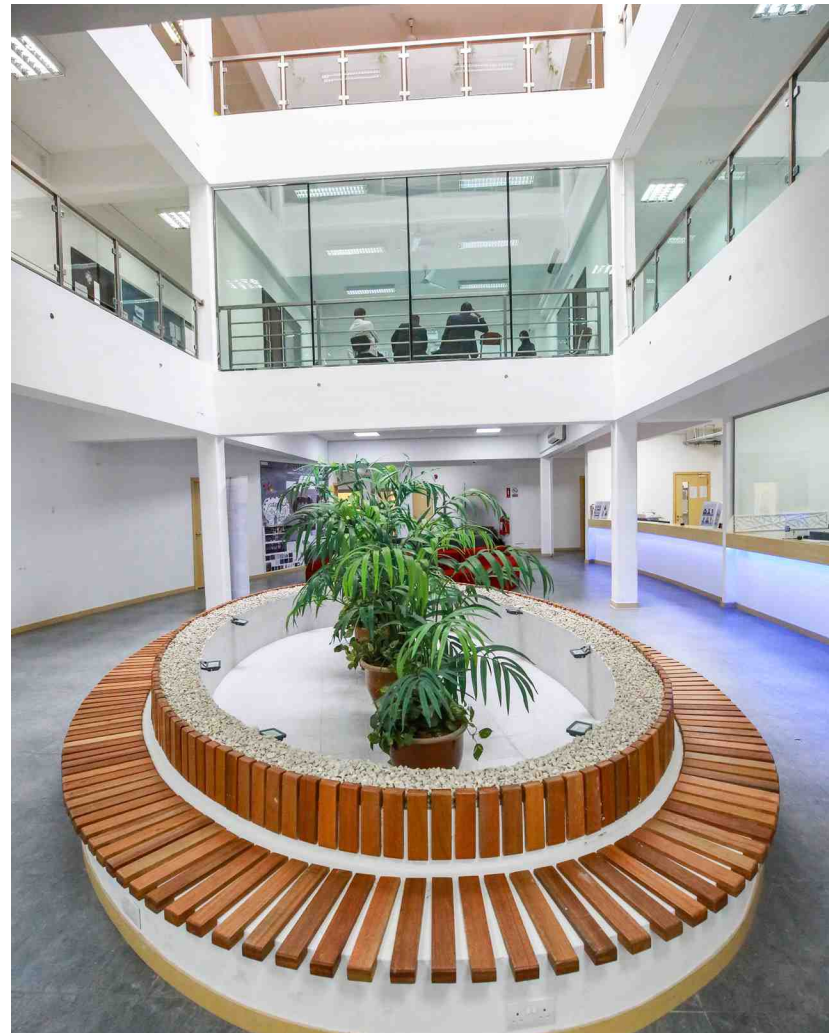


2. students rights, responsibilities, regulations

2.1 students rights

Gulf University takes care of students' rights to:

- Learn in an educational environment, which contributes to the development of students' analytical thinking and encourages them to research lifelong learning.
- Achieve excellent and meaningful education within the approved study plans.
- Participate in the review and development of courses according to University policies and procedures.
- Use of supporting facilities (library, IT services, bookshop, e-learning unit, cafeteria, sports, etc.).
- Good treatment and mutual respect from the academic and administrative staff.
- Take into account their mental, psychological and physical abilities.
- Study in a positive and organized learning environment free from intolerance and discrimination.
- Commitments of Faculty members to lectures' time, exams and University policies, procedures and regulations.
- Submit their grievance according to University policies and procedures.
- Benefit from faculties' office hours and communication with academic advisors.
- Express views and respect the ways of thinking and methods of expression.
- Participate actively in elections and activities of the Student Council. Access the Career Guidance and Counseling services.



2.2 students responsibilities

Students Responsibilities are:

- Awareness of, and comply with the University's policies, procedures and regulations.
- Adhering to regular study, attending lectures on time as per the schedule and comply with examinations rules.
- Adhering to students' code of conduct and respecting academic and administrative staff.
- Preserving the University property.
- Maintaining calmness, and comply with non-smoking rules at the University campus and building.
- Representing the University in a good manner, and ensure not insulting it verbally or through act.
- Showing loyalty to the University and the Kingdom of Bahrain.
- Ensuring proper appearing at the University, which is consistent with the sanctity of the campus.
- Showing the willingness to collaborate and act as a team.





2.3 students grievance

GU ensures that students enjoy a safe and fair environment with all amenities within the University. The Students Grievance Procedures document details principles to accomplish honesty, respect, trust and fairness amongst students and staff at the University. The document is concerned with the following:

- Students complaints related to University's services provided for them.
- Students complaints of arbitrary and ill-treated by member of academic and/or administrative staff.
- Decisions issued by one of the University Departments or Councils (except the University Council).
- Substantive decisions made in complaints from students.

Students can contact the Grievance Committee through the Unit of Student Services or at the email:

student.complaint@gulfuniversity.edu.bh

2.4 mobile phones regulations

Although mobile phones are the most common and important means of communication for students, their use is not allowed in classrooms and library (must be switched off), during meetings and during extracurricular activities. Most important, mobile phones are not allowed inside examination venues. Non-compliance to this regulation shall lead to disciplinary decisions.



