



Title: Student Enrolment Procedures

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(Note: This document replaces the “Student Enrolment Procedures”, GU-PR03SE, Version 3.1 - November 2023)

1. Purpose

The purpose of this document is to describe enrolment procedures to courses at Gulf University. It details principles to accomplish fair, transparent, and robust enrolment procedures to all programs.

2. Scope

The document applies to enrolment in courses of all programs offered at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
CGPA	Cumulative Grade Point Average
CR	Credit Hour
GPA	Grade Point Average
HOD	Head of Department
HEC	Higher Education Council
NQF	National Qualifications Framework

4. Definitions

Credit Accumulation: Credit Accumulation is a tool that is used by GU to monitor, record, and compensate through the movement between the Degree programs, its courses, and the regulatory institutions. For example, allocation to 10 notional hours of study combining of elements such as contact hours and self-study.

Enrolment: Enrolment is an action taken by Gulf University that involves enrolling students in the courses of the program.

Preparatory Courses: Preparatory courses constitute the preparatory program set by Gulf University for applicants to pass for fulfillment of all admission requirements of the selected program.

Notional Learning Hours: Notional learning hours describe time allocated to study. This study time can comprise formal classroom instruction, time spent in self-study (for example, reading and revising notes) and time spent on assessment. Notional learning hours are calculated by those with experience in the subject area by envisaging the time that the average student would spend on tasks required by a course or program.

NQF Credit: A NQF credit is a measurement of learning at specific levels of a National Qualifications Framework. It is assumed that one credit of learning will result from ten

‘notional’ hours of study. Credits are assigned to courses, programs, and qualifications. The credits assigned to qualifications comply with Bahrain National Qualifications Framework.

NQF Level: Bahrain National Qualifications Framework comprises ten levels. Each level signifies a stage of achievement with respect to learning ranging from the less to the more complex and demanding.

NQF Level Descriptors: NQF Level descriptors provide a general, shared understanding of learning and achievement at each of the ten levels of the NQF. Each descriptor relates to generic statements that describe the expected level of achievement with respect to:

- Knowledge (theoretical understanding and practical application)
- Skills (generic, problem solving, analytical skill and communication, ICT, numeracy)
- Competence (autonomy, responsibility, and context).

Level descriptors are used to map qualifications on the NQF and were designed to be used across a wide range of learning contexts.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

Visiting Student: A visiting student is an individual, who shall register 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 shall not be obligated to admit or transfer the visiting student to any of its academic programs.

5. Procedures

5.1 Preamble:

- 5.1.1 Students shall abide by their status, regulations, policies, and procedures of the University that may be subject to periodic reviews and amendments.
- 5.1.2 Students shall pay all fees and charges related to their enrolment.

Section (A): Bachelor Programs

5.2 Enrolment Requirements:

- 5.2.1 Students shall enroll during the registration days for each semester (as shown in the University Academic Calendar).
- 5.2.2 Registration days may be extended only for 3 subsequent days, as necessary.
- 5.2.3 However, students may enroll during the “Late Enrolment Period,” upon approval of relevant Deans.
- 5.2.4 The late Enrolment Period shall be one week for all semesters, starting from the end of registration days (or extended registration days, if any).

- 5.2.5 Students shall consult their Academic Advisors for enrolment as early as possible before the “Registration Days Period” stated in the University Academic Calendar, and shall complete the Registration Form, (Form GU-PR03SE-F01).
- 5.2.6 Students shall pay registration fees as per the University Fees Policy.
- 5.2.7 Students who enroll during the “Late Enrolment Period” shall pay the “Late Registration Fees” as stated in the University Fees Policy.
- 5.2.8 Students shall submit the completed Registration Forms with fees receipts to Unit of Admission and Registration.
- 5.2.9 Unit of Admission and Registration shall upload students’ course load in the electronic system, shall retain all Registration Forms in students’ files with copies sent to relevant Academic Advisors.
- 5.2.10 Students shall maintain minimum class attendance to maintain their enrolment status at the University in each semester, (refer to Article 5.4 of this document).
- 5.2.11 Students, amending their enrolment for any academic year under any circumstances, shall be in full compliance with university regulations and HEC requirements.
- 5.2.12 GU shall have a formal procedure for students to adjust to the curriculum changes.
- 5.2.13 Students shall follow formal procedures and criteria in cases such as, withdrawal and suspend study.
- 5.2.14 Students in Mass Communications Program shall follow procedures for selection of their study path in the program. Such procedures are stated in Article (5.14) of this document.

