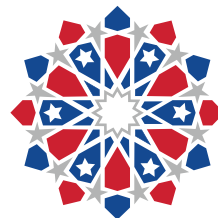




Student Handbook
2020/2021



**AMERICAN
UNIVERSITY
OF BAHRAIN**



Student Handbook 2020/2021

Contents

Message from the Director of Student Affairs	5	Campus Life, Policies and Procedures	30
Academic Information	7	Student Identification Card	32
Orientation Program	9	Student Email Account	32
Office of Academic Advising	9	Canvas	32
Office of The Registrar	10	Internet Use	33
Registration Procedure	10	Library	34
Adding, Dropping, and/or Withdrawal of Courses	10	Laboratories	34
Transcripts	12	Counseling Center	34
Students' Record Retention	12	Security	34
Graduation Audit	12	Students with Special Needs	34
Academic Standing & Grading System	14	Student Council	36
Course Load/Overload	14	Parking Policy	37
Grading System	14	Smoking Policy	37
Grade Point Average (GPA)	16	Contact Information	37
Incomplete Grades	16	Guest Visitor Policy	37
Final Examinations	16	Student Code of Conduct	40
Repeating a Course	16	Academic Integrity	42
Change of Grade	17	Definitions of Academic Integrity Violations	44
Grade Appeal Procedure	17	Adjudication of Academic Offenses	46
Dean's List	17	Mediation	48
Graduation Honors	17	Academic Appeal Process	49
Good Academic Standing	17	Academic Appeal Committee	49
Academic Probation And Dismissal	18	Students Bill of Rights and Responsibilities	50
Academic Probation	18	Students Rights	52
Completing the Elevate@AUBH	18	Student Responsibilities	52
Academic Dismissal	18	Other Policies and Procedure	54
Academic Dismissal Appeal Process	18	Harassment Policy	56
Attendance Policy & Requirements	20	Drugs and Alcohol Policy	57
Class Hours & Scheduling	21	Copyright Policy	57
The Higher Education Council (HEC) Attestation	21	Information Technology (IT) Policies	58
Tuition and Fees	23	Acceptable Use Policy	58
Tuition Fees and Policy	24	Professional Conduct in the University Online Environment	59
Tuition Fees and Charges	24	Critical Business Application Use	59
Other Fees	25	Computing Resources	59
Late Registration	27	Technical Support	60
Late Payments	27	Software Home Usage	60
Outstanding Balances	27	Email And Voice Mail	60
Refund Policy	28	Wireless Communication	61
Installment Plans	28	Responsible Use Of Information Technology	62
Family Tuition Grant	28	Reporting Violations	63
Scholarships and Financial Aid	28	Consequence Of Violations	63
		Reinstatement Decision Appeal	63

Message from the Director of Student Affairs

Dear Student,

It gives me great pleasure to welcome you to the American University of Bahrain (AUBH). Being a university student is one of the most exciting and rewarding life experiences that you will ever go through and we are glad that you have chosen us to be your partners in this remarkable journey of transformation and development. Here at AUBH, we place value on critical thinking, experiential learning, cultural awareness and creativity. We encourage you to ask questions, debate and explore new methods and ideas. We hope that you will engage, not only in the learning environment inside your classroom, but also in the wider academic community of which you are now part. We perceive our students as resourceful and capable of solving problems, as we provide them with support and guidance.

The University will offer you a rich teaching and learning framework that is equipped with all the resources and facilities you need to fulfill your true potential. AUBH offers a flexible curriculum with social and academic opportunities to help students realize their professional and personal goals. However, we believe that it is your responsibility to take ownership of your own learning and make the most out of the opportunities that you have in hand.

Pursuing knowledge requires effort, perseverance and discipline. This booklet outlines some of the main facilities and services that AUBH will offer you to facilitate learning. It defines key features of the mutual relationship between you as a student, and the University as an institution, highlighting your rights and responsibilities in relation to academic and non-academic matters. Please read it carefully and feel free to come forward and ask questions, if needed.

Wishing you a very successful journey, for a lifetime of success.

Amal Al Awadhi
Director of Student Affairs



“ *The University will offer you a rich teaching and learning framework that is equipped with all the resources and facilities you need to fulfill your true potential.* ”

Academic Information





Orientation Program

Prior to the start of the academic year, all freshmen and new transfer students are required to attend a mandatory student orientation. The session outlines general academic regulations, policies and available support services. During the mandatory student orientation, the Office of Student Affairs introduces university life through campus tours, meetings, lectures, demonstrations and other activities. The mandatory orientation program is aimed at helping new students adjust to AUBH, meet other new students, and speak with university administrators who assist with the orientation program.

Academic Advising

The primary aim of Academic Advising is to guide students through a chosen academic program and help students establish and maintain a path to graduation. Each student is assigned an Academic Advisor who works to connect students to the services and support available at AUBH. Students should

meet regularly with the assigned Academic Advisor regarding the chosen academic program and progress toward the intended degree. Each student must also obtain the approval of the assigned Academic Advisor before registering and/or making registration changes.

Office of The Registrar

The principal goal of the Office of the Registrar is to maintain accurate records and documentation on academic programs and student progress.

AUBH recognizes that students hold the primary responsibility for their education and, hence, for their program choices. However, the Academic Advisor plays a crucial role in developing an informed basis for making responsible and thoughtful academic decisions. The obligation to know and abide by the regulations of the chosen program resides with the student. Thus, Academic Advisors assist with academic planning, but final responsibility rests with the student.

Academic Advisors are assigned before students enroll in classes. If, for any reason, a student wishes to have a different Academic Advisor, the student may submit an official Change of Academic Advisor request form.

In addition, the Office of the Registrar plays an important role in admissions, scheduling, graduation, reporting, records management, and policy development. The Office of the Registrar also works hand-in-hand with Academic Advisors to ensure that students are in compliance with all academic requirements.

Registration Procedure

Registration occurs each semester. Students are expected to register during the designated registration periods. All

registration dates are listed on the academic calendar and available on the website. Courses are filled on a first-come, first-served basis. There are specific deadlines after which registration is considered late and penalized with a fee.

Adding, Dropping, and/or Withdrawal of Courses

The dates for add/drop periods are listed on the academic calendar and on the website. Students may add/drop a course only during the specified add/drop period. When adding or dropping a course, a student must:

1. Consult with the assigned Academic Advisor to complete the required form(s).
2. Submit the completed form(s) with all relevant signatures to the Office of the Registrar.
3. Verify the add/drop as soon as possible by going on the Student Portal.

Dropping a course differs from withdrawing from a course. Dropping a course happens only during the first week of each academic semester. A dropped course will not appear on a transcript. Deadlines for dropping a course are specified for each semester and are listed on the academic calendar.

If, however, a student withdraws from a course after the first week of the academic semester, the withdrawal is noted as a “W” on the transcript. A student may withdraw from a course at any time before 60% of the class sessions have occurred. Deadlines for withdrawing from a course are specified for each semester on the academic calendar. Students are financially responsible for the courses from which they withdraw (see relevant policies under Tuition Refund Policy and Appeal Process).

A student who wishes to withdraw from a course, but still be enrolled in one or more courses, must:

1. Consult with the assigned Academic Advisor to complete the required form(s).
2. Submit the completed form(s) with all relevant signatures to the Office of the Registrar.
3. Verify the add/drop as soon as possible by going to the Student Portal.

A student who wishes to withdraw from all courses for a particular academic semester, but who plans to return in the subsequent semester must:

1. Consult with the assigned Academic Advisor to complete the required form(s).
2. The student should submit the form to the Office of The Registrar
3. Visit the following offices to ensure that there are no outstanding obligations:
 - The Finance Department
 - Library



A student who wishes to withdraw from all courses and does not plan to return in the subsequent semester must:

1. Consult with the assigned Academic Advisor to complete the required form(s);
2. The student should submit the form to the Office of The Registrar.
3. Visit the following offices, obtaining signatures where indicated, to ensure that there are no outstanding obligations:
 - The Finance Department
 - Library
 Complete an exit survey

Office of The Registrar

A student who does not return in any semester in which he or she is expected to return but seeks to return within one year of last attending should contact the Office of The Registrar. Students who seek to return more than a year after last attending must re-apply for admission to the University through the Office of Admissions. Students in this situation are subject to current/new program requirements.