3. health and safety

3.1 Gulf University ensures to provide a safe and healthy environment which is in compliance with prevailing laws concerning hazardous materials, fire prevention, occupational health & safety, accessibility, hygiene and cleanliness.

3.2 It is the primary responsibility of Health and Safety (H&S) Team at the University to ensure compliance of the measures and create awareness of the health and safety issues. The team is entrusted with the following tasks:

- Conduct induction sessions in collaboration with the Civil Defense Authority, to create awareness and culture related to health and safety,
- Conduct training exercises in collaboration with the Civil Defense Authority, on evacuation of the buildings,
- Display safety posters and relevant information in and around the campus,
- Organize site visits to provide practical information about health, security and safety measures,
- Receive complaints and suggestions from all the stakeholders regarding health and safety measures,
- Monitor and record the list of incidents related to health and safety for students and staff.

3.3 Cleanliness around the campus is ensured on a daily, weekly and monthly basis and are monitored by the H&S Team.

3.4 All means of combating fire are followed up by the H&S Team inside and outside the University Buildings, such as water hoses and fire extinguishers.

3.5 Routine checking of elevators and accessibility for students of special needs are monitored on daily basis.

3.6 Each building at the University campus has its security guard. Visitors from outside the University are registered at the entrance in the security log book and provided with the "Visitor Badge".



4. academic regulations

4.1 admission

4.1.1 admission criteria

A) Admission Criteria for Bachelor in Interior Design Engineering Program:

- i. Applicant must have a high-school certificate or an equivalent, or a certificate from applied technical or industrial institutes or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- ii. The high-school certificates must be in one of the following branches- Science, Commercial, Industrial, with a GPA of no less than 60%.
- iii. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail they have to enroll in relevant preparatory courses, noting that:
 - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses (provided that there is no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
 - all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor in Interior Design Engineering Program and relevant preparatory course(s) to be enrolled in, if applicants fails in placement test(s):

a. Knowledge and Skills in Interior Design:

Pass Mark for "Knowledge and Skills in Interior design" test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in and pass the Preparatory Course (IND011 Introduction to Knowledge and Skills in Interior Design).

b. Mathematics for Architecture and Interior Design:

Pass Mark for Mathematics test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH013 Basic Mathematics for Architecture and Interior Design).

c. Computer Skills:

Pass Mark for Computer Skills test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

d. English Language Proficiency:

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:

- IND011 - Introduction to Knowledge and Skills in Interior Design,
- MTH013 - Basic Mathematics for Architecture and Interior Design,
- CS011- Computer Skills,
- ENG015 - Foundation English 1,
- ENG016 - Foundation English 2.





B) admission criteria for bachelor in mass communications program:

- i.** 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.** Applicant must score 60% and above in the secondary school.
- iii.** Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail they have to enroll in relevant preparatory courses, noting that:

- while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses (provided that there is no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
- all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor in Mass Communications Program and relevant preparatory course(s) to be enrolled in, if applicants fails in placement test(s):

a. Mass Communications Placement Test and Interview:

Applicants must take a placement test for Mass Communication (out of 60 points), and must attend a specialized interview (out of 40 points) conducted by at least two faculty members from Mass Communications program. The marks scored by the Applicant in placement test and interview shall add together and a minimum total mark of 65% is required to enroll in the program courses. If the Applicant scores less than 65%, s/he shall enroll in the Preparatory Course (COM012A Introduction to Mass Communications).

b. Arabic Language Proficiency:

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

c. Computer Skills Proficiency:

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

d. English Language Proficiency:

Pass Mark for English Language Proficiency test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 English Foundation 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses (ENG015 Foundation English 1 and ENG016 Foundation English 2).

iv. Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:

- COM012A - Introduction to Mass Communications,
- ARB011- Basics of Arabic Language Skills,
- CS011 - Computer Skills,
- ENG015 - Foundation English 1,
- ENG016 - Foundation English 2.

C) admission criteria for bachelor in human resources management program:

- 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. Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except “Mathematics for Business” Placement Test, and is directed to enroll in the Preparatory Course “MTH 014 Basic Mathematics for Business”.
- iii. Applicant must score 60% and above in the secondary school.
- iv. Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail in any placement test they have to enroll in relevant preparatory courses, noting that:

- while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses (provided that there is no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
- all preparatory courses are of (3) credit hours.

The following are the placement tests for Bachelor in Human Resources Management Program and relevant preparatory course(s) to be enrolled in, if applicants fails in placement test(s):

a. Mathematics for Business:

Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH014 Basic Mathematics for Business).

b. Computer Skills Proficiency:

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c. English Language Proficiency:

Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).

d. Arabic Language Proficiency:

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

- v. All Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:

- MTH014 Basic Mathematics for Business
- CS011 Computer Skills
- ENG015 Foundation English 1
- ENG016 Foundation English 2
- ARB011 Basics of Arabic Language Skills





D) admission criteria for bachelor in accounting and financial systems program:

- 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. Applicants with high-school certificate or an equivalent from Arts stream is required to take all the placement tests for the program except “Mathematics for Business” Placement Test, and is directed to enroll in the Preparatory Course “MTH 014 Basic Mathematics for Business”.
 - iii. Applicant must score 60% and above in the secondary school
 - iv. Applicants with GPA equal to or greater than 60% must sit and pass in placement tests and if they fail they have to enroll in relevant preparatory courses, noting that:
 - while enrolling in preparatory courses(s), students are not allowed to enroll in the program courses, but they are allowed to enroll in the University Requirement Courses (provided that there is no prerequisites for such courses). After passing the preparatory courses, students can enroll in program courses.
 - all preparatory courses are of (3) credit hours.
- The following are the placement tests for Bachelor in Accounting and Financial Systems Program and relevant preparatory course(s) to be enrolled in, if applicants fails in placement test(s):
- a. Mathematics for Business:**
Pass Mark for Mathematics for Business placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (MTH014 Basic Mathematics for Business).

b. Computer Skills Proficiency:

Pass Mark for Computer Skills Proficiency placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (CS011 Computer Skills).

c. English Language Proficiency:

Pass Mark for English Language Proficiency Placement test is 65%. If the Applicant scores 40% to less than 65%, s/he is required to enroll in the following Preparatory Course (ENG016 Foundation English 2). If the Applicant scores less than 40%, s/he is required to enroll in the following two Preparatory Courses ((ENG015 Foundation English 1 and ENG016 Foundation English 2).

d. Arabic Language Proficiency:

Pass Mark for Arabic Language Proficiency Placement test is 65%. If the Applicant scores less than 65%, s/he is required to enroll in the Preparatory Course (ARB011 Basics of Arabic Language Skills).

vi. All Applicants with GPA less than 60% shall directly enroll in a preparatory program that includes the following preparatory courses:

- MTH014 Basic Mathematics for Business
- CS011 Computer Skills
- ENG015 Foundation English 1
- ENG016 Foundation English 2
- ARB011 Basics of Arabic Language Skills

4.1.2 placement tests criteria

These are specific for each program. Please refer to Article (4.1.1 – Admission Criteria).

4.1.3 preparatory courses criteria

These are specific for each program. Please refer to Article (4.1.1 – Admission Criteria).

4.1.4 exemptions from placement tests

i. All Applicants with high school certificate in Art Stream, regardless of their GPA, shall be exempted from placement test in “Mathematics for Business” and shall be enrolled in the preparatory course “MTH014 Basic Mathematics for Business”.

ii. Applicants shall be exempted from the placement test in English Language if they have a valid acceptable grade in any of the following: “TOEFL [550 Paper-Based Test (PBT) / 79 Internet-Based Test (IBT)]”, “International English Language Testing System (IELTS): (6)”, “Cambridge English: First (FCE) 60%” or an equivalent.

iii. Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).

iv. Graduates or students from other higher educational institutions whether they obtained a degree from their institutions or not, can be admitted in the programs provided that they meet all admission requirements at GU.



4.1.5 credit transfer (pathway change) criteria

Gulf University ensures formal credit transfer arrangements that provide opportunity to applicants, wishing to transfer their programs from other higher education institutions, and to students at the University to transfer from their current programs to another within the University.

i. 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, credit hours, and NQF level to these at GU will be transferred.
- The minimum grade required for transfer is C or 70% if the passing grade is 60% , or 60% if the passing grade is 50% , or 50% if the passing grade is 40%.
- No courses shall be equivalent to GU preparatory 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).

ii. Internal Transfer

Student at GU can change his/her pathway from 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 (including NQF level) 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.

4.1.6 admission interviews

- All Applicants shall go through an interview 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. Also, 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.
- Additionally, different programs may require Applicant to go through a specialized interview conducted by faculty members from the relevant program.

4.1.7 admission requirements

The following requirements for admission must be attached to the application form:

- Certified copies of secondary school certificate.
- In case that the applicant completed his/her schooling outside of the Bahraini National System, s/he should supply an equivalence letter from the Ministry of Education with a copy of his/her secondary school certificate.
- Copies of valid passport and identity card.
- (4) new photos of the applicant.
- If a student is transferring from another university/institute, a full official transcript is required.

4.1.8 fees

Gulf University is committed to ensuring its fees system is in full compliance with HEC regulations. All fees set by the University are subject to approval by HEC. Information on fees policy and structure are available for students, prospective applicants on the website, Gulfuniversity.edu.bh.

Students have the opportunity to request an arrangement for their fees payment installments. Also, students who choose to withdraw from one or all course(s) within add and drop period of the semester, as determined by the University Academic Calendar shall be refunded some tuition fees as stated in fees policy and structure.