5.3 Student Academic Load Criteria:

- 5.3.1 The minimum study period for a bachelor’s degree is (3) years and the maximum period is (8) years. A one-academic year extension of the study period can be granted to the student upon a decision from the university council.
- 5.3.2 The minimum duration of postgraduate study is one calendar year over 3 semesters and maximum duration is 3 years.
- 5.3.3 Undergraduate students shall enroll in regular semesters for no less than (12) credit hours and no more than (19) credit hours, respectively. In summer semester, the student shall enroll for no more than (9) credit hours. The maximum credit hours for enrolment in one academic year shall not exceed 45 credit hours.
- 5.3.4 The maximum student’s load of (19) credit hours in a semester is subjected to enroll in a maximum of (7) courses.
- 5.3.5 For postgraduate study, the student can take the load maximum of 15 credit hours and a minimum of 9 credit hours in one semester.
- 5.3.6 The student can register in not more than 2 courses while registering in internship course in regular semesters and not more than 1 course in summer semester.
- 5.3.7 The student shall have the opportunity to:
 - a) enroll in (9) credit hours as the minimum in no more than (2) semesters during his/her study period.

- b) 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 no more than (21) credit hours for graduation in that semester.

5.4 Student Attendance:

- 5.4.1 Students' attendance shall start from the first day of classes, which is the first day after the "original registration days" period stated in the university academic calendar.
- 5.4.2 Instructors shall record attendance of their students regularly, (Form GU-PR03SE-F0A).
- 5.4.3 For absenteeism calculations, the total hours of the course are determined as: weekly contact hours x number of weeks in the semester, including hours of major assessments (i.e. midterm and final examinations/juries/panels).
- 5.4.4 If the student absence reaches 10% of total hours of the course, the instructor shall issue the "First Warning" form (Form GU-PR03SE-F02) and inform the student either with hard or soft copy and shall send copies to academic advisor and Unit of Admission and Registration to retain the form in student's file.
- 5.4.5 If the student absence reaches 15% of total hours of the course, the instructor shall issue the "Absenteeism Final Warning" form (Form GU-PR03SE-F03), and send it to Unit of Admission and Registration, who shall:
 - a. inform the student either with hard or soft copy,
 - b. send copies to instructor, academic advisor, and the sponsor (if any),
 - c. retain the form in student's file.
- 5.4.6 If the student absence exceeds 25%, the instructor shall prepare the "Withdrawal due to Absence" form (Form GU-PR03SE-F04), shall decide on the type of withdrawal as follows:
 - a. absence with no or unaccepted excuse, the student shall be considered as 'withdraw' in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (WF) for that course.
 - b. absence with accepted excuse, the student shall be considered as 'withdraw' in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (W) for that course.The instructor shall seek the approval from the HOD followed by sending the completed form to the Unit of Admission and Registration.
- 5.4.7 Unit of Admission and Registration shall issue the form and shall:
 - a. inform the student either with hard or soft copy.
 - b. send copies to the examination committee, academic advisor, and the instructor.
 - c. retain the form in the student's file.

- 5.4.8 The student shall be given the opportunity to appeal against compulsory withdrawal decision by submitting an appeal request with the excuse(s) to the Unit of Admission and Registration, (Form GU-PR03SE-F05).
- 5.4.9 The Unit of Admission and Registration shall send the appeal form to relevant Dean, who shall review the case in consultation with relevant HOD and shall either approve or decline the appeal, followed by sending the decision to Unit of Admission and Registration.
- 5.4.10 The Unit of Admission and Registration shall inform the student with the final decision and retain the form in the student's file.

5.5 Drop/Add Courses:

- 5.5.1 Students shall complete their registration forms (Form GU-PR03SE-F01) in consultation with their academic advisors 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).
- 5.5.2 Academic advisors shall confirm that students' academic load meets the stated maximum and minimum limits.
- 5.5.3 Once approved by the advisors, students shall submit the form to the Unit of Admission and Registration with fees receipt (in case of added courses).
- 5.5.4 The Unit of Admission and Registration shall adjust student's course load in the electronic system accordingly and shall inform Finance Department for fees refund (in case of drop courses) as per GU Fees Policy.
- 5.5.5 The Unit of Admission and Registration shall retain the forms in relevant students' files and shall inform the relevant instructors and academic advisors.

5.6 Repeat Courses:

- 5.6.1 Students who failed in either compulsory or optional courses shall contact their academic advisors and upon receiving advice from the advisors, they shall enroll to repeat those courses. Unit of Admission and Registration shall accept minimum (60%) mark to calculate their CGPA.
- 5.6.2 In case of failing in an optional course that is deleted from the curriculum, the student shall seek approval from the relevant Department Council to choose and enroll in an alternative course from the same optional course group. In such cases, the Unit of Admission and Registration shall consider the new mark in the CGPA and shall designate the repeated course with the letter (R) in the electronic system.
- 5.6.3 Students shall contact their advisors about courses, which they passed with GPA equal to or less than (C), that they wish to repeat and enroll in for improving their CGPA. In such cases, the Unit of Admission and Registration shall consider the highest mark in the CGPA and shall designate the repeated course with the letter (R) in the electronic system.

5.7 Curriculum Changes:

- 5.7.1 The academic advisors shall provide their students with curriculum changes.
- 5.7.2 The academic advisors shall ensure that newly admitted students enroll in the new curriculum courses.
- 5.7.3 The academic advisors shall ensure that existing students enroll in an equivalent number of newly added courses against any previous courses that are deleted, but they still needed to complete within their study plan.
- 5.7.4 The academic advisors shall ensure that existing students do not enroll in any of newly added courses against previous ones that are deleted, but already been completed by them. The Unit of Admission and Registration shall ensure that all completed courses that are deleted appear in the student's academic record.