Any type of withdrawal is not official unless a Student Withdrawal Form is submitted. Any student failing to follow the withdrawal procedure will earn an “N” or “X” grade, which will appear on the transcript. Student Withdrawal Forms are available from the Office of The Registrar and on the Student Portal. A phone or email message is not sufficient to withdraw from a course or from the University.

Transcripts

The Office of the Registrar maintains all students’ transcripts. Students can request a copy of their academic transcripts through a signed Transcript Request Form submitted to the Office of the Registrar. Please refer to the fee schedule for requesting an official transcript.

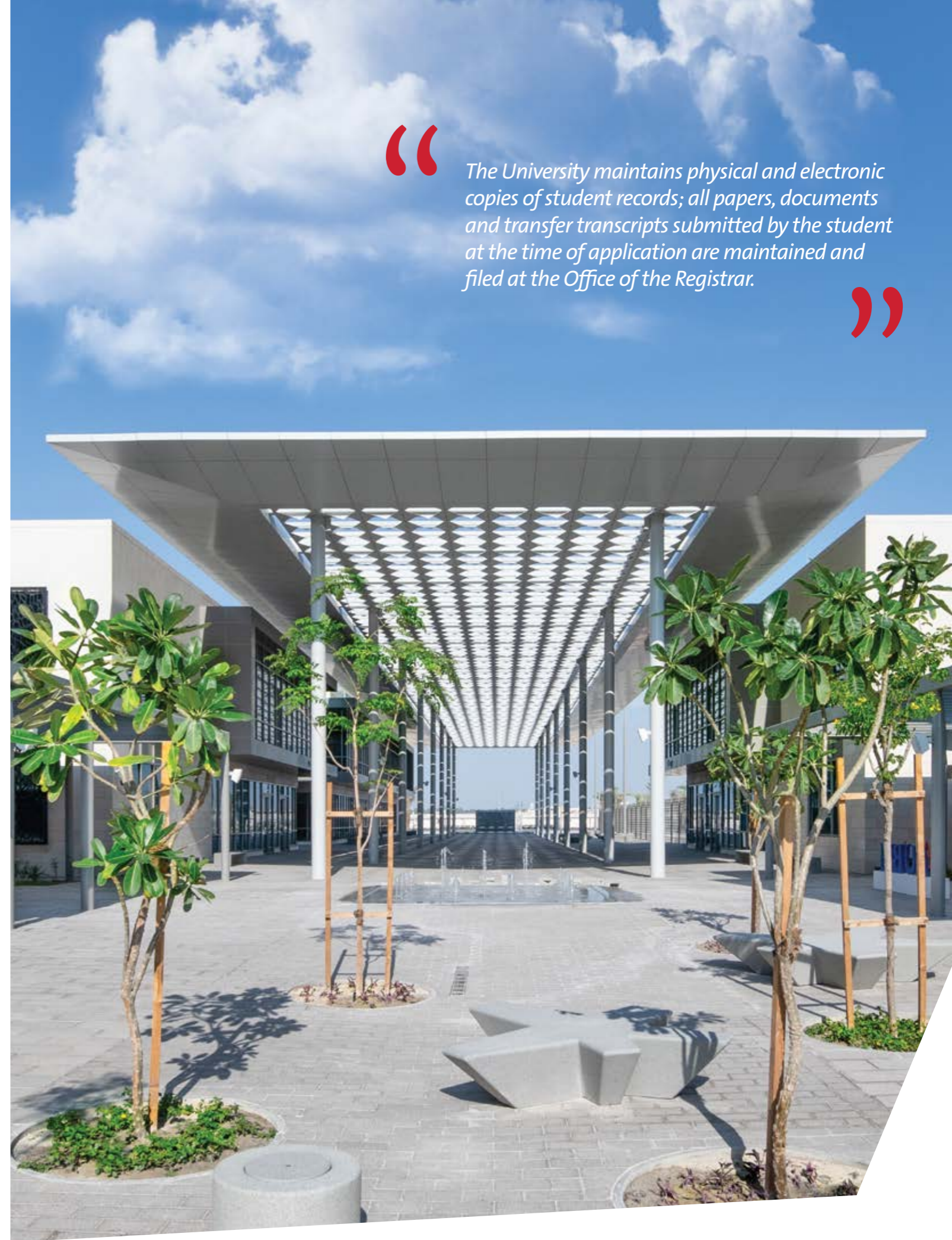
Students’ Record Retention

The University maintains physical and electronic copies of student records; all papers, documents and transfer transcripts submitted by the student at the time of application are maintained and filed at the Office of the Registrar. The University maintains student records for a maximum of five years after the student graduates or leaves the University. In addition to physical copies, the University maintains digital copies of student records for not less than 5 years from the last day of attendance.

Graduation Audit

Students need to satisfy all the graduation requirements as detailed in his/her catalog year. The Office of the Registrar is responsible to issue graduation audits for all students. Any issues need to be clarified and resolved by the Dean of the College.

“ The University maintains physical and electronic copies of student records; all papers, documents and transfer transcripts submitted by the student at the time of application are maintained and filed at the Office of the Registrar. ”



Academic Standing & Grading System

AUBH uses a 4-point grading scale. GPA is determined by letter grades A through F using the designated points assigned to each.

Course Load/Overload

Enrollment for a minimum of 12-18 credit hours in one academic semester constitutes a full-time course load. Successful completion of 30-33 credit hours in an academic year or two successive academic semesters will allow the student to progress reasonably toward graduation.

Student classifications are defined as follows:

Credit Hours - Per Academic Year	Standing
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or above	Senior
Less than 12 per semester	Part-time
12-18 per semester	Full-time
More than 18 per semester	Overload

Course overload is defined as a course schedule of more than 18 credit hours in a single academic semester. An overload results in extra tuition greater than the full-time tuition rate with each credit hour over 18 credit hours being an additional charge. Students who wish to register in overload status must have the following:

1. A minimum cumulative GPA of 3.0 as verified by the Office of the Registrar.
2. Approval of the assigned Academic Advisor and the appropriate Dean.

For first time in college students (FTC), the minimum duration a student may take to complete an undergraduate program of study is three academic years, while the maximum duration a student may take to complete an undergraduate program is 8 academic years.

Grading System

Grades are earned for each course in which a student is officially enrolled. The assignment of final course grades is a basic responsibility of each faculty member. Instructors must identify the components and the weight of each that make up the final grade. Common components include, but are not restricted to:

- Performance on quizzes and examinations.
- Performance on projects, reports, and/or papers.
- Performance on presentations and other class exercises.
- Class participation.
- Attendance, including minimum requirements to complete the class.

Any changes in criteria listed on the course syllabus that occur during the semester must have written notice and be announced in class in a timely manner.

In addition to defining the criteria, instructors are responsible for applying the criteria consistently and carefully, using professional judgment for their assessments, and in all cases, being fair to reflect student performance in the context of university expectations for student achievement and the established grading scale.

The University uses a 4-point grading scale. GPA is determined by letter grades A through F using the designated points assigned to each.