4.1.9 scholarships

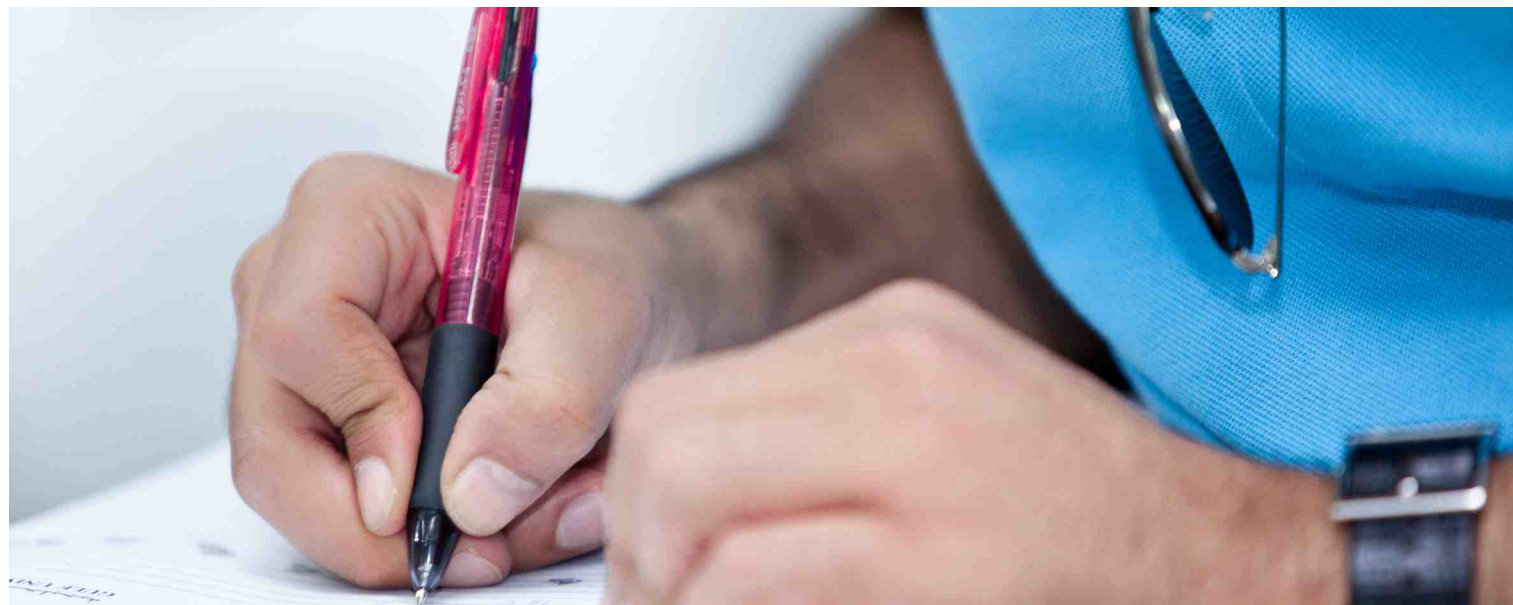
- Gulf University is commits to promote educational excellence through offering a Scholarship Scheme that attracts outstanding students and applicants. Also, the scholarship scheme is designed to attract prospective talent and outstanding citizens of the Kingdom of Bahrain.
- The University updates and announce the Scholarship Scheme and number of grants to be offered for each academic year.
- The University only grants students/applicants, who have met the stated scholarship criteria and have followed the approved scholarship procedures.
- The scholarship scheme is linked with students' academic progress during their years of study at the University.
- Students/applicants have the opportunity to appeal their scholarship decisions.

4.1.10 deferred registration

Applicant, who has accepted the admission offer but wishes to defer his/her registration for maximum of two semesters shall submit a request for deferred registration to Unit of Admission and Registration. The Unit of Admission and Registration shall approve the request and communicate decision to applicant, relevant Dean and Head of Department.

4.1.11 admission appeal

Applicant/student, who wishes to appeal against his/her admission/pathway change decision shall submit to the Unit of Admission and Registration a completed appeal form, within 10 days of receiving the decision. The Unit of Admission and Registration shall inform the student of the decision regarding the appeal in writing.



4.2 registration and enrolment

4.2.1 credit hours system

- Gulf University applies American Credit Hours System, where specific number of credit hour(s) is (per week) allocated for each course that is included in the academic program study plan to earn the degree. One Credit Hour is equal to (15) hours of classroom teaching (or equivalent in applied courses and laboratories) in the semester, also, it equals to (4) NQF Credits.
- According to HEC regulations, a bachelor program consists of minimum 120 credits. However, bachelor programs offered at GU range from 130 to 136 credit hours, which consist of General (University) Requirements, Program Core and Elective Courses.
- The study period is distributed over 4 years with average of 15 credit hours per regular semester, where the academic year consists of two regular semesters (Fall and Spring), and one optional summer semester.
- The duration of the regular semester ranges from 14 to 16 weeks, while the minimum period of the optional summer semester is (7) weeks. However, GU applies a 15/16-weeks duration of regular semester and 7/8-weeks duration for the optional summer semester.
- The weight of the course(s) (credit hour/s) contributes both to the Student's semester GPA and Cumulative GPA.

4.2.2 credit accumulation

- At the end of the semester, a regular student (full-time) is expected to spend an average number of Notional Hours (Number of Course Credit Hours multiply by 40) in teaching, learning and assessment activities. The involvement in teaching, learning and assessment activities take several forms such as:
 - **On-campus hours:** attending lectures, tutorials, labs, workshops, independent working in labs, studios workshops and Library), tests, examination, projects etc.
 - **Off-campus hours:** homework, visiting libraries outside the campus, field visit, workplace engagement, assignments, research, projects etc.
- A student shall accumulate minimum 30 credit hours (120 NQF credits) in a specific level to move forward to the subsequent level.
- The four-year program at GU is distributed over NQF levels as follows;
 - First Year is equivalent to NQF Level 5
 - Second Year is equivalent to NQF Level 6
 - Third Year is equivalent to NQF Level 7
 - Forth Year is equivalent to NQF Level 8
- A student shall accumulate total program credit hours (all NQF levels) in order to be eligible for a Bachelor Degree.