5.8 Suspend Study:

- 5.8.1 The student shall not be allowed to apply for suspension in the first semester of his/her study in the university.
- 5.8.2 The student, who wishes to suspend his/her study within the allowable limit of one semester, shall submit the completed form (Form GU-PR03SE-F06) to his/her academic advisor for review and recommendations, followed by seeking recommendations from HOD and approval from Dean.
- 5.8.3 Upon receiving approval from the Dean, the student shall submit the form to Unit of Admission and Registration.
- 5.8.4 The Unit of Admission and Registration shall upload the suspension of study decision in the electronic system, shall retain the form in the student's file with copy sent to the relevant academic advisor.
- 5.8.5 University Council shall grant the student extension of suspension of study for another semester for valid reasons upon recommendations from the relevant dean.

5.9 Withdrawal from Courses or from the University, and Re-enrollment:

- 5.9.1 The student who wishes to withdraw from course(s) that s/he enrolled in during the Withdrawal Period, shall submit the withdrawal form (Form GU-PR03SE-F07) to his/her academic advisor.
- 5.9.2 The academic advisor shall consult the relevant instructor(s), shall confirm that student academic load after withdrawal meets the stated minimum limit.
- 5.9.3 Once approved by the academic advisor, the student shall seek recommendations from HOD and approval from Dean, followed by submitting the form to Unit of Admission and Registration.
- 5.9.4 The Unit of Admission and Registration shall upload the withdrawal decision in the electronic system with Grade (W) for the withdrawal course(s), shall retain the form in the student's file with copies sent to the relevant academic advisor, instructor(s), HOD and Dean.

- 5.9.5 The student who wishes to drop out from the University shall submit the application for drop from the University to his/her academic advisor, who shall process the application at the relevant department followed by final approval by the Dean. The approved application shall be sent to the Unit of Admission and Registration who shall inform the student, the HEC, and retain the application in the student's file.
- 5.9.6 The following criteria shall apply for re-enrollment of students with referring to their previous academic records:
- 5.9.6.1 The student has dropped from the University for no more than 3 years, and the period of drop should not exceed the maximum period required for graduation for the original study of the student.
 - 5.9.6.2 In case of necessity (such as prolonged illness, severe accidents with prolonged consequences, or assignment to an official mission inside or outside the Kingdom of Bahrain that prevent the student from applying for re-enrollment within the allowed period), the University Council may make an exemption of the period stated in Article (5.9.6.1) of this document provided that the student submits a proof of the case.
 - 5.9.6.3 The student who has been dismissed from the University on a disciplinary basis shall not be allowed to re-enroll. If it becomes evident that the re-enrolled student was dismissed on such a basis, his/her re-enrolment shall be considered cancelled as from the date of re-enrolment.
 - 5.9.6.4 The student shall not be re-enrolled in the University more than once.
- 5.9.7 The student shall apply for re-enrollment to the Unit of Admission and Registration, who shall check the previous academic record of the applicant, shall send the application with the necessary information as per the academic record to the relevant College, where the College Council shall review and approve (with any additional courses to be studied by the student) or decline the application. The application shall then be forwarded to the Unit of Admission and Registration for completion of the re-enrollment process.
- 5.9.8 In case the student is dismissed from the University due to reasons other than disciplinary actions (as stated in Article 5.12.2 of this document), he/she has the opportunity to register as a new student with a new ID number and shall follow the HEC and GU regulations for the admission procedure.

5.10 Semester GPA and Cumulative GPA Calculations:

5.10.1 Instructors shall apply a “0 to 100” marking scheme for assessing the achievement of course learning outcomes. The total earned marks shall be converted into equivalent letter grades. The earned Letter Grade for each completed course shall be reflected in the student’s transcript.

The following table illustrates Marks, Letter Grades and Grade Points scales.

Marks	90-100	87- <90	84- <87	80- <84	77- <80	74- <77	70- <74	67- <70	64- <67	60- <64	0- <60
Letter Grades	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Grade Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0

5.10.2 Letter Grades are converted to the corresponding Grade Points, which contribute to the student’s GPA as per the course weight (Credit Hours).

5.10.3 The student must pass courses with a mark of not less than 60% (Letter Grade D).

5.10.4 The student must attend the final assessment (original or deferred) for his/her enrolled courses. Failing to do so shall lead to assigning the student “Fail” in the relevant course regardless of semester marks (including midterm assessment).

5.10.5 Student’s GPA for a specific semester shall be calculated as follows:

- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses in that specific semester.
- Add all these multiplications together and divide by the total number of credits of all the completed courses in that specific semester.
- The result is the student’s semester GPA.