The definitions of letter grades are as follows:

Definition	Grade Points	Percentage Grade	Letter Grade
Excellent	4.0	94 and above	A
Very Good	3.75	90-93	A-
Very Good	3.5	87-89	B+
Good	3.0	84-86	B
Good	2.75	80-83	B-
Satisfactory	2.5	77-79	C+
Satisfactory	2.0	73-76	C
Below Average	1.75	70-72	C-
Below Average	1.3	67-69	D+
Poor	1.0	60-66	D
Failure	0	Below 60	F
Incomplete	0	-	I
Withdrawal	0	-	W
Pass	0	-	P
Audit	0	-	AU

1. The grade of 'W' indicates withdrawal from the course as explained in the withdrawal policy.
2. The grade of 'P' is not computed towards the GPA, but credits earned count toward graduation.
3. The grade of 'I' is computed into the cumulative GPA.
4. Students enrolling for an Audit (grade of "AU") must designate the intent to enroll on an audit basis at the time of registration. Students registering for a course on an Audit basis receive no credit for the course. The course is recorded on the transcript and the grade of "AU" is assigned.
5. Grades for courses taken at another college or university do not enter into the computation of the cumulative GPA.

Grade Point Average (GPA)

GPA is determined at the end of each academic semester. GPA is computed by multiplying the number of credit hours of each course by the grade points equivalent to the letter grade received and totaling the points. The sum total is then divided by the total number of credit hours for which the student has received a grade. Grades reported as "I", "W", "P", or "AU" are not computed in the GPA.

Academic Standing & Grading System

Incomplete Grades

The grade of 'I' is awarded to a student who has maintained satisfactory performance in a course but was unable to complete a major portion of coursework (e.g., research paper or final exam). It is the responsibility of the student to bring pertinent information to the faculty member to justify the reason for the missing work and to reach an agreement on the means by which the remaining course requirements will be satisfied. The student and faculty member must agree, in writing, on the work to be completed and the time frame allowed for completion of the work (not to exceed the last day of the following academic semester). The student is then responsible for fulfilling the remaining course requirements within the agreed upon time frame. Failure of the student to complete work within the specific time limit will result in an 'F' being recorded as the final grade. A student qualifies for an incomplete grade only if:

1. *The student has already completed a minimum of 60% of the course requirements.*
2. *The student has at least a "C" average in the course at the time of requesting an incomplete grade.*
3. *The student can document one of the following as the reason for requesting an incomplete grade: 1) certified physical or emotional illness or 2) death of an immediate family member. It is the responsibility of the student to contact the faculty member and provide documentation of the certified illness or death in the family prior to the date on which final grades*

are due at the end of the semester in which the course took place.

The faculty member will award the student an incomplete grade (grade of "I") on the grading roster and, subsequently, change the grade to the earned grade when and if the remaining work is completed as per the written agreement. Incomplete classes do not impact GPA until a final letter grade is entered.

Final Examinations

Final examinations are scheduled to occur immediately following the end of regularly scheduled classes. Students are responsible for attending the final examination session at the designated date and time. Students may be excused from a final examination only in cases of serious circumstances, such as illness, and then only if permission for absence is granted by the faculty member in advance of the final examination. This permission may be arranged by phone, but confirming documentation in writing must be sent to the student and received by the faculty member before the beginning of the final examination.

Repeating a Course

If a student repeats a course, the new grade will be included in the cumulative GPA. The grade previously earned will not be included in the cumulative GPA, although the previously earned grade will be shown on the transcript.

Change of Grade

Once grades have been submitted to the Office of the Registrar, no grade changes are allowed, unless a faculty member completes an official Change of Grade Form, in which an explanation of a legitimate error in the calculation of the grade is provided. Change of grades must also be approved by the respective Dean of the College.

Grade Appeal Procedure

In the case where a student believes that the grade received is different from what was expected, the student must first exhaust all possibilities to resolve the matter with the given faculty member. If this does not lead to a resolution, the student may appeal the grade by filing a petition with the Director of Student Affairs. An appeal must be filed within one week from the date the grade was disseminated.

Once an appeal has been filed, the Director of Student Affairs will inform the Chair of Examinations Committee for further discussion. Following consultation and investigation, the Examinations Committee will reach a decision and notify the student of the outcome. All committee decisions are final and not subject to further appeal. Any change of grade resulting from an appeal requires the endorsement of the College Dean/Program Leader.

Dean's List

The Dean's List includes students who have achieved a GPA of 3.5 or better within a single academic semester and who were registered for at least 12 semester hours of credit (excluding grades of 'P' or 'I') with good academic standing. Students who achieve these requirements are named on the Dean's List, which is published at the end of each academic semester.

Graduation Honors

The University grants Latin honors at graduation. To be eligible for graduation honors, a student must have achieved the requisite cumulative GPA. These are:

Summa cum laude	cumulative GPA of 3.90 - 4.00
Magna cum laude	cumulative GPA of 3.70 - 3.89
Cum laude	cumulative GPA of 3.50 - 3.69

Latin honors are noted on the Diploma and transcript.

Good Academic Standing

In order to progress satisfactorily and obtain good academic standing, a student must maintain a GPA of at least 2.0 for each academic semester and maintain an overall cumulative GPA of at least 2.0.

Academic Probation and Dismissal

Academic Probation Elevate@AUBH

A student who fails to maintain good academic standing in any academic semester is placed in the “Elevate@AUBH” program for the following semester. The purpose of the program is to ensure that students have a clear and structured support plan in order to succeed and move forward in their academic journey at AUBH. Students are required to sign a Performance Contract with the assigned Academic Advisor no later than the second week of the start of the next academic semester. The Academic Advisor will lay out a plan for academic success for each student. The action plan may include attending regular meetings with faculty, attending Math/Writing Skills Center sessions or study skills training. The components of the program will be customized based on the student’s individual needs.

Being part of the “Elevate@AUBH” program means the following:

1. *The student is required to meet with his/her academic advisor on a regular basis.*
2. *The student’s attendance will be closely monitored throughout the program.*
3. *The student is required to follow the development action plan assigned to him/her and submit the signed follow-up sheets back to the academic advisor by the end of the semester.*
4. *The student is highly recommended to take a load of 12 credits only.*

5. *The student may be dismissed if he/she does not show significant improvement in his/her academic achievement (i.e. improve your GPA).*
6. *In order to complete the “Elevate@AUBH” program, the student needs to achieve a minimum GPA of 2.00 points.*

Completing the Elevate@AUBH

At the end of the academic semester, a student is not permitted to register early for the next semester. The student is required to wait until all final grades have been posted. After a review of final grades, the assigned Academic Advisor determines if the student has successfully complied with the terms of the Performance Contract. If successful, the student is removed from Elevate@AUBH program and permitted to register for classes.

Academic Dismissal

A student will be academically dismissed for any of the following:

1. *If a student fails to comply with the terms of the Performance Contract as part of the Elevate@AUBH program, the student may be suspended for the following semester.*
2. *If a student fails to maintain good academic standing for two consecutive academic semesters, the student will be academically dismissed from the University.*
3. *If a conditionally admitted student does not meet the conditions of their admission, the student will be academically dismissed from the University.*



Academic Dismissal Appeal Process

A student may appeal an Academic Suspension or Academic Dismissal to the Examinations Committee. All appeals must be in writing and addressed to the Director of Student Affairs. Students with appropriate explanations for failing to earn the minimum GPA and/or maintain the stipulations of the Performance Contract must take responsibility for providing document and supporting materials to the Examinations

Committee in advance of the scheduled appeal hearing. Students appealing for re-admission should provide a plan for improving academic performance. Students are expected to appear in person at the appeal hearing. In all cases, decisions of the Examinations Committee are final.

Attendance Policy & Requirements


Because of the professional nature of education at AUBH, students are expected to attend not less than 80% of the classes scheduled for a given course/subject.

Classes are experiential, and missing classes could affect the student's subsequent performance in the course. The following attendance policy is modeled after attendance expectations in the workplace and is consistent with AUBH's commitment to "a culture of professional practice".

Instructors provide important information and guided practice. Students must participate in discussions, reviews, critiques, and seminars. Lack of attendance and/or participation will impact the student's success and, potentially, progress through the program of study. Instructors may call roll of the student names listed on the attendance roster at any time during the class, for each day that the course meets during the quarter. Students who are tardy may have points or a percentage deducted from the cumulative total for the course.