4.2.3 study plan

The number of credit hours required for the Bachelor programs: in Human Resources Management, Accounting and Finance, and Mass Communications is (130) credit hours, while the number of credit hours required for the Bachelor in Interior Design Engineering programs is (136). These are consisted of:

a. General (University) Requirements:

Include (21) credit hours, with the following courses:

English Language - 9 credit hours, Arabic Language - 2 credit hours, History and Culture of Bahrain - 2 credit hours, Sustainability - 2 credit hours, Entrepreneurship and Innovation - 2 credit hours, Human Rights - 2 credit hours, Sports and Activities - 2 credit hours.

b. Program Requirements:

include the remaining credit hours determined by relevant Departments, out of which (6-12) credit hours are optional as per the relevant program .

4.2.4 study period

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

4.2.5 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 preparatory courses are considered in calculating the academic load.

c) The student may enroll in less than (12) credit hours in a semester once during his/her study period. If the student enrolls in less than (12) credit hours in any more semester, the semester will not be included in minimum, but in the maximum study period, provided that s/he does not exceed maximum study period.

d) The student can enroll in more than the maximum limit in his/her final semester, but not exceeding (21) credit hours, provided that:

- The student's CGPA is not less than (3.00).
- The student needs (21) credit hours for graduation in that semester.

4.2.6 add/drop courses

Students are allowed to add and/or drop courses during the Add/Drop 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.

4.2.7 student attendance

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

- a) Student is not allowed to be absent for more than 25% of total hours of the course.
- b) 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 issued to the student and sent to the sponsor (if any) once the absence reaches 15% of total hours of the course.
- c) If the student absence exceeds 25% without 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 (WF) for that course.



4.2.8 grading and ranking scheme

For marking students’ work, Gulf University considers the following grading and ranking scheme, 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).

4.2.9 suspend study

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

4.2.10 student dismissal

- a) Students shall be dismissed from the University on the following academic bases:
- His/her CGPA is lower than (2.00) for (2) consecutive semesters after receiving the academic warning.
 - Failed in any course (3) times.
 - Discontinued for (2) semesters without approved excuse(s) by the University Council.
 - Exceeded the maximum study period.
- b) The University Council may exempt the student once from “dismissal on academic bases” for 1 or 2 semesters upon accepted excuse(s) provided that this shall not lead to exceeding the maximum study period of the student.
- c) A student will be exempted from dismissal due to low CGPA by the University Council in the following cases:
- 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.
 - If s/he completed 75% of total credit hours of the program of study and regardless of the CGPA, the student shall be exempted from dismissal as long as not exceeding the maximum study period, otherwise, s/he shall be dismissed from the University.

4.2.11 study path selection for students in mass communication bachelor program

- a) Students passed their 3rd Semester of study are eligible for path selection process (select Study Path from Media – Journalism – Public Relation).
- b) Students passed their 4th Semester of study are eligible to proceed further for path selection process.



4.2.12 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.

4.2.13 curriculum changes

a) The following rules apply for curriculum changes:

- All changes will apply for newly admitted students.
- 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.
- 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.

4.2.14 graduation requirements

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.

4.2.15 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.

- The visiting student must be nominated by his/her institution to study specific course(s) at GU.
- The visiting student is required to submit the following documents:
 - formal letter from the his/her Institution addressed to Unit of Admission and Registration at GU indicating their approval of the course(s) to be studied at GU in a specific semester.
 - copy of valid passport.
 - copy of student ID from his institution.
- The visiting student must pay study and other related fees:
 - S/he shall pay twice the rate of the regular course fee, if the specific course is offered for regular students at GU.
 - 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.
- At the end of the semester, the grade(s) of the visiting student achieved at GU shall be sent to his/her Institution.

4.3 assessment

4.3.1 Gulf University ensures that assessment is aligned to course intended learning outcomes (CILOs), and students are exposed to a range of assessment methods appropriate to the CILOs being assessed. Moreover, assessment shall be valid, reliable, fair and respect the dignity and privacy of students including students with special needs.

4.3.2 The University implements measures to ensure student's own work, marking consistency, precise and accurate capturing of marks.

4.3.3 The University implement clear formal procedures for internal and external verification of assessment and marking criteria for all courses to ensure assessments' reliability and fitness for purpose.

4.3.4 The University ensures the implementation of moderation and approval of assessment results for all courses. There are clear formal procedures for internal and external moderation of assessment and approval of results, to ensure reliability, fairness and consistency.

4.3.5 Students are provided with a timely feedback on their assessed work for multiple purposes:

- to be informed of their progress in the course.
- to enhance their understanding of what is expected of them.
- to deepen their learning of the knowledge content.
- to develop their awareness of disciplinary norms.

4.4 assessment of students with special needs

Gulf University ensures that students with special needs shall be supported during the assessment process on a case-by-case basis, depending on their requirements. Arrangements include the followings:

- *Adjustment of the venue for the examinations.*
- *Assistance in reading assignments, quizzes and exam scripts.*
- *Assistance in writing assignments, quizzes and examinations.*
- *Offering flexible and additional time for assessments.*

4.5 deferred and late assessment

A) 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 Unit 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.

B) 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.



4.6 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.