5.10.6 Student’s CGPA for a specific semester shall be calculated as follows:

- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses over the semesters.
- Add all these multiplications together and divide by the total number of credits of all the completed courses over the semesters.
- The result is the student’s Cumulative GPA.

5.10.7 The earned numeric grade points for the following cases shall be excluded from calculations of both the student’s semester GPA and Cumulative GPA:

- Preparatory courses, which the student has passed according to GU admission policy and procedures.
- Courses completed in a previous program by an internally transferred student that are not equivalent to or aligned with the study plan of the new program.
- Transferred courses from other Institutions.
- Any extra course(s) that student(s) independently choose to enroll in outside the study plan (study over-plan).

5.11 Graduation Requirements:

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

5.12 Student Dismissal:

5.12.1 The following shall be applied for the students with CGPA below (2):

5.12.1.1 The first semester of study at the university shall be excluded from taking action for students with CGPA below (2) due to enrolment into preparatory courses. However, the relevant academic advisor and HOD shall call such student(s) to discuss the current academic situation and provide advice on possible consequences for low CGPA.

5.12.1.2 In the following semester if the student continues to have below (2) CGPA, the student shall receive a warning letter issued by the unit of Admission and Registration with a condition that in the following semester if the CGPA does not become (2) or above, he/she shall be dismissed from the university.

5.12.1.3 In case that the student does not improve his/her CGPA in the third semester of his study at GU, he/she shall have the opportunity to appeal to University Council, through the relevant college council, with valid reasons, for exemption from dismissal for one semester to improve the CGPA. If the student's CGPA remains below (2) after the exempted semester, he/she shall be dismissed from the university.

5.12.2 The Academic Advisor shall refer the student(s) to relevant Department Councils for dismissal from the University in the following cases:

- a. The student's CGPA is less than (2.00) for the subsequent semester after receiving the academic warning, (or after the exempted semester).
- b. The student failed in any course (3) times.
- c. The student failed in meeting the requirements for eligibility for admission in BEE and BME Programs stated in Article (5.3.2) of "Admission Procedures – GU-PR01AD, V3.1".
- d. The student discontinued for (2) semesters without approved excuse(s) by the University Council.
- e. The student exceeded the maximum study period.

5.12.3 Department Council shall review the case(s) with the student's excuse(s) and shall recommend either approval of dismissal or possible exemption from dismissal.

5.12.4 College Council shall review the case(s) with Departmental recommendations and shall either decide on dismissal and send decision(s) to the University Council for endorsement or shall recommend exemption from "dismissal on academic bases" once for 1 or 2 semesters upon accepted excuse(s) if it is within the maximum study period of the student(s).

5.12.5 University Council, upon receiving College Council decision and/or recommendations, shall review the case(s) and decide either to endorse the

dismissal decision, or exempt the student(s) once from “dismissal on academic bases” for 1 or 2 semesters upon accepted excuse(s) if this shall not lead to exceeding the maximum study period of the relevant student(s).

5.12.6 The following special cases of low CGPA dismissal shall be considered for students that are not exceeding the maximum study period:

- a. student GPA in the last semester of the academic warning period is (2.5), the University Council, upon recommendations from relevant College Council, shall exempt the student from dismissal for 1 semester to improve his/her CGPA, otherwise, s/he shall be dismissed from the University.
- b. student completed 70% of total credit hours of the program of study and regardless of the CGPA, s/he shall be exempted from dismissal if not exceeding the maximum study period, otherwise, s/he shall be dismissed from the University.

5.13 Credit Hours System and Credit Accumulation

5.13.1 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 Four NQF Credits.

- According to HEC regulations, a bachelor program consists of a minimum of 120 credits. However, bachelor programs offered at GU range from 130 to 136 credit hours, which consist of University and College Requirements, Program Core and Elective Courses.
- The study period is distributed over 4 years with an 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.

5.13.2 Credit Accumulation

- a. 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.
- b. A student shall accumulate a minimum of 30 credit hours (120 NQF credits) in a specific level to move forward to the subsequent level.
- c. 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
 - Fourth Year is equivalent to NQF Level 8
- d. A student shall accumulate total program credit hours (all NQF levels) to be eligible for a bachelor's degree.

5.14 Study Path Selection for Students in Mass Communication Bachelor Program

- 5.14.1 Students who passed their 3rd Semester of study are eligible for path selection process.
- 5.14.2 The student shall receive the 'Survey of Study Path Selection' form (Form GU-PR03SE-F08) from Unit of Admission and Registration and shall list his/her initial path choice priorities, followed by submitting the form to relevant Academic Advisor for review and guidance.
- 5.14.3 Academic Advisor shall review the student status and eligibility for path selection, the study progress and the grades gained in courses relevant to the selected path of study, followed by providing guidance and advice to the student on his/her initial choices.
- 5.14.4 The student shall list/relist the initial path choice priorities and submit the completed form to Academic Advisor.
- 5.14.5 Academic Advisor shall complete the "Survey Summary" form (Form GU-PR03SE-F09) for all eligible students under his/her academic supervision followed by sending the completed form to HOD.
- 5.14.6 Head of Department, taking into consideration the initial students' path choices shall determine a list of required infrastructure and staff for each path.
- 5.14.7 Students who passed their 4th Semester of study are eligible to proceed further for path selection process.
- 5.14.8 Academic Advisors, prior to registration days of the 5th Semester, shall determine the students, who passed their 4th Semester of study successfully and who are eligible to proceed further for path selection process, invite them either prior to or during registration days of the 5th Semester to discuss their final path selection according to their career plans and goals taking into consideration any case of special needs students.
- 5.14.9 Students shall list their final choice of path and sign the "Study Path Final Choice" form, (Form GU-PR03SE-F10), either prior to or during registration days of the 5th Semester and submit it to their Academic Advisors for review and recommendations, followed by seeking approval from HOD.