Students who are absent due to an extenuating circumstance may submit documentation (e.g., doctor's note) to their instructor in support of a request for an excused absence. Students may make up work from excused absences; however, due to the highly participatory nature of classes, even excused absences may prevent students from making required progress. In these cases, the faculty will work with Academic Advising to act in the best interest of the student's academic progress.

A student must meet the attendance requirements as stated on the course syllabus to earn a passing grade in each course. Students with attendance problems may be advised, reassigned, failed, or dismissed.



AUBH students are expected to attend not less than 80% of the classes scheduled for a given course/subject. Classes are experiential, and missing classes could affect the student's subsequent performance in the course.

Class Hours & Scheduling

Classes are scheduled between Sunday and Thursday. Saturday classes are occasionally offered. Full-time students are expected to attend classes at the scheduled time for each course. Classes may run at any time between 8am and 6pm.

The Higher Education Council (HEC) Attestation

The Higher Education Council (HEC) is the main regulatory body within the educational sector, governing the acknowledgment and attestation of your degree in the Kingdom of Bahrain. While it is the University's responsibility to obtain license to run academic programs and facilitate the application process for the attestation of individual degrees, it is the student's responsibility to:

- Meet the minimum attendance requirement set by the University.
- Provide complete and valid documentations to the admission office upon registration (medical report, valid smart card, valid passport, MOE statement of graduation, personal photos).
- Ensure that the student name provided at the time of registration and that appears on the official records of the University, exactly matches his/her name in the passport.
- Fulfill the academic requirements for the successful completion of the degree program that he/she is enrolled in.
- Enroll and successfully complete any additional/compulsory subjects set by the HEC before graduating from the program (i.e. Arabic Language, Modern History and Human Rights).

Failure to fulfill any of the above-mentioned requirements might deprive the student from obtaining the attestation.

Each student will be issued a unique HEC number which will be part of his/her unified student file.

The University will inform/update students in case of any changes in the HEC requirements.

Tuition and Fees



Tuition and Fees






The tuition and fees stated below are applicable for students, Bahraini and International, registering for the Academic Year 2020-2021.

The tuition and fees stated below are applicable for students, Bahraini and International, registering for the Academic Year 2020-2021. Enrolled students must comply with the Financial Regulations of the University as published in the Student Handbook. The University tuition and fees are subject to change in accordance with the Higher Education Council regulations.

Tuition and Fees

Tuition covers the cost of the programs only. Full time students must take a minimum study load of 12 credit hours.

The table below details tuition and fees per semester:

	Fall/Spring	Summer	Due
 Undergraduate Degree Programs Tuition (12 to 18 credit hours)	Up to BHD 3,600 (BHD 200 per credit hour)		Payable before the end of the add/drop period.
 Preparatory Program Tuition	BHD 3,050	N/A	
 Student Activities Fee*	BHD 100	BHD 50	
 Technology Fee**	BHD 50	BHD 30	
 Seat Reservation Deposit (non-refundable)	BHD 600	BHD 300	
	(Amount will be deducted from tuition)		

* Student Activities Fee

Student Activities Fee supports on-campus programs and activities that enhance campus life and provides access to the sports and recreation facilities. All students are required to pay this fee once per semester.

**Technology Fee

Technology Fee supports the technology infrastructure, resources and services that enhance student learning experiences and to continually provide innovative solutions in line with the University's mission. All students are required to pay this fee once per semester.

Other Fees

Fees	Amount (BHD)
Application Fee (non-refundable)*	25
Study Overload (rate applicable for registering in more than 18 Credit Hours)	225
Lab/Studio Fees (course specific)	75
Internship Registration Fee	25
Transcripts Fee	5
Library Fine (rate per day per item)	2
Late Registration Fee	50
Late Payment Fee	50
ID Card Replacement Fee	10
Locker Fee	25
Graduation Fee	100
Degree Attestation Request Fee	50
Parking/Smoking Violation Fine	50
Appeal Request Fee	30
Test Re-take Fee	25
Placement Tests/Assessments	30
Credit Transfer Request Fee	30
Degree Certificate Replacement Fee (if lost or damaged)	100

*Valid for one academic year only.

Financial Regulations

Students must comply with the financial regulations of AUBH. Non-compliance will lead to penalties. Tuition and fees are payable one week prior to start of each semester unless a student is enrolled in an installment plan, in which case the approved plan for payment established by the Finance Department must be followed.

- **Bank Transfer/Fawri/Fawri+**

Payable to the following bank account:

- Bank Name: **Al Salam Bank**
- Account Name: **American University of Bahrain**
- IBAN: **BH60ALSA00131500100101**
- SWIFT: **ALSABHBM**

A copy of the Bank transfer should be emailed to finance@aubh.edu.bh.

- **Point of Sale (POS)**

All major debit and credit cards excluding American Express are accepted.

- **Fawateer**

Available through any eBanking platform or the BenefitPay mobile application. Under Fawateer, go to Education, and select American University of Bahrain.

- **Student Portal**

Online payment within the Student Portal. All major credit cards excluding American Express or international debit cards are accepted. Debit cards issued in Bahrain are not accepted under Student Portal.

- **Online Payment via Email link**

Online payment through an email link. All major debit and credit cards excluding American Express are accepted.

- **Checks**

Payable to “American University of Bahrain”.

- **Cash**

To be deposited at any Al Salam Bank branches:

- Account Name: **American University of Bahrain**
- Account Number: **131500100101**

NOTE: Students/Applicants should always quote their student/applicant ID and name when making a payment. For applicants, in the case of unavailability of application number, please quote your passport number. Failure of the above will delay the allocation of the payment to the student account with the University.

Late Registration

University students must adhere to registration deadlines. Registration of courses must be before the Add/Drop period. Registration during or after the Add/Drop period is subject to a Late Registration Fee.

Late Payments

University students must adhere to payment deadlines. Payments completed after the deadline for each installment is subject to a Late Payment Fee.

Outstanding Balances

Students with outstanding balances or financial obligations will:

- Not be able to access the learning management systems.
- Not be able to view their grades.
- Not be eligible to register for the following semester.
- Not be able to get transcripts, grades, graduation/completion letters and certifications.



Refund Policy

– Dropping/Withdrawing from Courses:

In the event a student drops a course during the add/drop period, the student will be refunded 100% of paid tuition fees for the course as long as the student maintains minimum of 12 credit hours. Non-attendance of classes does not imply that the student has dropped the course, and the tuition fee will be applicable.

In the event a student withdraws from a course after the add/drop period, the student will be not be refunded of the paid tuition fees for the course.

– Withdrawing from the Semester/University:

In the event a student chooses to completely withdraw from the University or a semester, the following refund schedule will apply for the paid tuition fees and charges excluding the non-refundable fees and deposits:

Schedule	Refund
Before the Add/Drop period	100%
During the Add/Drop period	50%
After the Add/Drop period	0%

All refund requests will be processed within 20 working days.

*To download the **Refund Request Form**, please visit the Download Center on our website.*

To submit the request, please send the form to finance@aubh.edu.bh or call +973 77977031 for further information.

Value Added Tax (VAT)

All fees and charges stated on this page are exclusive of Bahrain Value Added Tax (VAT).

VAT charges, where applicable, shall be charged in accordance with the Decree-Law No. (48) for the year 2018 regarding Value Added Tax and its Executive Regulations issued under Resolution No. (12) for the year 2018. Any subsequent changes in VAT law will be applied.

Installment Plans

The University is pleased to offer students installment payment plans for the Tuition Fee over the period of a semester (Summer semester not included). To enroll, an Installment Plan Request Form must be completed by the student and submitted to the Finance Department. The installment plan is offered at the discretion of the University and may change over time.

*To download the **Installment Plan Request Form**, please visit the Download Center on our website.*

To enroll, please send the form to finance@aubh.edu.bh or call +973 77977031 for further information.