4.7 major assessments (midterm and final examinations)

Major assessments (midterm and Final examinations) are centrally administered by the University Examination Committee, and are held during the examination periods given and published in the Academic Calendar, which is circulated at the start of each Academic Year and uploaded on the University Website:

(<https://www.gulfuniversity.edu.bh/en/students/academic-calendar/>).

Examination venue rules are listed in “Conduct of Examination Procedures (GU-PR12CE)” and shall be displayed at the University campus and examinations Venue before and during examination Periods. It is the responsibility of students to be aware of these rules.



4.8 students' academic code of conduct

Gulf University (GU) consistently strives to harness academic excellence and integrity amongst with continuous improvement in quality standards. For this, the University considers academic honesty and integrity as one of the important pillars and hence, articulates the following academic code of conduct for the students:

- a) All the students should read and comply with the policy and the procedures of the University.
- b) It is the responsibility of all students to behave ethically in all academic tasks and activities and avoid committing any plagiarism and/or academic dishonesty.
- c) Students shall be subject to penalty and disciplinary action imposed by the University if there is any case of academic dishonesty.
- d) Each student is required to submit declaration sheet with explicit reference to university's definition of Plagiarism as detailed in GU Policy and Procedures` Handbook while submitting any coursework/ assignment/ project/report /any research concerning assessment.
- e) Any cases of academic misconduct including plagiarism and cheating will be dealt with stringent procedures as per the GU Plagiarism and Academic Misconduct Policy and Procedures.
- f) The students are cautioned to refrain from submitting any plagiarized work and therefore, should give due credit to the author for the original idea along with citation for the interpretation to further justifies the basis of the text. There is no harm in referring intellectual material in the related discipline provided, it is properly acknowledged.

- g) The student should follow the referencing pattern as directed by the instructor/mentor mentioning author, title of the book or journal, place, date, page number etc. It is better to employ principle of good academic practice to enhance originality and creativity which in turn reduces the chance of plagiarism.
- h) Copying with proper citation or quotation will not lead to plagiarism but will defeat the purpose of academic excellence unless students flourish their critical thinking and originality.
- i) In case of paraphrasing or referring any idea or material from a source the students should acknowledge the original author and the source.
- j) Plagiarism cannot be avoided by modifying text or by adding or deleting some text since it also caters to extracting others` data/ information without identifying any sources.
- k) Plagiarism is considered as academic misconduct whatever be the reason, copying cannot be justified at any level.
- l) The students shall be informed about the forms of plagiarism and how to avoid by the instructor/assessor before assignment of any coursework such as assignment, research project, graduation and internship project. The students are expected to check the prepared text through `Turnitin` before submission to ensure objectivity and originality. Instructors have the ethical responsibility in this regard to make keep students aware of the consequences of academic misconduct.

- m) In total, plagiarism is considered as a serious offence and students shall be penalized depending upon the number of offence done. However students can appeal or shall be given opportunity to be heard to support their position before taking any disciplinary action.
- n) Accordingly, students shall also follow the guidelines pertaining to GU cheating.
- o) Students are advised not to engage in any act of disturbance including talking, cheating and/or attempting to cheat during the examinations.
- p) The GU Handbook outlines clear instructions pertaining to expected students` behavior during the mid-term and final examinations. Therein, the GU Plagiarism and Academic Misconduct policy and procedures evidently indicate any forms of cheating and/or attempt to cheat as academic misconduct.
- q) Any student(s) caught cheating in class quiz, mid-term or final examination, shall bear strict disciplinary action which, if repeated, can even lead toward dismissal from the course/semester or the University.
- r) Students caught in any such repeated incidents shall be dismissed from the degree program. Further details on this can be retrieved from the GU Handbook.
- s) The students shall also be provided with relevant information upon the due course of examinations.





4.9 plagiarism and academic misconduct

- a) Plagiarism is not tolerated, it is not allowed to copy a previous project's idea or work of other student(s).
- b) Gulf University considers 15%-20% text-matching for undergraduate programs as "minor infringements," and above 20% matching is considered to be major infringements. This includes all kinds of text and visual based assignments. Where plagiarism is detected, appropriate action is taken to ensure the academic integrity of the learning and the qualification. This action is set out in the plagiarism procedures.
- c) The student has the right to appeal the disciplinary decision by submitting a written grievance to University Grievance Committee within one week of the date of receiving the disciplinary decision.
- d) Grievance Committee shall issue its recommendations for the Grievance within one week from the date of receiving the appeal request, either approving, declining or providing further recommendation.
- e) The Committee shall send its recommendations for grievance on disciplinary decisions other than student's dismissal, to President of University for approval or taking the decision he deems appropriate. The decision of the President in this regard shall be final.
- f) The Committee shall send its recommendations for grievance on disciplinary decisions of student's dismissal, to University Council for approval or taking the decision it deems appropriate and this decision shall be final and irrevocable.