- 5.14.10 Upon receiving approval from HOD, students shall submit the completed forms to Unit of Admission and Registration.
- 5.14.11 Unit of Admission and Registration shall upload students' paths in the electronic system, and shall retain all forms in students' files with copies sent to relevant Academic Advisors.

5.15 Visiting Student:

- 5.15.1 The visiting student shall submit the following documents to Unit of Admission and Registration:
- a. formal letter from his/her institution indicating the approval of the course(s) to be studied by the student at GU in a specific semester,
 - b. copy of valid passport.
 - c. copy of student ID from his/her institution.
- 5.15.2 The Unit of Admission and Registration shall send copies of student's documents to relevant College and shall retain the original in the Student File.
- 5.15.3 The relevant Department shall assign an Academic Advisor, who shall enroll the student in the course(s) and inform the Unit of Admission and Registration for processing his/her registration.
- 5.15.4 The visiting student shall pay the study fees and other related fees:
- a. s/he shall pay the regular tuition fees if the specific course is offered for regular students at GU.
 - b. s/he shall pay twice the rate of the regular tuition fees if the specific course is not offered for regular students at GU.
- 5.15.5 At the end of the semester, the Unit of Admission and Registration shall send the Grade(s) of the visiting student achieved at GU to his/her institution.

Section (B): Master Programs

5.16 Enrolment Requirements:

5.16.1 Courses:

- 5.16.1.1 Students shall enroll during the registration days for each semester (as shown in the University Academic Calendar).
- 5.16.1.2 Registration days may be extended only for 3 subsequent days, as necessary.
- 5.16.1.3 However, students may enroll during the "Late Enrolment Period," upon approval of relevant Deans.
- 5.16.1.4 The late Enrolment Period shall be one week for all semesters, starting from the end of registration days (or extended registration days, if any).
- 5.16.1.5 Students shall consult their Academic Advisors for enrolment as early as possible before the "Registration Days Period" stated in the University Academic Calendar, and shall complete the Registration Form, (Form GU-PR03SE-F01).

- 5.16.1.6 Students shall pay registration fees as per the University Fees Policy.
- 5.16.1.7 Students who enroll during the “Late Enrolment Period” shall pay the “Late Registration Fees” as stated in the University Fees Policy.
- 5.16.1.8 Students shall submit the completed Registration Forms with fees receipts to Unit of Admission and Registration.
- 5.16.1.9 Unit of Admission and Registration shall upload students’ course load in the electronic system, shall retain all Registration Forms in students’ files with copies sent to relevant Academic Advisors.
- 5.16.1.10 Students shall maintain minimum class attendance to maintain their enrolment status at the University in each semester, (refer to Article 5.4 of this document).
- 5.16.1.11 Students, amending their enrolment for any academic year under any circumstances, shall be in full compliance with university regulations.
- 5.16.1.12 GU shall have a formal procedure for students to adjust to the curriculum changes.
- 5.16.1.13 Students shall follow formal procedures and criteria in cases such as withdrawal and suspend study.

5.16.2 Thesis:

- 5.16.2.1 Students who completed all courses of the program are eligible to enrol in the thesis. However, students during the second half of the last semester of program courses shall contact one of their instructors to develop a proposal for the thesis and submit it to the HOD.
- 5.16.2.2 The HOD shall compose a committee of 3 staff members from the program and ask the student to deliver a presentation to the committee and other staff, students, and invited people from the industry. The committee shall evaluate the proposal and send their recommendations to the HOD to be approved by the department council.
- 5.16.2.3 The department council shall recommend the thesis title and the supervisor(s) to the college council for approval. The dean shall issue the relevant resolution.
- 5.16.2.4 The criteria for the supervisor are as follows:
 - PhD holder with 2 years of experience and a minimum of 2 publications in the field.
 - If the main supervisor is from the industry, a second supervisor must be from the program staff.
- 5.16.2.5 The student with the supervisor can request the department council to change the thesis title if it is deemed necessary.
- 5.16.2.6 In case the supervisor cannot continue his/her supervision, the department council shall recommend an alternative supervisor to be approved by the college council.
- 5.16.2.7 The maximum number of thesis supervision for the main supervisor is 5. However, this can be increased to 6 upon college council approval.