Family Tuition Discount

To avail a family tuition discount, two or more first degree family members must be enrolled at AUBH. To receive the family tuition discount, Family Tuition Discount Form must be completed by the students and submitted to the Finance Department. The family tuition discount is offered at the discretion of the University and may change over time.

*To download the **Family Tuition Discount Form**, please visit the Download Center on our website.*

To apply, please send the form to finance@aubh.edu.bh or call +973 77977031 for further information.

Scholarships and Financial Aid

The University may offer scholarships or financial aid to students to begin or complete their studies. All scholarships and financial aid offered are at the discretion of the University and may change over time. For further information, please refer to the Scholarships page.

Campus Life, Policies and Procedures



Campus Life, Policies and Procedures

Student Identification Card

Each student is issued a student identification (ID) card. The card should be carried at all times. ID cards may be required to enter certain buildings or specified labs. ID cards must be presented to use campus computer facilities, check-out materials from the libraries, and when requested by a member of faculty, staff, or Campus Security. ID cards are nontransferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students providing false information for or misusing an ID card. Replacement of ID cards are available for a charge of BD10.

Student Email Account

Enrolled students will have a university email account. This student email account will be the only email address that the University will use for official communication e.g. course registration, statements, fees and others. Students shall be responsible to check their university email on a regular basis. It is strongly recommended that students forward their university email to their personal email accounts. Students should not share their User IDs or passwords with another person. Students are responsible for their accounts and should log off their accounts after using it.

Canvas

Canvas is the online learning management system used at AUBH to support learning and teaching remotely and on-campus. Using Canvas will grant you access to various online resources, including discussion forums, chat platforms, and online Microsoft Teams classes. Your professors will use Canvas to share important documents and information about your courses, such as syllabi, reading lists, assignment guidelines, deadlines, slides, and handouts. Information about how to access your Canvas account will be sent to you through your AUBH e-mail account. It is very important that you check your Canvas account regularly and inform the IT support team if you face any technical problems. To access Canvas, log in to canvas.aubh.edu.bh using your e-mail ID and password.

“Canvas is the virtual learning environment that is used to support learning and teaching, host resources and online activities, and support student collaboration.”

Internet Use

The University gives its students internet access and expects them to use the internet responsibly. The use of the internet through the AUBH network is a privilege, not a right, and as such it must be done in a manner consistent with the University values and policies. Students who violates this policy are subject to corrective action, up to and including dismissal. AUBH reserves the right to monitor all internet access and remove a student's access when appropriate. Students should:

- *Be mindful of copyright laws and do not disseminate or print copyrighted materials.*
- *Do not send or solicit sexually oriented messages or material that may be offensive or discriminatory to others.*
- *Do not engage in any activity in violation of local law.*
- *Do not introduce worms, Trojans, viruses or any other software that maliciously interferes with computing operations.*
- *Do not use Internet access for personal gain or personal business transactions.*
- *Do not violate student privacy by transmitting student information without written permission from the student.*
- *Refrain from excessive use of the Internet. Access the Internet for personal use only when it does not interfere with workplace productivity, and never use it for personal gain or entertainment purposes.*
- *The University implements a filter that is intended to block websites that are offensive or threatening in nature, such as viruses and other security threats and reserves the right to deny access to specific websites as appropriate.*
- *Access the Internet only when authorized to do so.*

Campus Life, Policies and Procedures

Library

The Library is in place to support the teaching and research needs of the faculty, students, and alumni. The professionally staffed library complements classroom activity and is an integral part of all programs. Members of the AUBH community (students, faculty, staff, and alumni) are granted the borrowing rights of books and other materials. Library holdings include print and digital books, subscriptions, journals, databases and other materials to support the academic curriculum and learning of the students. The library has spacious facilities that include study areas and meeting rooms. The library may be closed over school breaks. Students and faculty will receive notification of library closures via email. Library fines are charged for overdue items.

Laboratories

Students based on their program registration will have access to computer and technical labs to enrich their education. Lab work is an integral part of the curriculum; further details will be provided within the course syllabus. It is the responsibility of the students to maintain all equipment within the labs.

Counseling Center

The University provides confidential counseling for students to assist them with any issues including but not limited to depression, anxiety, eating concerns, stress management, self-esteem, time management and others. Counseling is provided to students on a short-term basis; students will be asked to follow-up with professional experts in case there is a need for a long-term intervention.

University

The University is well staffed by security officers. Security staff have the authority to give directions to students; students have the responsibility to follow these instructions for the best interest of the University. If the student has any concern with security issues, he/she needs to discuss it with a Faculty Member, Academic Advisor and/or their College Dean.

Students with Special Needs

AUBH is committed to providing students with Special Needs with the appropriate support and resources to ensure that they become an integral part of the student community and have opportunities to reach their full academic potential.



Definition of Special Needs

Students who have physical, psychological or learning difficulties that requires academic support or special setting that facilitate learning in an accommodated environment.

The Responsibility of the Student

Students with Special Needs are expected to make their condition known to the University for appropriate support to be provided. Medical reports or certificate of physical or learning disability from qualified professional or other official authorities must be submitted to Admissions Department (preferably during the student admission period). Students cannot request for special adjustments retrospectively after an assessment is completed.

Confidentiality of Reports

Reports of students with Special Needs are kept in their files, remain confidential (all relevant local rules and regulation related to personal data will be applied), and will be shared with the appropriate administrative (e.g. Student Affairs) and academic personnel, strictly on a 'need to know' basis in order to safeguard that the required support is provided.

Academic and other Forms of Support

Some of the services that might be provided for students with Special Needs, depending on the unique nature of each case, may include:

- *Physical assistance in attending classes.*
- *Counseling, mentoring or tutoring.*
- *Extended time for testing.*
- *Adjustment in the use of assessment methods.*

It is very important to note that the purpose of any adjustment provided is to remove barriers to learning that might prevent the student from showing his/her true potential. However, the adjustments are not intended to lower the academic standards of any program.

Student Council

Our first Student Council Committee was elected in October 2019, with the vision of providing resources and energy aimed creating a better student experience at AUBH. The role of these bright and committed individuals is to serve as student representation in university governance, ensuring all voices are heard and amplified appropriately. Council members assist with campus events and activities, mentorship and shaping the University's policies and culture. Anyone who would like to share ideas or be involved with the Student Council, can contact the Student Council President.



The Student Council has a leadership role to represent their fellow students and to offer recommendations to the University management on wide range of aspects that governs the academic and administrative affairs of the University.



Parking Policy

Parking is available on campus for free. Students will be able to park their cars only in places that are designated for them otherwise a fine will be charged.

Smoking Policy

The campus is a smoke-restricted environment. In line with the local law in the Kingdom of Bahrain, smoking is prohibited inside all buildings and can only be allowed in designated areas.

Contact Information

Each student is required to provide updated contact information including main contact person in case of emergency. It is the student's responsibility to inform the Office of the Registrar in case of changing contact details. It is important to note that the official AUBH e-mail account will be considered as the main method for communicating with students and should be checked regularly.

Guest Visitor Policy

All students, staff, and faculty must visibly display their identification cards to enter the campus. Guests and visitors must sign in at the reception desk.



Student Code of Conduct



Student Code of Conduct

Students are expected to obey all local laws and all University policies. Students are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens.

As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal.

Any student who commits, attempts, or aids/incites another to commit or attempt the following misconduct is subject to the disciplinary sanctions authorized by the University.