4.10 students research

- a) Research is a core component of the mission of Gulf University. The University is committed to supporting the research and scholarly activities of GU academic community, and to supporting and promoting undergraduate students' research, as these provide both academic staff and students at the University with the best possible educational experience, builds their capacity of research, and promotes partnerships with industry and other community institutions.
- b) The University ensures that its research strategy and policy are aligned with "Bahrain Vision 2030" and "HEC National Research Strategy 2014-2024."
- c) The University encourages members of its academic staff as well as its students to conduct scientific research, participate in scientific conferences in the field of specialization, publication in refereed and indexed journals, as well as writing scientific books or contributing to the authorship.
- d) The Research Council at the University is responsible for planning research, managing its budget, and organizing the financial support for research activities of academic staff and students.
- e) The Researcher Handbook provides information regarding research policy and procedures and to inform researchers and students at the University about various research related topics and services to ensure that research at the University is conducted in accordance with the highest ethical standards and in compliance with HEC regulations.
- f) Researcher Handbook can be accessed on:
<https://www.gulfuniversity.edu.bh/en/research>

5. student services and support

5.1 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 Students Council acts as their voice. maintains a link between students and University Management, represents them in University Council, nominates students for Colleges', Departments Councils and Committees in accordance with University regulations, and also actively takes part in various student activities.

Students participation in activities organized by the Student Council will provide them with the opportunity for personal development, gain experience and develop leadership and team work skills.

For more information on Students Council, please refer to "Students Council Guidelines (GU-GL03-STC)" available at Unit of Student Services.

5.2 student induction and advising

Gulf University provides students with regular induction throughout their study period. The Unit 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.



5.3 special needs students' support

Gulf University is committed to providing students with special needs with suitable support and resources, and ensuring their integration and recognition of achievements. It is important, however, that students who have particular medical or learning support needs are requested to make this known to Gulf University so that appropriate arrangements for reasonable adjustments to support their education and learning can be arranged. The medical reports or certificate of disability from authorized health professionals need to be submitted to Head of Unit of Admission and Registration, who will inform the Head of Unit of Student Services. Such information will be considered as confidential, and will be shared with the appropriate academic staff, strictly on a 'need to know' basis. Some of the services that might be provided for students with special needs include Physical assistance in attending classes, scheduling of classes to most accessible venues, assistance with note taking and writing of examinations, scribe for tests and examinations, additional counseling, mentoring or tutoring extended time for tests and examinations, use of computers for classwork, tests and examinations, and where necessary, adjustments are made to the venue of any assessment, and the format of the assessment.



5.4 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, which is considered as the official means of communication between students and the University, and students have to access their email, read and act upon in a timely manner.

5.5 library services

GU library services is available to all students on Sunday-Thursday from 8.00am-8.00pm, and on Saturdays from 8.00am-1.00pm. Students can access library contents inside the reading hall and each student can borrow up to 3 books for a maximum of 14 days. Library staff (Librarian) provides induction sessions to all new students at the beginning of each semester on library rules, resources (print and electronic) services, facilities and activities/events organized by the library for example on new arrivals.

The library contains thousands of printed books, academic journals and periodicals related to the academic programs, electronic databases providing access to millions of eBooks and academic research articles, and hundreds of MSc theses.

The e-library section offers the students access to over 5000 e-books and 580 periodicals. Additionally, students are provided with 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 provides students access to "Turn-it-In" software for plagiarism detection. 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



5.6 e-learning service

In order 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 e-learning system also provides students with access to “Text Matching Software” (Turn-it-In) for plagiarism detection. For further details, students can contact either the e-learning Unit at the email: elearning@gulfuniversity.edu.bh or contact their academic advisors and course instructors.

5.7 career development

The Career Development Office at the Unit of Student Services provides assistance to students who are expected to graduate and advise them on their career prospects that are commensurate with their abilities. Also, the office guides students on how to deal with the labor market and begins their practical life with confidence and competence to get appropriate jobs. Students can contact the office directly through the Unit of Student Services or at the email: careers@gulfuniversity.edu.bh

5.8 guidance and counseling

GU has a Guidance and Counseling Office 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 office is also responsible for supporting the academically weak students (students on probation) in collaboration with their academic advisors. Students can contact the office directly through the Unit of Student Services or at the email: student.counseling@gulfuniversity.edu.bh

5.10 infirmary services

GU provides Infirmary service, where first aid is available for all students and staff throughout the weekdays from 8.00am - 4.00pm. The clinic is staffed by a nurse to provide first aid services, collect health data on students as necessary in a confidential manner, follow-up, and health information and awareness for their wellness. Also, in case of any accident/injury situation “First Aid” boxes are distributed all around the University campus to provide medical treatment to the patient in short time.

5.9 extracurricular activities

GU provides different sports facilities such as football, basketball, tennis and table tennis, where students can access these facilities through Unit of Student Services. 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 Unit of Student Services or at email: studentaffairs@gulfuniversity.edu.bh





5.11 cafeteria and sport facilities

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

Also, the University provides facilities for sports activities such as football, basketball, volleyball, tennis, and ping pong, which students can utilize and practice their sports hobbies in coordination with the sports office at the Unit of Student Services.



5.12 lost and found service

All lost and found articles must be reported to University Security personnel and Unit of Student Services. The security personnel will keep an inventory log of lost and found articles personnel. However, the University bears no responsibility for lost or stolen properties.



6. academic programs

6.1 college of administrative and financial science

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

- Human Resources Management
- Accounting and Finance
- Mass Communications

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

a) 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.
- Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail in any placement test they have to enroll in relevant preparatory courses,
- All Applicants with GPA less than 60% shall directly enroll in the preparatory courses relevant to the program.
- All Applicants with high school certificate in Art Stream, regardless of their GPA, shall be exempted from placement test in "Mathematics for Business" and shall be enrolled in the preparatory course "MTH014 Basic Mathematics for Business".
- Applicants 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.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

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.



b) bachelor in accounting and finance

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.
- Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail in any placement test they have to enroll in relevant preparatory courses,
- All Applicants with GPA less than 60% shall directly enroll in the preparatory courses relevant to the Program.
- All Applicants with high school certificate in Art Stream, regardless of their GPA, are exempted from placement test in “Mathematics for Business” and shall be enrolled in the preparatory course “MTH014 Basic Mathematics for Business”.
- Applicants 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.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

- Graduates in Accounting and Finance 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.



c) *bachelor in mass communications*

Degree Facts:

- Students acquire knowledge in media production and communication theories, practice and ethics.
- Student acquire writing skills necessary for media and 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.
- Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail in any placement test they have to enroll in relevant preparatory courses.
- Applicants with GPA equal to or greater than 60% must sit for a placement test in Mass Communication (out of 60 points), and must attend a specialized interview (out of 40 points). The marks scored by the Applicant in placement test and interview shall add together and a minimum total mark of 65% is required to enroll in the program courses. If the Applicant scores less than 65%, s/he shall enroll in the Preparatory Course (COM012A Introduction to Mass Communications).
- All Applicants with GPA less than 60% shall directly enroll in the preparatory courses relevant to the Program.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

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.



6.2 college of engineering

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 nonverbal 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, with a GPA of no less than 60%.
- Applicants with GPA equal to or greater than 60% must sit for, and pass in placement tests, and if they fail they have to enroll in relevant preparatory courses.
- Applicants with GPA less than 60% shall directly enroll in preparatory courses relevant to the program.
- Applicants 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.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU, otherwise they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

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.



7. general information

7.1 campus directory

Management	President	Dr. Muhanned Alfarras	400
	Vice President	Dr. Hesham Elmarsafawy	341
	Chair of University Research Council	Prof. Mouayed Aziz Hasan	429
	Accounting	YRN Sudhakar	461
Secretaries	Chairperson's Office	Akthem Alkubaisi	345
	President's Office	Mariam Abdulla Salman	401
	College of AFS	Mariam Ali	431
	College of Engineering	Faten Janahi	430
Academic	College of Administrative and Financial Sciences	Dr. Abdullah AlTaher	359
		Dr. Ahmed AlTawalbeh	412
		Dr. Atul Bansal	406
		Dr. Baligh Beshr	410
		Dr. Elsir Mohamed	313
		Dr. Mahmoud AlZgool	312
		Dr. Mahmoud ElSawy	428
		Dr. Naglaa ElGammal	462
		Dr. Rumpa Roy	426
		Dr. Shafeeq Ahmed	454
		Dr. Sherif Badran	449
		Dr. Youssef Salah	405

Academic	College of Administrative and Financial Sciences	Ms. Manju Babu	455
		Ms. Zainab Hussain	351
		Prof. Nahed Matarid	342
		Dr. Amr Rezk	434
Academic	College of Engineering	Dr. Anis Semlali	453
		Dr. Aseel AbdulSalam	316
		Dr. Osama AlRawi	402
		Dr. Osama AlRawi	402
Academic	English Language Development	Ms. Dulcenombre Madrid	451
		Dr. Meryem Fati	349
Administrative	Accounting	Jannat Alsari	415
		Mohd Alaradi	419
		Syed Sageer	416
		Syed Sageer	416
Administrative	Admission and Registration	Baraa AlSamarai	435
		Rabab Alzenji	424
		Thamer Almashhadany	433
		Zainab Ahmed Ali	446
Administrative	Facilities Management	Ishaq Albasri	450
		Siraj Mammy	450
		Rufus Arockia	450
		Rufus Arockia	450
Administrative	Human Resources	Nabeel Amanat	357
		Nabeel Amanat	357

Administrative	Information Technology	Ali Mansoor	452
		Jean Austin Rodriguez	420
		Maher Ismaeel	443
		Pradeep Kumar	414
Administrative	Library	Adalia Mabalot	404
		Sawsan Faisal	315
		Sawsan Faisal	315
		Sawsan Faisal	315
Administrative	Quality Assurance	Belhadia Abdallah	
		Ghada Hameed AlRashid	343
		Fahema Ali	
		Fahema Ali	
Administrative	Student Affairs	Marwa Elerani	314
		Mahmood Ahmed	304
		Intisar AlKurdi	356
		Intisar AlKurdi	356
Administrative	Other	Shereen Murad	437
		Mahmood Zaher	347
		Mahmood Zaher	347
		Mahmood Zaher	347
Services	Exam Committee		344
	Infirmary		413
	IT Helpdesk		121
	Library		352
	Maintenance		450
	Registration		438
	Security		348

7.2 campus directory

A) during work hours:

Name	Department	Contact Number
Mr. Mahmood Hasan Ahmed	Student Services	3814 8148
Ishaq Abdulla Abdulaziz	Maintenance	36414200
Security Staff on duty	Security	39721827

B) after work hours

Designation	Contact Number
Security Staff on duty	+973 - 39721827

C) emergency authorities

Title	Tel. No.
Ambulance	999
Fire	999
Police	999
Accidents	199

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

- COLLABORATION
- EXCELLENCE
- CONTINUOUS DEVELOPMENT
- SUSTAINABILITY
- DIVERSITY



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