- 5.16.2.8 The student and the supervisor shall submit a completed research ethics form to relevant dean office at the beginning of work in thesis.
- 5.16.2.9 The supervisor shall submit a report (Form) on student's progression in the thesis every 4 weeks to the HOD.

5.17 Student Academic Load Criteria:

- 5.17.1 The minimum study period for the master's degree is (1) calendar year and the maximum period is (3) calendar years.
- 5.17.2 Students shall enroll in each of the semesters for no less than 9 credit hours and no more than 15 credit hours.
- 5.17.3 Students shall have the opportunity to:
 - a. enroll in less than (9) credit hours once during his/her study period. If the student enrolls in less than (9) credit hours in any more semester, the semester will not be included in the minimum, but in the maximum study period, if s/he does not exceed the maximum study period.
 - b. enroll in more than the maximum limit in his/her final semester, but not exceeding (18) credit hours.

5.18 Student Attendance:

- 5.18.1 Students' attendance shall start from the first day of classes, which is the first day after the "Original Registration Days" period stated in the University Academic Calendar.
- 5.18.2 Instructors shall record attendance of their students regularly, (Form GU-PR03SE-F0A).
- 5.18.3 For absenteeism calculations, the total hours of the course are determined as: weekly contact hours x number of weeks in the semester, including hours of major assessments (i.e. midterm and final examinations/Juries/Panels).
- 5.18.4 If the student absence reaches 10% of total hours of the course, the instructor shall issue the "First Warning" form (Form GU-PR03SE-F02) and inform the student either with hard or soft copy and shall send copies to Academic Advisor and Unit of Admission and Registration to retain the form in Student File.
- 5.18.5 If the student absence reaches 15% of total hours of the course, the instructor shall issue the "Absenteeism Final Warning" form (Form GU-PR03SE-F03), and send it to Unit of Admission and Registration, who shall:
 - a. inform the student either with hard or soft copy,
 - b. send copies to Instructor, Academic Advisor, and the Sponsor (if any),
 - c. retain the form in the student's file.

- 5.18.6 If the student absence exceeds 25%, the instructor shall prepare the “Withdrawal due to Absence” form (Form GU-PR03SE-F04), shall decide on the type of withdrawal as follows:
- a. absence with no or unaccepted excuse, the student shall be considered as ‘withdraw’ in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (WF) for that course.
 - b. absence with accepted excuse, the student shall be considered as ‘withdraw’ in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (W) for that course.

The instructor shall seek the approval from the HOD followed by sending the completed form to the Unit of Admission and Registration.

- 5.18.7 Unit of Admission and Registration shall issue the form and shall:
- a. inform the student either with hard or soft copy.
 - b. send copies to Exam Committee, Academic Advisor, and Instructor.
 - c. retain the form in Student File.
- 5.18.8 The student shall be given the opportunity to appeal against compulsory withdrawal decision by submitting an appeal request with the excuse(s) to the Unit of Admission and Registration, (Form GU-PR03SE-F05).
- 5.18.9 The Unit of Admission and Registration shall send the appeal form to relevant Dean, who shall review the case in consultation with relevant HOD and shall either approve or decline the appeal, followed by sending the decision to Unit of Admission and Registration.
- 5.18.10 The Unit of Admission and Registration shall inform the student with the final decision and retain the form in the student’s file.

5.19 Drop/Add Courses:

- 5.19.1 Students shall complete their registration forms (Form GU-PR03SE-F01) in consultation with their Academic Advisors to drop and/or add courses during the Drop/Add Period stated in the University Academic Calendar.
- 5.19.2 Academic Advisors shall confirm that students’ academic load meets the stated maximum and minimum limits.
- 5.19.3 Once approved by the Advisors, students shall submit the form to the Unit of Admission and Registration with fees receipt (in case of added courses).
- 5.19.4 The Unit of Admission and Registration shall adjust student course load in the electronic system accordingly and shall inform Finance

Department for fees refund (in case of drop courses) as per GU Fees Policy.

- 5.19.5 The Unit of Admission and Registration shall retain the forms in relevant students' files and shall inform relevant Instructors and Academic Advisors.

5.20 Repeat Courses:

- 5.20.1 Students who failed in either compulsory or optional courses shall contact their Academic Advisors and upon receiving advice from Advisors, they shall enroll to repeat those courses. Unit of Admission and Registration shall accept minimum (70%) mark to calculate their CGPA.
- 5.20.2 In case of failing in an optional course that is deleted from the curriculum, the student shall seek approval from the relevant Department Council to choose and enroll in an alternative course from the same optional course group. In such cases, the Unit of Admission and Registration shall consider the new mark in the CGPA and shall designate the repeated course with the letter (R) in the electronic system.
- 5.20.3 Students shall contact their Advisors about courses which they passed with GPA equal to or less than (B), that they wish to repeat and enroll in for improving their CGPA. In such cases, the Unit of Admission and Registration shall consider the highest mark in the CGPA and shall designate the repeated course with the letter (R) in the electronic system.