- *Acts of dishonesty, including but not limited to the following:*
 - *Cheating, plagiarism, or other forms of academic dishonesty, including the submission of research papers found, in whole or in part, on Internet sites*
 - *Furnishing false information to any AUBH official, faculty member, or office*
 - *Forgery, alteration, misuse, or unauthorized transfer of any university document, record, or instrument of identification*
 - *Tampering with the election of any university-recognized student organization*
- *Disruption or obstruction of the teaching, administrative, and/or disciplinary processes, or of other AUBH activities in a way that unreasonably interferes with the learning or administrative functions of the college, and/or the freedom of movement, either pedestrian or vehicular, on AUBH premises or at AUBH-sponsored or supervised functions.*
- *Failure to comply with directions of AUBH officials, law enforcement officers, or emergency personnel acting in performance of their duties, including failure to identify oneself and/or to produce the AUBH identification card to these persons when requested to do so.*
- *Possession of and/or use of any weapon, dangerous chemicals, or hazardous materials on AUBH premises: "Weapon" is any object or substance designed to inflict a wound, cause injury, incapacitate, or threaten the safety of another person or animal.*
- *Physical assault/abuse or threat of physical assault/abuse or other conduct which endangers the health or safety of any person.*
- *Verbal or written abuse, threats, intimidation, harassment of a sexual, racial, or other nature, coercion and/or other conduct which threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, email, text messages, social networking sites, etc.*
- *Sexual misconduct, which includes rape and other forms of sexual assault, non-consensual sexual intercourse, non-consensual sexual contact, sexual harassment, domestic violence, dating violence, sexual assault and stalking. Conduct will be considered "without consent" if no clear affirmative verbal consent is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered "without consent."*
- *Disrespecting another member of the campus community in a manner that interferes with the learning and/or administrative processes.*
- *Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on AUBH premises or at functions sponsored by, or participated in by, AUBH.*
- *Attempted or actual theft of AUBH property or the property of a member of the campus community or other personal or public property and/or possession thereof.*
- *Attempted or actual damage to or vandalism of AUBH property or the property of a member of the college community or other personal or public property.*
- *Tampering with security, fire, or safety system devices and/or equipment.*
- *Unauthorized possession, duplication, or use of keys to any AUBH premises or unauthorized or forced entry into any building, structure, facility, or room therein on AUBH premises or on property owned or controlled AUBH.*
- *Violation of published AUBH policies, rules, or regulations including those pertaining to drugs and alcohol.*
- *Participation in campus demonstrations that disrupt the normal members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.*
- *Commission of an act that would constitute a crime under Bahraini law.*

Academic Integrity



Definitions of Academic Integrity Violations

AUBH is a community of scholars dedicated to strong academic standards, ideals, and practices. The community places the highest value on academic honesty and integrity.

Academic integrity is considered essential for the intellectual development of students and University standards for academic integrity prohibit dishonest academic practices. Therefore, a student who enrolls at AUBH, agrees to respect and acknowledge the research and ideas of others in his or her work and abide by regulations governing the submission of academic work as stipulated by the University, academic program, and faculty members.

Definitions of Academic Integrity Violations

To assist students with gaining the full benefit of the educational opportunity provided by AUBH, the University defines violations of academic integrity and provides examples of activities that are considered to be academic violations. Since sanctions for academic dishonesty may be severe, it is the responsibility of each student to know and understand the definitions of academic violations, as well as understand any related additional academic program policies related to academic integrity.

The following serves as definitional guidelines for academic integrity violations. Individual faculty members and/or academic programs may provide further guidelines or identify additional violations of dishonest behavior in recognition of the full range of teaching

styles employed at AUBH. The University strongly encourages students who may have questions or concerns about any possible form of academic violation to contact an academic advisor, faculty member, or other appropriate AUBH staff for clarification.

A violation of academic integrity is any action or attempted action that may result in creating an unfair academic advantage for the student or an unfair academic advantage or disadvantage for any other member of the academic community. Academic integrity violations include, but are not limited to:

- **Cheating** – *Cheating is defined as intentionally obtaining or attempting to use unauthorized materials or information (e.g., notes, texts, or study aids) or receiving or attempting to receive unauthorized help from another person (e.g., looking at a test paper, asking a question during an exam) in any work submitted for evaluation toward academic credit, including examinations, quizzes, labs, practical exercises, or other assignments.*
- **Fabrication** – *Fabrication is defined as intentional and unauthorized falsification, invention, or copying of data, practicum experience, research, lab findings, bibliographic references, or citations in any academic coursework.*

- **Plagiarism** – *Plagiarism is defined as the use of intellectual material produced by another person without acknowledging the source or “the offering of words or ideas of another person as one’s own” (J.D. Lester, 1986 Writing Research Papers, 4th Ed., Scott, Foresman & Co., p. 95). In addition, plagiarism also cover buying, stealing, or borrowing a paper (including copying an entire paper or article, or significant portions of such, from the web); hiring someone to write a paper (ibid); and/or copying large sections of text from a source without quotation marks or proper citation. To avoid plagiarism, students must acknowledge the source whenever quoting another person’s actual words, using another person’s ideas, opinions, or theories, and/or using another person’s facts, statistics, or other illustrative material without acknowledging the source.*

To avoid instances of plagiarism, students are expected to use the APA format and style which relies on parenthetical, in-text citation of any quoted or paraphrased material from a source, with complete bibliographic information provided on a separate page in a reference list. All language taken verbatim from an outside source must be enclosed in quotation marks and the source, including the page where the quoted language was found, must be immediately cited within the text. All ideas taken from a source but not quoted must be paraphrased or re-written by the student, as well as cited within the text. Writing that follows original text too closely with only an occasional change of verbiage and, without the use of quotation marks, may constitute plagiarism, despite the presence of a citation.

- **Collusion** – *Collusion is defined as the facilitation of academic dishonesty by intentionally or knowingly providing or attempting to provide any form of unauthorized help to a student with or without the intent to violate this code, including allowing another to copy material from one’s work or assignment with permission or knowledge.*
- **Verbatim Copying** – *Verbatim copying is defined as material copied word for word or exactly duplicated without any acknowledgement of the source.*
- **Ghost Writing** – *Ghost writing is defined as an assignment written by a third party and represented by a student as her or his own work. This includes buying a paper/content off the Internet and/or hiring someone to write a paper/content that the student then submits as their own.*
- **Abstracting** – *Abstracting is defined as material copied from another student’s assignment or work without that person’s knowledge.*

Definitions of Academic Integrity Violations

- **Copyright Violations** – Copyright violations are defined as the failure to abide by copyrighted materials in a lawful manner. These laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photoduplicating copyrighted materials, and reproducing audio/visual works.
- **Other Forms of Dishonesty** – Other forms of dishonesty may include, but may not be limited to, falsely claiming to have done work or obtained data, misrepresenting reasons for not completing assignments or taking examinations as scheduled and submitting the same work in a different course without prior approval of the instructors.

Each student is responsible for knowing the limits of assistance allowed. However, each student should assume that any form of assistance is dishonest unless expressly permitted by the faculty member in the course syllabus, written assignment instructions, or test instructions. It is the responsibility of individual faculty members and/or academic programs to determine and articulate any additional expectations of academic integrity within a given program or course.

A central file of all reports of academic dishonesty is maintained by the Academic Integrity Committee (AIC) and the Director of Student Affairs. Faculty members are obliged to report all academic violations (including those determined to be caused by carelessness) to the AIC. If the AIC determines that an instance of academic dishonesty has occurred, the AIC report will be forwarded to the Director of Student Affairs and the office of the Registrar. The Director of Student Affairs may impose a Dean's Hold on a student file preventing the student from further registration and placing a student on immediate suspension pending appeal or mediation.

Adjudication of Academic Offenses Jurisdiction

A faculty member has the responsibility and authority to deal with academic dishonesty in a given course. The faculty member is expected to be familiar with the definitions of academic violations and inform students of the rules of conduct. When determining a violation, a faculty member must confront the student with the behavior when there is convincing evidence of a violation.

Adjudication Process

If a faculty member has reason to believe a student has acted dishonestly, the faculty member will address the action in a timely manner by taking the following steps:

1. *The faculty member will meet with the student to discuss the suspected violation. Upon meeting with the student, the faculty member will explain the suspected violation and allow the student an opportunity to explain. If the*



student is found not to be responsible for the suspected violation, the matter will be dropped. If the faculty member determines that the violation was due to the student's lack of knowledge and it is the student's first offense, the faculty member may choose to provide the student with a learning opportunity, explain the mistake, and take the following actions:

- Have the student redo the assignment with a penalty (e.g., -10%). Having to re-do the work with a penalty is considered to be the sanction. The penalty is determined by the faculty member.*
 - Notify the Director of Student Affairs of the offense and provide a written summary of the incident and copies of any evidence. However, if the student is found to be responsible for dishonest behavior, the faculty member will complete and submit an Academic Integrity Violation Report to the AIC, which will review the report and make a determination. Note: If the student fails to meet with the faculty member to discuss the suspected violation, then the faculty member may directly submit the report to the AIC.*
2. *Upon making a determination, the AIC will forward the report to the Director of Student Affairs and the Registrar for further action and notification. The faculty member who submitted the report will then be notified of the AIC's determination and any consequences by the Director of Student Affairs. The student will also be notified of the AIC's decision by the Director of Student Affairs.*
 3. *If the student disagrees with the AIC's determination, the student has a right to appeal the decision.*

Definitions of Academic Integrity Violations

The Provost will consider all evidence presented during the previous mediation meeting and Academic Appeal Committee hearing.

4. *Whenever the Director of Student Affairs is notified by the AIC that a student has committed a subsequent academic integrity violation, the Director of Student Affairs will notify the faculty member and convene a meeting with the student and faculty member to review the AIC's report. The purpose of the meeting will be to inform the student of the sanction to be levied and address the repeated violation of academic integrity and what may be done to prevent further instances. The student will also be informed of their right to seek an appeal or mediation.*
5. *The Director of Student Affairs will provide timely notification to the student, in writing, of issues involving academic dishonesty.*

Mediation

Mediation is an option available to an accused student who disagrees with the judgment of the faculty member and/or AIC. The student shall have the right to request the Director of Student Affairs convene a meeting with the student, faculty member, and College Dean. The request for mediation must be made in writing within five (5) business days of receiving notification of the academic dishonesty sanction. The goal of the meeting shall be to help both the student and faculty member understand the point of view of the other. However, the right to determine the grade shall remain with the faculty member. If the student is not satisfied with mediation, he or she may seek an appeal via the Academic Appeal Process.

Academic Appeal Process

First level appeals are handled by the Academic Appeal Committee (AAC). The student may request a formal hearing by submitting a request in writing to the Director of Student Affairs stating the reason(s) for seeking an appeal. The request must be made within five (5) business days of the conclusion of the mediation meeting. The Chairperson of the AAC will:

1. *Arrange a hearing before the full AAC to review the hearing request.*
2. *Provide timely notification to the student, in writing, the details the allegation, determination of responsibility, sanction levied, and hearing date/time/location. A copy of the letter will be sent to the Director of Student Affairs.*

The student may request that the Director of Student Affairs appoint a silent advisor to be present at the appeal hearing. The advisor may confer with the student but may not make comments on behalf of the student. If the student plans to bring legal counsel, the student must notify the Director of Student Affairs in writing within twenty-four (24) business hours (excluding weekends) in advance of the meeting to provide an opportunity for the university to also have legal counsel present. The appeal process is not a legal process and, consequently, the rules of the legal process do not apply during the appeal hearing.

Upon receipt of the written findings of the AAC, the student may seek a second level (final) appeal. Second level (final) appeals are administered by the Provost. To request a second level (final) appeal, the student must submit a request to the Provost, in writing, within ten (10) business days of the AAC decision being rendered. Criteria for granting an appeal with the Provost are limited to: 1) Identifying new evidence available that was not presented at the first level appeal or 2) Providing proof that the appeal procedure as outlined was not followed.

The Provost will consider all evidence presented during the previous mediation meeting and Academic Appeal Committee hearing (first level appeal). In all cases, the decision of the Provost is final.

Academic Appeal Committee

The Academic Appeal Committee is comprised of the Director of Student Affairs, two College Deans, and two faculty members.

Students' Bill of Rights and Responsibilities



Students' Bill of Rights and Responsibilities

To assist students with gaining full benefit of the educational opportunity provided by AUBH, the University defines violations of academic integrity.

Students' Rights

Student rights include but are not limited to:

- *Students shall be free from discrimination on the basis of race, color, sex, age, national origin, religious creed, disability, sexual orientation, or any other legally protected characteristic.*
- *Students shall have certain academic rights and freedoms that include freedom of expression and protection against improper academic evaluations and improper disclosure insofar as an individual student's rights do not impinge on another student's rights to learn and/or an instructor's right to teach.*
- *Students shall have the right to establish and elect a democratic student government.*
- *Students shall have the right to participate in university government according to established procedures whereby students sit on certain institutional bodies or are solicited either individually or collectively for their views.*
- *Students shall have the right to petition AUBH for redress of grievances.*
- *Students shall have the right to privacy as it pertains to the laws of Bahrain.*

Student Responsibilities

Students are expected to:

- *Attend classes regularly and punctually.*
- *Study and perform as necessary to maintain proper grades.*
- *Conduct themselves in a professional manner at all times.*
- *Observe the university as a smoke-restricted drug-free facility in compliance with local laws.*
- *Follow directions as outlined by their faculty or a college administrator.*
- *Respect and follow the university policies.*

Students are subject to immediate dismissal for intentionally damaging the University property, engaging in physical or verbal abuse, stealing, or any activity that impinges on the right of others, violation of the technology use or other university policies, possessing firearms on university property or during student activities, and/or possessing or using illegal drugs or alcohol on the university property or during student activities.

Student responsibilities also include but are not limited to:

- *Students shall be responsible for knowledge of university policies and procedures as stated in this publication, as well as any rules and regulations that may be posted from time to time. Ignorance of the university rules and regulations will not be considered an excuse for violation.*
- *Students shall be responsible for achieving their academic potential and contributing to an atmosphere conducive to learning.*
- *Students shall be responsible for behaving in a manner that enhances the day-to-day activity of the college community and its members.*
- *Students shall be responsible for reporting honestly to the university their financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations with the university.*
- *Students shall be responsible for keeping the Registrar Office informed of their correct, current address and telephone number (local and permanent), and other relevant information maintained in the student's record.*
- *Students shall be responsible for respecting the rights of all others in the university community.*
- *Students shall be responsible to check their university email on a regular basis. It is strongly recommended that students electronically forward their university email to their personal email accounts.*





Other Policies and Procedures

Other Policies and Procedures

In keeping with this commitment to equality and fairness, AUBH will not tolerate harassment of students or employees on campus property.

Harassment Policy

In keeping with the commitment to equality and fairness, AUBH will not tolerate harassment of students or employees on campus property by anyone, including any student, staff member, faculty member, coworker, vendor, or any third party. Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, or another protected-group status. AUBH will not tolerate any harassing conduct that affects tangible benefits of education or employment and that interferes unreasonably with an individual's educational or working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed at a person based on his or her protected status.

AUBH will not tolerate, condone, or allow sexual harassment whether engaged in by faculty or student, fellow employee, supervisory level employee, or non-employee who conducts business with the school. AUBH encourages timely reporting of all incidents, regardless of who the offender may be. Any person who has been the target of sexual harassment or has knowledge of sexual harassment should report the acts directly to the President, who investigates faculty and student complaints. AUBH will not permit retaliation against an employee or student who reports an incident of sexual harassment or for assisting in a complaint investigation. The University's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, AUBH will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, AUBH will take corrective action, including discipline, immediate termination of employment, and/or expulsion. All AUBH students and employees are responsible for helping to avoid harassment.



Drugs and Alcohol Policy

The University is alcohol-and drug-free environment. Use of alcohol and drugs is strictly prohibited. Illegal use will end-up in dismissal of students.

Copyright Policy

AUBH respects intellectual property rights, including rights in the copyrighted materials of the University, its students, faculty, and third parties. The author of a creative work automatically owns the copyright in that work upon its creation. No formal registration is required; ownership is immediate. The author can transfer ownership of a copyright to another so the copyright owner may not be the original author of the work. Creative works include songs, stories, poems, paintings, photographs, or other works that contain a creative element. Ownership of the copyright gives the owner exclusive rights in that work such as the right to display, reproduce, transmit, create derivative works from, publicly perform, distribute, and license the creative work. This means that, absent permission from the creator, you may not take the creative work owned by another and exercise these rights. Such a violation is called "infringement" of the owner's copyright. For example, if you legally purchase a music CD, you may not create copies of the music on that CD and distribute those copies to others over the Internet. Helping others to violate the owner's copyright by making it easy for them to distribute such materials may also be illegal.

Information Technology (IT) Policies

Acceptable Use Policy

It is the policy of AUBH to provide access for its students to local, national, and international sources of information while creating an atmosphere that encourages the exchange of ideas and information sharing.

AUBH computing resources include, but are not limited to, digital information such as records, images, sounds, videos, or textual material stored on or accessible through a computer; computers used for the automation or administration of information services; wiring or infrastructure used for communications; electronics, digital switches, and communication equipment used for processing or communications; programs, programming languages, instructions, or routines used to perform work on a computer; and information such as user authorization codes, account numbers, usage and billing records, or textual material stored on or accessible through the network or other communication lines.

Students should use computing and information technology only as authorized. Although all users have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be suspended by the University to protect the integrity of information technology resources, the rights of all users, and the property of the university. The University has the right to look at material stored on or transmitted through its systems if there is a suspicion that a student is violating the standards for acceptable use.

Violations of this policy will be dealt with through the corrective action policy as stated in this handbook and can result in corrective action up to and including termination of employment.

Professional Conduct in the University Online Environment

AUBH gives its students access to its learning platforms, listservs, and email accounts and expects them to use them responsibly. Students who violate this policy are subject to corrective action, up to and including termination. AUBH reserves the right to monitor all online activity. Students are expected to comply with the following instructions:

- *Be compliant with copyright laws; do not disseminate or print copyrighted materials without appropriate official approvals.*
- *Protect AUBH's assets by not sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information.*
- *Do not send or solicit sexually oriented messages or material that may be offensive or discriminatory to others.*
- *Do not send or solicit messages or material that may be harassing, threatening, offensive, or discriminatory to others.*
- *Do not engage in any activity in violation of Bahraini law.*
- *Do not introduce worms, Trojans, viruses, or any other software that may be inappropriate and interfere with computing operations.*
- *Do not use AUBH Internet access for personal gain or personal business transactions.*

Critical Business Application Use

AUBH hosts and maintains a number of critical business application systems to manage course content, enterprise resources, and student data. Such applications are interdependent and computer resource-intensive. Time and activities while logged into the application should be responsibly managed. In no case should a student member log in to a business application and then leave the computer unattended. This consumes computer resources and makes the system vulnerable to access by unauthorized persons.

Computing Resources

AUBH makes computing and network resources available to its students. AUBH students should not share their user IDs or passwords with others. Students are responsible for their accounts and should log off when they are not at the computer. AUBH reserves the right to monitor all AUBH-provided Internet and computer access and all AUBH computer hardware and software.

Students should not use dedicated hardware, software, or Internet access provided by others.

AUBH provides an AUBH email account and access to the learning platform, password-protected student sections of the Web site, university and college/school listservs, and other student communications tools.



Information Technology (IT) Policies

Technical Support

AUBH provides students with technical support through the Help desk which will provide Level-1 support (i.e., password, access, email log-in, and basic troubleshooting for eCollege) to all students during normal business hours.

For all Level-2 support issues (i.e., server outages, email system crashes, operating system incompatibilities, virus damage issues, and other issues that require a technician or programmer's involvement), the Help desk will escalate the problem to the IT Technical team. Level-2 support issues, therefore, take longer to resolve.

Software Home Usage

AUBH provides students with relevant software as required by the assignment. AUBH purchases a license for the software that it makes available for students use. Under the licensing agreement, AUBH is extending to students the right to use the software for university-related purposes at home. Students are not licensed to use the software at home for personal purposes and do not own the license or the CDs.

AUBH receives a license key that will allow students use of the software. The holder of this license key is required to keep it secure and is forbidden to distribute or install the software on any computer other than the designated home machine. Students will be held responsible for any unauthorized use of the University's unique license key. Students are required to remove the software from home and personal machines immediately if they are no longer enrolled at the University.

Email and Voice Mail

AUBH makes email and voice mail available to its students. These communication assets are critical components of AUBH's communication system, and students are expected to use them responsibly. Students who violate this policy are subject to corrective action, up to and including termination. AUBH reserves the right to monitor all email and voice-mail messages. Email, voice mail, Internet access, and other AUBH-provided computer access are not considered private communications.

Wireless Communication

Access to AUBH networks via unsecured wireless communication mechanisms is prohibited. Only wireless systems that meet the criteria of this policy or have been granted an exclusive waiver by the IT Department are approved for connectivity to AUBH networks.

The wireless communication policy applies to all wireless data communication devices (e.g., personal computers, smart phones, PDAs, tablets) connected to any of AUBH's internal networks and includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to AUBH networks do not fall under the purview of this policy unless AUBH information or student information resides on the device. If the device contains such information, such information must be protected via a standard approved by AUBH's IT Department.

When accessing the University network via a non-university wireless local area network (WLAN), the computer must utilize a university-approved virtual private network (VPN). For home WLANs, the wired equivalent privacy (WEP) encryption standard should be implemented.



Information Technology (IT) Policies

Responsible Use of Information Technology

Access to information technology (IT) resources owned or operated by AUBH is a privilege, which imposes certain responsibilities and obligations. Privileges are granted subject to AUBH policies and Bahraini laws. IT resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, printers, scanners, fax machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein owned or managed by AUBH. Computers, networks, and communications equipment owned by AUBH are provided to support the educational mission of the University. This policy applies to all members of the AUBH community: faculty, staff, and students.

At minimum, users are expected to:

- *Regard the use of the internet/computer network as a privilege.*
- *Respect the integrity of computing systems: for example, users may not install unauthorized software without specific permission from the IT Department. Only software directly related to AUBH's curriculum will be installed on any university computers.*
- *Refrain from creating or displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted email (spam).*
- *Respect the privacy of other users: for example, users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so.*
- *Respect the legal protection provided by copyright and license to programs and data.*
- *Refrain from using the resources of the internet/computer network for personal financial gain.*
- *Follow all rules and regulations of the computer labs and the lab attendant on duty.*
- *Provide courtesy to other students by keeping noise level to a minimum.*
- *Use personal headphones when sound is required for the computers.*
- *Refrain from bringing food or drinks into a computer lab.*
- *Refrain from viewing and/or downloading any pornographic, discriminative, discriminatory, and or offensive materials including images, MPEGs, videos, etc.*
- *Refrain from using peer-to-peer (P2P) software to download illegal copies of MP3s, video and software.*



Reporting Violations

Any violations of acceptable usage policies must be reported to a AUBH faculty member, technical support staff or administrator. Every user has the responsibility to report any suspected violation of his or her own personal privacy to the administration.

Consequence of Violations

AUBH reserves the right to discontinue account privileges to any user who violates the acceptable usage policies. Repeated or severe infractions of the policies may result in appropriate disciplinary action, in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, or intentional deletion or damage to files and data belonging to the college or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities.

Reinstatement Decision Appeal

A student has the right to appeal reinstatement decisions. A student who feels there are extenuating circumstances for his or her failure to adhere to specific decisions or policies may file a written appeal with the President. Extenuating circumstances are defined as unavoidable and unexpected (e.g., illness, death in the immediate family, state of emergency caused by a disaster). Students petitioning the President through this appeal process should first exhaust all other appeals. If the student wishes one last review the written petition must describe the situation in detail and provide written outside documentation for verification purposes. The President will base her decision on these supporting materials. Granting of an appeal hearing or approval to reinstate a student is at the discretion of the Provost.



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