5.21 Curriculum Changes:

- 5.21.1 The Academic Advisors shall provide their students with curriculum changes.
- 5.21.2 Academic Advisors shall ensure that newly admitted students enroll on the new curriculum courses.
- 5.21.3 Academic Advisors shall ensure that existing students enroll in an equivalent number of newly added courses against any previous courses that are deleted, but they still needed to complete within their study plan.
- 5.21.4 Academic Advisors shall ensure that existing students do not enroll in any of the newly added courses against previous ones that are deleted but have already been completed by them. The Unit of Admission and Registration shall ensure that all completed courses that are deleted appear in the student academic record.

5.22 Suspend Study:

- 5.22.1 The student, that wishes to suspend his/her study within the allowable limit of one semester, shall submit the completed form (Form GU-PR03SE-F06) to his/her Academic Advisor for review and recommendations, followed by seeking recommendations from HOD and approval from Dean.

- 5.22.2 Upon receiving approval from the Dean, the student shall submit the form to Unit of Admission and Registration.
- 5.22.3 The Unit of Admission and Registration shall upload the suspension of study decision in the electronic system, shall retain the form in Student File with copy sent to Academic Advisor.

5.23 Withdrawal from a Course or from the University, and Re-enrollment:

- 5.23.1 A student who wishes to withdraw from course(s) that s/he enrolled in during the Withdrawal Period, shall submit the withdrawal form (Form GU-PR03SE-F07) to his/her Academic Advisor.
- 5.23.2 The Academic Advisor shall consult the relevant Instructor(s), shall confirm that student academic load after withdrawal meets the stated minimum limit.
- 5.23.3 Once approved by the Academic Advisor, the student shall seek recommendations from HOD and approval from Dean, followed by submitting the form to Unit of Admission and Registration.
- 5.23.4 The Unit of Admission and Registration shall upload the withdrawal decision in the electronic system with Grade (W) for the withdrawal course(s), shall retain the form in student file with copies sent to Academic Advisor, relevant Instructor(s), HOD and Dean.
- 5.23.5 The student who wishes to drop out from the University shall submit the application for drop from the University to his/her academic advisor, who shall process the application at the relevant department followed by final approval by the Dean. The approved application shall be sent to the Unit of Admission and Registration who shall inform the student, the HEC, and shall retain the application in the student's file.
- 5.23.6 The following criteria shall apply for re-enrollment of students with referring to their previous academic records:
 - 5.23.6.1 The student has dropped from the University for no more than 2 years, and the period of drop should not exceed the maximum period required for graduation for the original study of the student.
 - 5.23.6.2 In case of necessity (such as prolonged illness, severe accidents with prolonged consequences, or assignment to an official mission inside or outside the Kingdom of Bahrain that prevent the student from applying for re-enrollment within the allowed period), the University Council may make an exemption of the period stated in Article (5.23.6.1) of this document provided that the student submits a proof of the case.
 - 5.23.6.3 The student who has been dismissed from the University on a disciplinary basis shall not be allowed to re-enroll. If it becomes evident that the re-enrolled student was dismissed

on such a basis, his/her re-enrolment shall be considered cancelled as from the date of re-enrolment.

5.23.6.4 The student shall not be re-enrolled in the University more than once.

5.23.7 The student shall apply for re-enrollment to the Unit of Admission and Registration, who shall check the previous academic record of the applicant, shall send the application with the necessary information as per the academic record to the relevant College, where the College Council shall review and approve (with any additional courses to be studied by the student) or decline the application. The application shall then be forwarded to the Unit of Admission and Registration for completion of the re-enrollment process.

5.23.8 In case the student is dismissed from the University due to reasons other than disciplinary actions (as stated in Article 5.26.3 of this document) he/she has the opportunity to register as a new student with a new ID number and shall follow the HEC and GU regulations for the admission procedure.

5.24 Semester GPA and Cumulative GPA Calculations:

5.24.1 Instructors shall apply a “0 to 100” marking scheme for assessing the achievement of course learning outcomes. The total earned marks shall be converted into equivalent letter grades. The earned Letter Grade for each completed course shall be reflected in the student’s transcript.

The following table illustrates marks, letter grades, grade points scales and ranks:

Marks	95 -100	90 - < 95	85 - < 90	80 - < 85	75 - < 80	70 - < 75	< 70
Letter Grades	A+	A	B+	B	C+	C	F
Grade Points	4.00	3.75	3.5	3.00	2.5	2.00	0
Rank	Exceptional	Excellent	Superior	Very Good	Above Average	Good	Fail

5.24.2 Letter Grades are converted to the corresponding Grade Points, which contribute to the student’s GPA as per the course weight (Credit Hours).

5.24.3 Students must pass courses with a mark of not less than 70% (Letter Grade C).

5.24.4 Student must attend the final assessment (original or deferred) for his/her enrolled courses. Failing to do so shall lead to assigning the student

“Fail” in the relevant course regardless of semester marks (including midterm assessment).

- 5.24.5 Student’s GPA for a specific semester shall be calculated as follows:
- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses in that specific semester.
 - Add all these multiplications together and divide by the total number of credits of all the completed courses in that specific semester.
 - The result is the student’s semester GPA.
- 5.24.6 Student’s CGPA for a specific semester shall be calculated as follows:
- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses over the semesters.
 - Add all these multiplications together and divide by the total number of credits of all the completed courses over the semesters.
 - The result is the student’s Cumulative GPA.
- 5.24.7 The earned numeric grade points for the following cases shall be excluded from calculations of both the student’s semester GPA and Cumulative GPA:
- Preparatory courses, which the student has passed according to GU admission policy and procedures.
 - Any extra course(s) that student(s) independently choose to enroll in outside the study plan (study over-plan).

5.25 Graduation Requirements:

Students must pass all courses in their program of study successfully, obtaining minimum CGPA of (3.00), and they must attend the minimum, but not exceeding the maximum study period.

5.26 Student’s Dismissal:

- 5.26.1 The relevant Academic Advisor and HOD shall call the student with less than 3.00 CGPA in his/her first semester of study at GU to discuss his/her current academic situation and provide advice on possible consequences for low CGPA.
- 5.26.2 The Unit of Admission and Registration shall issue an academic warning to the student. The student must improve his CGPA in the next semester.
- 5.26.3 The Academic Advisor/Supervisor shall refer student(s) to relevant Department Councils for dismissal from the University on academic basis in the following cases:
- a. student’s CGPA is less than (3.00) for (2) consecutive semesters.
 - b. the student failed in any course (2) times.
 - c. the student discontinued for (2) semesters without approved excuse(s) by the University Council.
 - d. the student exceeded the maximum study period.
 - e. rejection of the thesis by the panel for 2 times.
 - f. student’s grade in the thesis is less than (B) for 2 times.

- 5.26.4 Department Council shall review the case(s) and student's excuse(s) and shall recommend either approval of dismissal or possible exemption from dismissal.
- 5.26.5 College Council shall review the case(s) with Departmental recommendations and shall either decide on dismissal and send decision(s) to University Council for endorsement or shall recommend exemption from "dismissal on academic bases" once upon accepted excuse(s) if it is within the maximum study period of the student(s).
- 5.26.6 University Council, upon receiving College Council decision and/or recommendations, shall review the case(s) and decide either endorse the dismissal decision, or exempt the student(s) once from "dismissal on academic bases" upon accepted excuse(s) if this shall not lead to exceeding the maximum study period of the relevant student(s).
- 5.26.7 The following special cases of exemption from dismissal on academic basis shall be considered:
 - a. student completed 75% of total credit hours of the program of study and regardless of the CGPA, s/he shall be exempted from dismissal if not exceeding the maximum study period, otherwise, s/he shall be dismissed from the University.
 - b. Students who reached the maximum study period with good progress in the thesis approved by the supervisor and the department council, shall be exempted once from dismissal for one semester.

5.27 Credit Hours System and Credit Accumulation:

5.27.1 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 Four NQF Credits.

- a. Master programs offered at GU consist of no more than 45 credit hours, which consist of program core and elective courses.
- b. The study period is distributed over 3 semesters with a maximum of 15 credit hours per semester.
- c. The duration of the semester ranges from 14 to 16 weeks.
- d. The weight of the course(s) (Credit hour/s) contributes both to the student's semester GPA and Cumulative GPA.

5.27.2 Credit Accumulation

- a. 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.
- b. A student shall accumulate total program credit hours (NQF level 9) to be eligible for a master's degree.

5.28 Visiting Student:

- 5.28.1 The visiting student shall submit the following documents to Unit of Admission and Registration:
- a. formal letter from his/her institution indicating the approval of the course(s) to be studied by the student at GU in a specific semester.
 - b. copy of valid passport.
 - c. copy of student ID from his/her institution.
- 5.28.2 The Unit of Admission and Registration shall send copies of student's documents to relevant College and shall retain the original in the Student File.
- 5.28.3 The relevant Department shall assign an Academic Advisor, who shall enroll the student in the course(s) and inform the Unit of Admission and Registration for processing his/her registration.
- 5.28.4 The visiting student shall pay the study fees and other related fees:
- a. s/he shall pay the regular tuition fees if the specific course is offered for regular students at GU.
 - b. s/he shall pay twice the rate of the regular tuition fees if the specific course is not offered for regular students at GU.
- 5.28.5 At the end of the semester, the Unit of Admission and Registration shall send the Grade(s) of the visiting student achieved at GU to his/her institution.

6 Responsibilities

Students are responsible for:

- following this document appropriately.

Academic Advisors are responsible for:

- implementing this document appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

Deans are responsible for:

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

Unit of Admission and Registration is responsible for:

- appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

7 Related Policies

- Academic Advising Policy
- Students Enrolment Policy
- Students Induction Policy

8 Related Procedures

- Academic Advising Procedures
- Students Induction Procedures

9 Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook