



الجامعة الملكية للبنات  
ROYAL UNIVERSITY FOR WOMEN

# RUW STUDENT HANDBOOK

## 2022-23



WHERE WOMEN EXCEL





His Majesty  
King Hamad bin Isa Al Khalifa  
The King of the Kingdom of Bahrain



His Royal Highness  
Prince Salman bin Hamad Al Khalifa  
The Crown Prince, Deputy Supreme Commander  
and First Deputy Prime Minister





### Welcome note from the Chairman

**Mr. Fahad Bin Abdullah Al Zamil**

*Chairman of the Board of Trustees  
and Board of Directors*

Dear Royal University for Women family, students, and parents,

On behalf of the University's Board of Trustees, I welcome you to Royal University for Women (RUW), the first private university in the Kingdom of Bahrain to achieve the esteemed HEC and BQA accreditation. It is my profound honour to be welcoming you as Chairman of the RUW Board of Trustees and Board of Directors. RUW was founded by the esteemed Mr. Mohammed Al Zamil whose absence will always be felt but whose vision I am proud to uphold and continue to build upon.

RUW is the first private, purpose-built, international University in the Kingdom of Bahrain dedicated solely to the higher education of women. Built on the highest academic standards, we are proud that RUW provides our students with a conducive environment in which to develop vibrant personalities, create leaders, dynamic decision-makers, independent thinkers, and community-conscious individuals. It goes without saying that our main focus is on student

success achieved through academic excellence and personal development.

RUW's curriculum is designed to meet internationally recognized standards. Our programme offering is directly linked to industry and market needs serving undergraduate and postgraduate students across cutting-edge disciplines in Business & Law, Art & Design as well as Engineering and Technology. We also have a range of partnerships with leading international universities to support teaching, research, and executive education. We are especially proud of our partnership with the Supreme Council for Women and have launched the Centre for Women's Studies in collaboration with the SCW and ESCWA which aims to be a leading Research Centre in this field in the region.

We are blessed to have a 224,000 sqm purpose-built campus which includes ample teaching, student activity and recreation spaces to ensure the best university experience for all our students. RUW is proud to celebrate its milestones achievements, rewards, and recognition during these years. The accomplishments of the past years are extraordinary. In May 2022, RUW witnessed with pride, the graduation of its thirteenth cohort of students bringing our total alumni population to over 1490. These young women represent not only the aspirations of their families but also hold the key to the bright future of the Kingdom of Bahrain. RUW commitment to quality is evidenced by HEC rating 'good', which is the highest grade for a private university. Further, all our programmes are listed on National Qualifications Framework, which is a significant accomplishment by the university in its endeavor for providing quality education.

I take this opportunity to wish you all the very best for your journey with Royal University for Women – truly a place **'Where Women Excel'**.





## Welcome Note from the President

**Professor Yusra Mouzughi**

AY 2022-23

Dear RUW Students,

On behalf of all our colleagues, I have the pleasure of welcoming you all to Royal University for Women (RUW) family. At RUW, one of the leading private universities in the Kingdom of Bahrain, we are focused on providing an exceptional undergraduate and post graduate education for all our students. Whether you are starting or continuing your educational journey, we look forward to learning and growing together and we are thrilled to have you with us on campus and in the classroom. This RUW Student Handbook is a valuable resource and provides you with all the information you will need for your RUW journey.

RUW is a university with a compelling mission for the advancement of women and I am truly honoured to serve you and the broader objectives set out for the university and we are committed to creating a positive and impactful educational experience for you, our students. I have been continuously impressed with your achievements and am very excited to meet you and learn more about your

successes and aspirations. Your decision to pursue this important phase of your academic life at RUW guarantees you an excellent experience and degree to open the gateway to an exciting future ahead. My role as the President, remains to support you in accomplishing your academic and personal goals and provide a stimulating teaching and learning environment at RUW. You can be part unique opportunity to be The Leader as RUW President for a day initiative and work as the President.

As we start this new academic year, new students will quickly fit into our dynamic community of learners and discover your unique place here. Returning students; as many of you attended campus last year, we are fully open for business and we have worked relentlessly to ensure a safe environment to allow you to continue your intellectual, personal and social growth. RUW also offers a range of resources to compliment your student life. Our Moodle Learning Management System offers easy access and excellent support to meet the demands of your engaging learning experience. You can now select from a wide variety of courses in our degree programmes as well as independent certificate courses and foreign languages. The MBA programme provides a gateway to a new life! We are delighted to offer our students access to the West Virginia University e-learning resources. A broad and rich array of articles, journals and e-books to compliment our growing on-campus library.

Reflecting on RUW's many academic achievements, we are proud to note:

- At the **university** level, RUW has the honour of being the **first** private university in the Kingdom of Bahrain to receive HEC National Accreditation, meet all the quality assurance requirements for Institutional Review by Education and Training Quality Authority (BQA), international accreditation by ASIC, UK, is listed on the Bahrain National Qualifications Framework and receive a 'good' HEC rating -the highest grade

amongst private universities. RUW received the Inclusivity Award from ASIC for its contribution to UNSDG 5 (Gender Equality).

- At the **college** level, all academic programmes offered at RUW are mapped and placed on the National Qualification Framework. The College of Law received a **vote of ‘Confidence’ from BQA** for its Law programme with the Bachelor of Business in Marketing and Bachelor in Architectural Design placed in **NQF Register** in 2021.

The College of Business and Financial Sciences and the College of Art and Design received Confidence rating from the Education and Training Quality Authority in Bahrain. The College of law received the Confidence rating in 2021.

- RUW launched its MBA programme from September 2021, adding to the Post Graduate portfolio of Master of Fine Arts In Drawing & Painting And Master of Design Management.
- Most importantly, at the student level, our student achievements include: Third position in the prestigious Trade Quest Competition 2020 in the University category, organised annually by Bahrain Bourse; Product of the Year Award in the 12th Annual Young Entrepreneurs Competition held in Kuwait won by Team “TaaWin”; RUW’s INJAZ team found honourable mention among the top three

in the University Company of the Year 2019. RUW team ‘Hassad’ participating in INJAZ Company Competition 2021. RUW Won the First Prize in the “INJAZ Bahrain Universities Virtual Annual I Camp Tournament” 2022. RUW students participated in the Willem C. Vis moot competition and the RUW Vis moot team ranked the 29th out of the 362 teams.

Whilst at the university, I encourage you to follow the study plans drawn up for you, academic advising is integral to your success and is a valuable support mechanism and each one of you is assigned to a faculty member for academic advising. Connect with your advisor promptly and meet with them on a regular basis. Engage in social activities through our Office of Student Life and participate in campus life to ensure a vibrant atmosphere for academic and cocurricular engagement.

Make the most of this wonderful opportunity and value your education as it provides a solid foundation to become a successful global citizen and I am confident that you will graduate from RUW and leave your mark as a successful RUW ambassador.

Have an enjoyable journey with us at RUW.



## Welcome Note from the Registrar

**Mr. Sami Mohd Mahd Dagash, MSc**

*Registrar*

Greetings,

Whether you are a new student, a transfer, or a returning student, it gives me great pleasure to welcome you all to the Royal University for Women. We are excited by the return of our brilliant campus life. At RUW, we are always committed to providing our students with the best learning experience by employing the best and most recent interactive learning methods and technologies that will help you achieve your academic goals.

The Admissions & Registration department supports the university mission by ensuring the integrity of academic policies and student records; we are responsible for student admissions, course management, scheduling, examination and grade posting, transfer credit evaluation, transcript issuance, and student data reporting, in addition to graduation requirements. And as part of our achievements last year, the Admissions & Registration department has achieved and maintained ISO 9001:2015 for Quality Management System.

As we begin another academic year, I encourage you all to refer to the Student Handbook frequently to become familiar with RUW policies and procedures pertaining to Student life, furthermore, Each one of you is assigned to a faculty member for academic advising, I encourage you to meet with your academic advisor on a regular basis. The Academic Advisors are here to answer your academic inquiries and provide you with all the academic support required.

As we are always looking for improving our system features, we worked last year with the ICT department to upgrade the student information system (POWERCAMPUS-SELFSERVICE) to the latest version, and we are pleased to report that there have been significant improvements to the system, such as better reading for the Academic Plan, now the

academic plan contents can be expanded and the user may also collapse sections with the ability to view the course final grade of the academic plan in the print view and exporting as a PDF file, furthermore, RUW students can now view their overall and daily attendance records with real time reports. And many other enhancements which improve the end-user experience.

After a pilot phase last year, RUW approved the new procedure for reregistration, in which the course registration will be processed by the Registration Department in coordination with the colleges for all returning students, and you will be enrolled in the courses according to the approved study plans, using the new process, student schedules will stay predictable from semester to semester resulting Less registration errors and on-time graduation. However, you still need to contact and consult your academic advisor to agree on the selection of elective/LAR courses for each semester.

At the Admissions & Registration department, we make every effort to provide services in a professional and courteous manner to our stakeholders, including students, faculty, staff and administration, and we are always seeking out new and better ways of providing better services for ourselves and the community we serve.

Finally, I would like to encourage you all to enjoy the campus life and take full advantage of everything RUW offers. RUW is a place where you can achieve your true potential.

Again, welcome to RUW and we look forward to you having a wonderful RUW Experience!

Thank You!

## RUW Student Handbook 2022-23

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## 1. RUW Vision

To be recognised regionally as a key contributor to the provision of a quality educational experience, centred around the advancement of women.

## 2. RUW Mission

To create the next generations of female leaders locally and globally through research informed, stakeholder engaged, quality education.

## 3. Strategic Themes

- Theme 1** : Educational Excellence
- Theme 2** : Research Growth
- Theme 3** : Women Advancement
- Theme 4** : Industry & Community Engagement
- Theme 5** : Operational Efficiency & Financial Sustainability

## 4. RUW Goals

- Goal 1** : Recruit and retain high calibre staff
- Goal 2** : Grow and expand the university's research capacity
- Goal 3** : Future-proof all aspects of delivery
- Goal 4** : Streamline academic and admin processes to increase efficiency
- Goal 5** : Provide high quality recognised education that supports life-long learning and competitiveness
- Goal 6** : Engage in research which directly impacts women
- Goal 7** : Foster a culture in which students & alumnae feel supported
- Goal 8** : Promote contribution and interaction with the community to serve and support its needs
- Goal 9** : Increase revenue generating avenues & diversify target market segment
- Goal 10** : Increase student recruitment and retention

## 5. Core Values

### Integrity

We act in an honest, fair, transparent, and ethical manner to create a culture of trust and equality evident in all University activities and decision making

### Commitment

We accept responsibility to work diligently, be accountable for our work, and honour our commitment to fulfill the mission and vision of the University.

### Respect

We embrace our differences and treat other collegially with civility, openness, and professionalism in all interactions, activities, and decision making.

### Diversity

We acknowledge and honor the fundamental value and dignity of all individuals and create a culture which respects diverse traditions, heritages, experiences, and perspectives

### Excellence

We strive for excellence in teaching, research, and service and to uphold the highest standards of intellectual inquiry and academic freedom

### Innovation

We foster a culture of creativity and ingenuity which encourages research, forward thinking and entrepreneurship

### Learning

We value education that balances theory and practice, develops critical thinking, emphasizes active learning, and fosters responsibility and the desire for the lifelong pursuit of learning, and is career-oriented

### Engagement

We engage with all stakeholders of the university in the creation and dissemination of knowledge on local, national, and international levels

## 6. The RUW Model

RUW is the first University of its kind in the Gulf, offering not only the chance to acquire internationally recognized credentials on a custom-built campus which meets the needs of students, but also to enable students to develop the personal skills and confidence necessary to excel in every area of their personal and

professional life in an environment where the best of Western and Middle Eastern values are reflected.

All RUW programmes are available in full-time study mode. RUW developed its initial curriculum and programme framework in consultation with two reputable and renowned international universities:

1. McGill University, Montreal – Canada
2. Middlesex University, London – United Kingdom

Further Memorandums of Understanding have been signed with the following internationally recognized universities:

1. West Virginia University, WVU, United States of America
2. Bangor University, UK
3. Dar Al Hekma University, Saudi Arabia

Through these early consultations RUW was able to incorporate the experience and professional support of faculty at these institutions in several pedagogical areas, including (but not limited to):

- i. Planning and development of academic programmes, courses and teaching materials.
- ii. Planning for institutional development.
- iii. Developing a research profile and fostering research activities.
- iv. The appointment of academic staff.
- v. Evaluation of academic staff and programmes.
- vi. Provision of discussion on a range of academic and organizational matters.
- vii. Student development and exchange programmes.
- viii. Library Resource Centre resources.

RUW greatly values the mutual benefits that result from interaction with other institutions, and will continue to build relationships with international universities and colleges.

## 7. Governance and Quality Assurance

RUW is governed by a Board of Trustees which ensures that the Vision and Mission of the institution is upheld. RUW has reviewed and revised its policy on Quality and developed guidelines for Governance and Quality

Assurance which are implemented through the Office of the President and the University Senate. The Quality Assurance and Accreditation Unit is responsible to implement and maintain the University's Quality Policy. The University encourages its faculty and its student body to participate in and contribute to the Vision and Mission of the institution through transparent and appropriate channels of engagement.

## 8. The Board of Trustees

The Board of Trustees has the authority to manage finances, appoint senior staff, and approve and implement policies in accordance with Higher Education Council (HEC) regulations.

## 9. The University Senate and the Deans' Council

The University Senate and the Deans' Council are the academic authorities of the University. The President is the ex-officio Chair of the RUW Senate. The Deans' Council is chaired by the Academic Vice-President. The Senate and the Deans' Council bear the responsibility for recommending policies and setting, monitoring and maintaining academic standards for programmes and courses. The regulations determined by the RUW Senate and the Deans' Council are implemented by all colleges.

## 10. Standing Committees of the University Senate

There are three standing committees of the University Senate as follows:

- The Learning & Teaching Committee
- The Quality Assurance & Enhancement Committee
- Scientific Research & Post Graduate Studies Council

The President of the RUW Student Council is an ex-officio member of the University Senate. RUW is committed to the continuous improvement in all areas of the University through these committees.

**The University Senate and the Deans' Council are the academic authorities of the University. The President is the ex-officio Chair of the RUW Senate.**

## 11. RUW Student Council and RUW Alumnae Association

Students play a role in the Governance of the University through the Student Council and through representation in the RUW Senate as well as their respective College Councils. The President of the RUW Student Council are ex-officio members of the University Senate.

## 12. Student Handbook

RUW Student Handbook is published by the Office of the Registrar. It contains regulations and policies regarding academic and administrative procedures pertaining to students. It also contains information about various aspects of student life including the Student Code of Conduct, regulations pertaining to the Office of Student Life, Library and Residence. The contents of this Handbook are approved by the University Senate prior to publication. This Handbook is intended to assist you in understanding the academic and administrative procedures which relate to the student body and all aspects of student life. These policies and regulations are binding on all students upon enrolment.

The information provided has been checked for accuracy at the time of publication. Errors or inconsistencies may be reported to the Office of the Registrar. RUW reserves the right to update the information contained in this Handbook in compliance with the Higher Education Council (HEC) and Ministry of Education (MoE) directives.

This Handbook is distributed to all new students during Orientation and is also available on the RUW website and from the Office of Registrar. All students and faculty members are encouraged to read this document carefully.

### 12.1. Acknowledgement and Undertaking

- i. Upon admission to RUW, all students acknowledge that they are bound by and undertake to observe the rules, regulations and policies of the University and the College.

- ii. These include all such policies as contained in this Handbook or listed on the RUW website.
- iii. Their obligation to follow the rules and regulations of the University begins at the time of Registration.
- iv. Students are required to provide accurate information when submitting their application documents.
- v. Registration may be revoked if information is found to be false.
- vi. RUW reserves the right to amend any provision, even partially, of the existing policies to introduce new policies at any time without previous notice.

## 13. Teaching and Learning

RUW's initial range of programmes reflect both the human capital needs of the Gulf Region and the preparation of our potential students for an English-language university experience of an international standard. In addition to providing a solid academic base, our relationships with other Universities brings to RUW a rich array of approaches to teaching.

The RUW approach to teaching and learning includes:

- i. A fundamental commitment to student success.
- ii. A learning environment that is student-centred, dynamic, and rigorous.
- iii. A flexible and innovative approach to pedagogy which values diverse approaches to achieving student learning outcomes and institutional goals.
- iv. Recognition of the importance of disciplinary traditions in an institution that values multi-disciplinary and trans-disciplinary teaching, research and service.
- v. A commitment to including both academic and practical learning in the undergraduate experience.
- vi. RUW's teaching and learning practices are governed by the Teaching and Learning policy, which includes the

Assessment policy, the Internship policy, the Special Needs Policy to name a few.

## 14. Academic Programmes and Degrees Offered at RUW

### 14.1. Centre for General Studies

The Centre for General Studies at RUW runs the English for Academic Success Programme and Liberal Arts Requirement (LAR) Programme.

#### 14.1.1. Orientation Programme:

This Programme is a unique preparatory one-year programme, which is assured by Pearson UK and systematically develops the skills, knowledge and attitudes necessary for academic and personal success in subsequent undergraduate degree programmes at the University.

The programme takes a holistic approach to student learning focusing on developing relevant language and academic skills, as well as providing experiences that promote confidence, independence, and academic qualities. A commitment to life-long learning is achieved through the programme reflecting the beliefs of a 'learning community' that values autonomy, collaboration and the importance of continually learning throughout one's personal and professional life.

The programme results in high standards of English language in terms of the four macro skills. There is a strong emphasis on the English for Academic Purposes (EAP) and the students are equipped with the necessary skills to pursue their undergraduate studies. Applicants may join the Programme at any of the two intakes during the academic year. After taking an online placement test they are assigned to one of the two concurrently run levels based on their ability. Each level runs for one semester and consists of two different courses.

The Orientation Programme takes place on-Campus where students are expected to mix with their peers in other programmes and participate fully in all extra-curricular activities.

Success in the Programme demonstrates that a student has met the RUW English competency level required for admission to its degree programmes. Upon successful completion of the Programme, students will be awarded the Diploma in English for Academic Success assured by Pearson, UK.

The result of the placement test determines which of the two levels is appropriate for the applicant. The two levels available are:

#### *a. EAS1 – English for Academic Success 1:*

This level consists of two courses each focusing on two of the four macro skills (One receptive skill and one productive skill). Since the programme is holistic in nature with a communicative approach, the students have the opportunity to make use of knowledge gained to produce written and oral work, participate in class discussion, comprehend a variety of texts on familiar and rather unfamiliar topics and draw conclusions. Developing critical thinking skills is also an integral part of both courses.

Students with a Placement Test score equivalent to the **IELTS Band score 3.0 or below** will be assigned to this level.

#### *b. EAS2 – English for Academic Success 2:*

This level also consists of two courses each focusing on two of the four macro skills (One receptive skill and one productive skill). Since the programme is holistic in nature with a communicative approach, the students have the opportunity to make use of knowledge gained to produce written and oral work, analyse information on a variety of familiar and rather unfamiliar academic topics, and construct arguments. In addition, developing critical thinking skills is an integral part of both courses.

Students with a Placement Test score equivalent to the **IELTS Band score of 3.5 to 5** will be assigned to this level.

The programme is designed to prepare students for entry to a degree programme taught in English.

Placement in English for Academic Success level 2 (EAS 2) allows students to register two Liberal Arts Requirement (LAR) courses (6 credit hours). EAS 2 students can select two courses from the following list:

1. LAR 101 – Arabic Language and Literature (3 credits).
2. LAR 121 – History of Bahrain (3 credits).
3. LAR 143 – Physical Education (3 credits).
4. LAR 113 – Mathematics (3 credits). LAR 113 is compulsory for CBFS students, CIT students, & Architectural Design programme students with average mark in Mathematics in Grade 12, below 60%.

EAS 2 students are not allowed to register any other Liberal Arts Requirement courses nor courses from their degree programme.

#### **14.1.2. Liberal Arts Requirement (LAR)**

##### **Courses:**

Liberal Arts Requirement (LAR) Courses are Elective courses offered to all RUW students as part of their university studies. LAR courses generally aim at imparting knowledge and developing student's critical thinking and intellectual capabilities.

LAR courses do not emphasize any specific specialization but develop the students' rational thought and intellectual capacities in general. Such courses pertain to general knowledge and life skills. Liberal Arts Courses (LAR) fall under 8 categories (skill based or knowledge based).

1. Languages
2. Humanities
3. Social Sciences
4. History
5. Natural Sciences
6. Arts
7. Literature
8. Philosophy

Students are required to complete seven LAR courses as part of their studies. The courses can be taken at any point during their four years of study.

Of the seven courses, three are mandatory and the remaining four are electives and can be chosen from over 25 available courses depending on the students' interests and future career plans. The three mandatory courses are:

1. Arabic Language
2. History of Bahrain
3. Human Rights

#### **14.2. College of Art and Design**

- Bachelor of Arts in Fashion Design
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in Interior Design
- Master of Design Management
- Master of Fine Arts in Drawing & Painting

#### **14.3. College of Business and Financial Sciences**

- Bachelor of Business in Banking and Finance
- Bachelor of Business in Human Resources
- Bachelor of Business in International Business
- Bachelor of Business in Marketing
- Master of Business Administration

#### **14.4. College of Law**

- Bachelor of Law

#### **14.5. College of Information Technology**

- Bachelor of Science in Digital Media and Interactive Technology

#### **14.6. College of Engineering**

- Bachelor of Science in Architecture

### **15. The Academic Calendar**

The academic year at RUW is divided into two regular semesters and one summer semester. Each regular semester consists of a minimum 15 teaching weeks during the academic session adjusted to accommodate religious and national holidays. The academic calendar for each year is available at the Office of the Registrar and on the RUW website.

### 15.1. Summer semester

- i. The summer semester is of minimum seven weeks duration.
- ii. RUW offers summer courses each academic year.
- iii. The maximum load permitted per

summer semester is 9 credits except for graduating students who may take up to 12 credits in their final semester as permitted by the HEC regulations.

- iv. Summer semester will be offered mainly for the graduands.

## RUW Academic Calendar 2022-23

### First Semester: 11th September 2022 – 07th January 2023 – 17 weeks

29th May – 2nd June 2022	▪ Preregistration week for 1st Semester AY 2022-23
12th June – 16th June 2022	▪ Reregistration for 1st Semester AY 2022-23
9th – 12th July 2022	▪ Arafat & Eid Al Adha*
30th July 2022	▪ Islamic New Year*
07th – 08th Aug 2022	▪ Ashoora*
1st September 2022	▪ Academic Staff Rejoining Date AY 2022-23
1st September 2022	▪ Last Date for Payment of Tuition Fee
8th September 2022	▪ Staff Orientation Day
11th September 2022	▪ First Day of Classes ▪ Students Orientation Day (newly joined students)
11th – 15th September 2022	▪ Deferral Examinations for Summer Semester AY 21-22
11th – 17th September 2022	▪ Course Add & Drop ▪ University Withdrawal (100% refund on tuition fee only)
18th – 24th September 2022	▪ Course Add & Drop (with penalty) ▪ University Withdrawal (50% refund on tuition fee only)
25th September - 1st October 2022	▪ University Withdrawal (25% refund on tuition fee only)
2nd October – 08th December 2022	▪ Course Withdrawal (Non-refundable “W” will appear on withdrawing student’s transcripts). Students must notify Office of Registrar in writing two weeks before the start of the final examinations.
08th October 2022	▪ Prophet Mohammed Birthday*
16th October 2022	▪ Announcement of Midterm Examinations Schedule for First Semester
30th October - 12th November 2022	▪ Midterm Examinations (regular classes to be continued)
30th October - 12th November 2022	▪ Announcement of Final Examinations Schedule for 1st Semester
13th – 19th November 2022	▪ Midterm Break for Students
20th – 24th November 2022	▪ Preregistration week for 2nd Semester AY 2022-23
20th November 2022 – 3rd December 2022	▪ Students Satisfaction Survey
27th November 2022 – 10th December 2022	▪ Course & Teacher Evaluations for 1st Semester AY 2022-23
4th - 08th December 2022	▪ Reregistration for 2nd Semester AY 2022-23
To be announced	▪ RUW Graduation Ceremony
11th December 2022	▪ Start of Submission of documents & UG Exit Survey for Expected Graduates of 1st Semester
16th – 19th December 2022	▪ National Day Holiday*
25th December 2022 – 7th January 2023	▪ Final Examinations for 1st Semester
1st January 2023	▪ New Year’s Holiday*
15th – 26th January 2023	▪ Grade Appeals for 1st Semester Results
8th – 19th January 2023	▪ Inter Semester Break (Students)

Second Semester: 22nd January 2023 – 13th May 2023 – 16 weeks	
12th January 2023	▪ Last Date for Payment of Tuition Fee
22nd January 2023	▪ First Day of Classes ▪ Students Orientation Day (newly joined students)
22nd – 26th January 2023	▪ Deferral Examinations for Semester 1 AY 22-23
22nd – 28th January 2023	▪ Course Add & Drop ▪ University Withdrawal (100% refund on tuition fee only)
29th January – 04th February 2023	▪ Course Add & Drop (with penalty) ▪ University Withdrawal (50% refund on tuition fee only)
5th - 11th February 2023	▪ University Withdrawal (25% refund on tuition fee only)
12th February 2023 – 13th April 2023	▪ Withdrawal (Non-refundable “W” will appear on withdrawing student’s transcripts). Students must notify Office of Registrar in writing two weeks before the start of the final examinations.
26th February 2023	▪ Announcement of Midterm Examinations Schedule for 2nd Semester
12th – 25th March 2023	▪ Midterm Examinations (regular classes to be continued)
12th – 25th March 2023	▪ Announcement of Final Examinations Schedule for 2nd Semester
26th – 30th March 2023	▪ Midterm Break for Students
2nd – 6th April 2023	▪ Preregistration for Summer Semester
2nd – 15th April 2023	▪ Student Satisfaction Survey
09th– 22nd April 2023	▪ Course & Teacher Evaluation
16th – 20th April 2023	▪ Reregistration for summer semester
16th April 2023	▪ Start of Submission of documents & UG Exit Survey for Expected Graduates of 2nd Semester
23rd - 25th April 2023	▪ Eid Al Fitr Holiday*
30th April 2023 – 13th May 2023	▪ Final Examinations for 2nd Semester
1st May 2023	▪ Labour Day Holiday*
21st – 1st Jun 2023	▪ Grade Appeals for 2nd Semester Results
14th – 18th May 2023	▪ Inter Semester Break (Students)

Summer Semester: 21st May 2023 - 8th July 2023 – 7 weeks	
11th May 2023	▪ Last Date for Payment of Tuition Fee
21st May 2023	▪ First Day of Classes
21st – 25th May 2023	▪ Deferral Examinations for Semester 2 AY 22-23
21st– 23rd May 2023	▪ Course Add & Drop ▪ University Withdrawal (100% refund on tuition fee only)
24th – 25th May 2023	▪ Course Add & Drop (with penalty) ▪ University Withdrawal (50% refund on tuition fee only)
28th May 2022 – 15th June 2023	▪ Withdrawal (Non-refundable “W” will appear on withdrawing students’ transcripts). Students must notify Office of Registrar in writing two weeks before the start of the final examinations.

4th June 2023	▪ Announcement of Midterm Examinations Schedule for Summer Semester
11th – 17th June 2023	▪ Midterm Examinations (regular classes to be continued)
11th – 17th June 2023	▪ Announcement of Final Examinations Schedule for Summer Semester
18th June – 22nd June 2023	▪ Preregistration for 1st Semester AY 2023-24
25th June 2023	▪ Start of Submission of documents & UG Exit Survey for Expected Graduates of Summer Semester
2nd – 6th July 2023	▪ Reregistration for 1st Semester AY 2023-24
29th June – 1st July 2023	▪ Arafat & Eid Al Adha
2nd – 8th July 2023	▪ Final Examinations for Summer Semester
09th July 2023	▪ Start of Students Break
16th – 27th July 2023	▪ Grade Appeals for Summer Semester Results
19th July 2023	▪ Islamic New Year *
28th – 29th July 2023	▪ Ashoorah*
31st Aug 2023	▪ Last Date for Payment of Tuition Fee
3rd September 2023	▪ Academic Staff Rejoining Date AY 2023-24
10th September 2023	▪ First Day of Classes for AY 2023-24

\*Public Holidays in accordance with government announcement

## 16. Admission and Registration

### 16.1. Office of the Registrar

The Office of the Registrar is responsible for overseeing the registration process and maintaining all student records.

- i. Students must ensure that admission and registration for a course is completed prior to commencing classes.
- ii. It is the responsibility of the student to ensure that all admission and registration procedures are completed and to monitor the status of their registered courses against the schedule issued by the Office of the Registrar.
- iii. It is the responsibility of the student to ensure all payables (i.e. registration and tuition fees) are paid to Accounts department prior to commencing classes.
- iv. For admission to Masters Programmes the student should contact Office of Registrar.

**Note:** Students are advised to refer to their respective programme handbooks to find out more about specific programme requirements.

### 16.2. Admission Policy

RUW applies a competitive admission policy. Admission to a programme of study is based on academic merit; the applicant's grades during the last three years of high school and the number of spaces available in the programme. The language of instruction at RUW is English.

### 16.3. Admission requirements

#### Undergraduate Entry Requirements

- i. Show evidence of having successfully completed Secondary Education or its equivalent in the Kingdom of Bahrain or overseas, attested by the Ministry of Education, Kingdom of Bahrain (MoE)
- ii. Show evidence of a minimum level of English Language Proficiency, the

following are examples of internationally accredited tests of English Language with the corresponding levels of proficiency required by RUW:

- IELTS overall band score of 5.5, or
  - TOEFL: paper-based 513; or Computer-based 183; or Internet-based 65, or
  - RUW English Placement Test overall band score of 5.5
- iii. If the applicant fails to successfully provide the above, then she would be required to enroll on the RUW Orientation programme (English for Academic Success) before being able to join her chosen major.
  - iv. Some programmes may also require applicants to take an interview and/ or submit additional documentation or portfolios.
  - v. Applicants to the College of Business & Financial Sciences (CBFS) programmes require Mathematics proficiency where applicants should have a minimum average score of 60% in mathematics subjects in grade 12.
    - Applicants to the Bachelor of Science in Digital Media and Interactive Technology should come from the science track in high school, with a minimum average score of 60% in mathematics subject in high school (grade 12). If you do not satisfy this criterion, you will be required to take a compulsory course in mathematics during the first semester in the college.
  - vi. Applicants to the Bachelor of Science in Architecture should come from the Science track in High school, with a minimum average score of 60% in Mathematics and Physics subjects in High school. Students who do not satisfy this criterion are required to take a compulsory LAR course in Mathematics in Semester 1

- vii. All documents included with an application for admission become the property of RUW and are retained in the students' file until graduation.

### Graduate Entry Requirements

#### a) *Student general entry requirements for Master of Design Management;*

- i. Applicants must have a bachelor degree with a minimum GPA of 2.3 in one of the following areas of specialization: Design (Interior, Graphic and Fashion, and others), Applied Arts, Fine Arts, and Architecture. In addition other areas related to the specializations mentioned above such as Information Technology, Management and the different engineering specializations, and others can also be considered for admission.
- ii. If applicant has a bachelor degree with less than 2.3 they will have to complete the pre-requisite courses decided by the College.
- iii. In case applicants are from specializations other than the Art and Design fields, they must successfully complete two pre-requisite or equivalent courses. These are offered as Foundation courses before the applicant enrolls in the Masters Programme. Two pre-requisite Foundation (PMAD) courses are required for the enrolment to Masters programme in Design Management, they are:
  - PMAD 501 History and Theory of Art & Design
  - PMAD 502 Media & Culture of Art & Design.
- iv. applicable, applicants' work experience may be taken into consideration in assessing admission to the program. In this case, the applicant should be interviewed by the department to evaluate his/her past work experience and its reference to the content of study.

These students, upon admission will also be required to take the PMAD courses mentioned above.

- v. Applicants must show evidence of a minimum level of English language proficiency in line with internationally accredited tests of English language with the corresponding levels of proficiency required by RUW.
  - IELTS overall band score of 6.0, or
  - TOEFL: Paper-based 550, or Computer-based 210, or Internet-based 78, or
  - RUW English Placement Test over all band score of 6.0
- vi. If applicant does not show evidence of sufficient English skills, they will be required to take English Foundation courses offered at RUW as follows:
  - Students with IELTS overall band score between 5 and 5.5 will be required to take PMAD 504 - English Composition.
  - Students with IELTS overall band score below 5 will be required to take two courses: PMAD 500 - English for Academic Purposes and PMAD 504 -English Composition.
  - Students with IELTS overall band score of 4 or below will be required to take two courses as above (PMAD 500 and PMAD 504) and along with that they are advised to take advance English courses outside the university or join English for Academic Success Programme Level 2 (EAS 2) for enhancing their English skills.
- vii. Applicants are required to come for interview with a portfolio of their artwork.
- viii. Admission Procedures

Applicants may complete an application form available on RUW website [www.ruw.edu.bh](http://www.ruw.edu.bh) or submit a completed application form with supporting documents directly to:

**Admission Office, Royal University for Women, Al Muaskar Highway Gate 366, West Riffa 942, P.O. BOX 37400, Riffa, Kingdom of Bahrain**

Applications must be supported by a non-refundable fee of BD 30/- in order to begin admission processing.

Applicants must complete the authentication process in order to be officially accepted at RUW.

**(b) Student general entry requirements for Master of Fine Arts in Drawing & Painting;**

- i. Applicant must have a bachelor degree with a minimum GPA of 2.3 in one of the following areas of specialization: Fine Arts, Applied Arts and Design, or equivalent qualifications with good academic standing.
- ii. Applicants are required to come for interview with a portfolio of their artwork.
- iii. If applicant has a bachelor degree with a GPA less than 2.3 they will have to complete the pre- requisite courses decided by the college.
- iv. Other areas related to the specializations mentioned above can also be considered for admission. Talented applicants from other specializations in graduation may be accepted upon a portfolio review and will have to take two pre-requisite Foundation (PMAD) courses as decided by the college.

These pre-requisite courses are:

- PMAD 501 History and Theory of Art & Design
  - PMAD 503 Drawing & Painting: Material & Techniques.
- v. Applicant must show evidence of a minimum level of English language proficiency in line with internationally accredited tests of English language with the corresponding levels of proficiency required by RUW.
    - IELTS overall band score of 6.0, or

- TOEFL: Paper-based 550, or Computer-based 210, or Internet-based 78, or
  - RUW English Placement Test over all band score of 6.0.
- vi. If applicant does not show evidence of sufficient English skills, they will be required to take English Foundation courses offered at RUW as follows:
- Students with IELTS overall band score between 5 and 5.5 will be required to take PMAD 504 - English Composition.
  - Students with IELTS overall band score below 5 will be required to take two courses: PMAD 500 - English for Academic Purposes and PMAD 504 - English Composition.
  - Students with IELTS overall band score of 4 or below will be required to take two courses as above (PMAD 500 and PMAD 504) and along with that they are advised to take advance English courses outside the university or join English for Academic Success Programme Level 2 (EAS 2) for enhancing their English skills.
- vii. Applicants are required to come for interview with a portfolio of their artwork.
- viii. Admission Procedures

Applicants may complete an application form available on RUW website [www.ruw.edu.bh](http://www.ruw.edu.bh) or submit a completed application form with supporting documents directly to:

**Admission Office, Royal University for Women, Al Muaskar Highway Gate 366, West Riffa 942, P.O. BOX 37400, Riffa, Kingdom of Bahrain**

Applications must be supported by a non-refundable fee of BD 30/- in order to begin admission processing.

Applicants must complete the authentication process in order to be officially accepted at RUW.

**(c) Student general entry requirements for Master of Business Administration:**

**Degree requirement:**

Applicants should have a bachelor's degree or equivalent in any business and management related discipline.

Applicants with a university degree in a discipline outside of business and management may be accepted to register to the programme, based on an evaluation of their past work experience and its reference to the content of the programme and the successful completion of assigned prerequisite courses.

**CGPA requirement**

Applicants should have a CGPA  $\geq 2.5$  or its equivalent. Applicants with a CGPA lower than 2.5 and higher than 2.0 can be registered, subject to passing the interview and the successful completion of assigned prerequisite courses.

**Interview requirement**

All applicants must pass an interview, where necessary prerequisites may be assigned.

**Language requirements**

Applicants should have a satisfactory level of English proficiency, which is defined as follow: IELTS score of 6.0, TOEFL Paper based 550, Computer based 210; Internet based 78; or an equivalent score in the RUW English language test.

If applicants do not fulfill the required level of English proficiency, they will be required to take the following English Foundation courses offered at RUW as follows:

- For IELTS overall band score between 5 and 5.5 :
  - EPM 501- English Composition.
- For IELTS overall band score below 5:
  - EPM 500 - English for Academic Purposes
  - EPM 501 - English Composition.

- For IELTS overall band score of 4 or below:
  - EPM 500 - English for Academic Purposes
  - EPM 501 - English Composition.
  - plus advance English courses outside the university or English for Academic Success Programme Level 2 (EAS 2).

### Admission Procedures

Applicants may complete an application form available on RUW website [www.ruw.edu.bh](http://www.ruw.edu.bh) or submit a completed application form with supporting documents directly to:

**Admission Office, Royal University for Women, Al Muaskar Highway Gate 366, West Riffa 942, P.O. BOX 37400, Riffa, Kingdom of Bahrain**

Applications must be supported by a non-refundable fee of BD 30/- in order to begin admission processing.

Applicants must complete the authentication process in order to be officially accepted at RUW.

### 16.4. Required Documents

#### Undergraduate applicants:

- i. Completed Application Form
- ii. Original high school transcripts & certificate (10th, 11th & 12th Grade) attested by Bahrain government (Name as on passport)
- iii. Original equivalency letter from Ministry of Education in Bahrain (Must contain percentage). (Name as on passport) (if applicable)
- iv. Original High School Statement of Graduation
- v. Original evidence of proficiency in English (IELTS, TOEFL or RUW Placement Test).
- vi. Medical certificate from a recognized hospital. (List is available at the RUW Admissions Office) (must contain words “Fit to Study”)

- vii. Copy of government ID valid
- viii. Copy of passport valid
- ix. 4 passport sized photographs
- x. Letter of No Objection (if any)
- xi. BHD 25/- Admissions Processing Fee (Non-Refundable)

#### Postgraduate applicants:

- i. Completed Application Form
- ii. Original bachelor transcripts & certificates (attested by Ministry of Education) (Name as on passport)
- iii. Original high school transcripts & certificate (10th, 11th & 12th Grade) (attested by Bahrain government) (Name as on passport)
- iv. Original equivalency letter from Ministry of Education in Bahrain (Must contain percentage). (Name as on passport) (if applicable)
- v. Original evidence of proficiency in English (IELTS, TOEFL or RUW Placement Test).
- vi. Medical certificate from a recognized hospital. (List is available at the RUW Admissions Office) (must contain words “Fit to Study”)
- vii. Copy of government ID valid
- viii. Copy of passport valid
- ix. 4 passport sized photographs
- x. Recommendation Letters (2 or more)
- xi. Experience Certificate (if any)
- xii. Letter of No Objection (if any)
- xiii. BHD 30/- Admissions Processing Fee (Non-Refundable)

### 16.5. Recognised Secondary School Certificates

- i. Students having completed grade 12 or 13 depending on the system from which they have graduated.
- ii. Having passed a minimum of two subjects at the Advanced (A) level or four at the Advanced Subsidiary (AS) level with at least a passing grade.

## 16.6. Application Deadlines

- i. The application and registration fee are non-refundable.
- ii. Applications for Semester 1 will be accepted throughout the summer (June through August depending on availability).
- iii. Applications for Semester 2 will be accepted throughout Semester 1.
- iv. Applicants are reminded that it is their responsibility to meet the deadlines for submission of the Application Form with all supporting documentation requested.
- v. Applications submitted early will receive first consideration in programme selection.
- vi. Students must complete the authentication process in order to be officially accepted into RUW.
- vii. Applicants can apply online through the RUW website ([http://www.ruw.edu.bh/apply\\_now](http://www.ruw.edu.bh/apply_now)).

**Note:** RUW Residence application forms can be collected from the Admissions Office. Those applicants requiring accommodation in the RUW Residence must have their accommodation application confirmed by the Residence Manager.

## 16.7. Student IDs

New Applicants will be issued with their RUW Student ID number and Student Login Details upon final acceptance at the University. The Higher Education Council (HEC) of the Ministry of Education in Bahrain will issue the student HEC number upon approval of the student file within the Higher Education Council. This unique HEC ID of each student will be referred to, in all official documentation.

## 16.8. Financial Aid Programme Policy

In keeping with its commitment to provide higher education to women, Royal University for Women offers financial assistance to eligible students. This assistance is available to students for whom access to higher education may be hindered due to

financial constraints. Students availing of support through the financial aid programme are required to maintain a cumulative GPA throughout their course of study. Provision of financial aid is regulated through criteria determined by the RUW Board of Trustees.

RUW offers a limited number of financial aids at the beginning of each academic year.

- i. Applicants eligible for RUW financial aid must show evidence of having high academic standing in their high school grade. Only applicants with a high school average of 85% and above will be considered.

*Note: High academic grades do not guarantee financial aid.*

- ii. RUW financial aid covers only an approved percentage over tuition fees only.
- iii. RUW offers financial aid in the form of partial scholarships on tuition fees only depending on the written appeal and evidences provided.
- iv. The scholarship committee will assess each application on its own merit and make recommendations.
- v. Applicants are required to follow the usual admission procedure by submitting all necessary documentation along with a request letter explaining their financial situation.
- vi. The Office of the Registrar will be responsible to follow up with the applicant and to inform the applicant regarding the final decision.

## 16.9. Other Sponsorships

- i. Students may be sponsored by government organisations, public institutions or private individuals.
- ii. Sponsors receive schedules twice during the academic year.
- iii. Transcripts are sent to sponsors at the end of each semester.

- iv. Sponsored students must provide the Office of the Registrar with a copy of the sponsorship document.

### 16.10. Siblings Discount Policy:

The Siblings Discount policy encourages students to recommend their sisters to RUW. RUW will provide the sibling(s) discount to new joining students as an incentive, as well as to enable additional financial support to our students.

- i. The second sister who enrolls will receive a discount of 10% on tuition fee only.
- ii. The third sister who enrolls would receive a 15% on tuition fee only.

### Conditions of this Policy:

To avail the policy students must comply with the following listed below:

- i. Each sister must provide documentation to prove the relationship.
- ii. This policy enables the second sibling to receive the discount, throughout the Bachelor's degree programme.
- iii. Students who receive the sibling discount are not eligible for any other RUW tuition discounts.
- iv. No discounts are applicable to any of the following:
  - Admissions
  - Registration
  - Residence fees or
  - Books

## 17. Credit Transfer and Exemption

When applying for admission to RUW, applicants may apply for credit transfer by completing the appropriate form at the Office of the Registrar and submitting this with the required documentation attached.

Transfer students may be granted credits for courses passed with a grade of 'C' or above from other accredited universities.

- i. RUW will only accept up to 66% of the total credit hours of a student's specific major.

- ii. Students must complete the remaining credit hours towards their degree programme at RUW.
- iii. Transfer students cannot register for subsequent courses if their transferred courses do not meet the required criteria.
- iv. Transfer Credits will not be accepted for transfer
  - a. For Applied Studies, Foundation Level or from Vocational Institutions.
  - b. Subject levels lower than what is offered at RUW.
  - c. Subjects with credits hours less than 3.
  - d. Subjects with Notional Hours less than 12
- v. Subjects with only grade C and above will be considered and only if the grade scale is equivalent to RUW grade scale.
- vi. Only academic institutions that are recognized by the HEC will be accepted. RUW holds no responsibility if the institution is not accepted by the HEC.
- vii. Transfer credits shall be accepted provisionally until such date they have been approved & attested officially by the HEC.
- viii. Transfer credits will appear as (TR) on the official transcript and is counted towards the earned credits; they do not count towards the students Cumulative Grade Point Average.
- ix. "Final credit transfer is subject to HEC approval". RUW holds no responsibility if the transfer application is not approved by the HEC based on their evaluations for some or all subjects.

## 18. Registration Period

Registration Period dates are listed in the RUW Academic Calendar. **Once the registration processed the students are notified through email.**

### 18.1. Registration Procedure

**The registration guide involves four steps:**

- i. Advisement and consultation. Students

- meet the advisors for choosing LAR/ Elective or related concerns.
- ii. Students to be enrolled as per study plan.
- iii. Registration to be between college and office of registrar.
- iv. Students are notified via email once registration is done.
- v. Payment of fees.

New and transfer students must ensure that all required documentation is submitted to the Admissions Office prior to the registration period, particularly those documents listed in the application form.

## 18.2. Academic Advisors

### Role of Academic Advisor during Registration

Each student will be assigned an Academic Advisor at the start of their academic life at RUW. During the registration period the advisor assists the student through the registration process and advises them in making course selections in accordance with the study plan and programme requirements. The advisor informs the students of all relevant University policies and expectations.

### Role of Academic Advisor during the semester

During the semester, the advisor meets with students at regular intervals, at least four times in a semester, in the beginning of semester, after mid-term exams and before final exams, individually or in groups to assist students in making adjustments to university life. They advise students on time-management skills and provide feedback on progress. The advisor also helps the student set educational goals and to find the best services available to resolve specific student issues. Students who need early intervention get the required support from their academic advisors. Each faculty member displays his/her teaching hours and availability schedule for students to request appointments should they have queries or concerns.

The academic advisor is responsible to maintain the following documentation:

- i. Advising log of all their advisees

- ii. Documenting the meeting with the student and/or the parent
- iii. Ensuring delivery of letters to the student and /or the student's parent(s)/ guardian(s) as outlined in the absence penalties.
- iv. Drawing up the student's learning contract.
- v. Forwarding any non-academic issues to the Dean of Students.

## 18.3. Class Schedule

The class schedule is available two weeks before the registration period in each term from the RUW website or the Office of the Registrar. The class schedule reflects the day, time, room number, faculty name and credit hours. Class schedule information is subject to change and is updated as courses are added, cancelled, re-scheduled or relocated.

*It is the responsibility of all students to consult the class schedule at the time of registration and again before classes begin, to ensure that changes do not result in conflicts in their schedule.*

## 18.4. Course Load

### Full time students

Students shall be considered fulltime if they are registered for a minimum of 12 credit hours per regular semester (Semester 1 or Semester 2). Enrolment is optional for courses offered in the Summer Semester.

The following are applicable to fulltime students enrolled in a degree programme:

- i. Fulltime students with a Cumulative Grade Point Average (CGPA) of 2.0 or above may register for a minimum of 12 and a maximum of 18 credits per semester as recommended by their Academic Advisor.
- ii. In accordance with HEC regulations, graduating students may take an additional 3 credits (a maximum of 21 credits) in their final regular semester only.

- iii. The maximum load permitted for the Summer Semester is 9 credits except for graduating students who may take up to 12 credits in their final summer semester as permitted by the HEC regulations.
- iv. Students on academic probation must register for a maximum of 12 credits per semester. In some cases they may repeat a course in which a grade of D or F was obtained, inclusive of the total 12 credits taken in that semester.

*It is the student's responsibility to follow all College regulations regarding course load.*

### Part time students

- i. Part time students may register up to 9 credits per semester.
- ii. Students with undeclared majors or students transferring from one programme to another or transferring students from other accredited universities fall under this category.

### Audit students

A student who wishes to attend a course for reasons of personal development but does not wish to attend all classes or take examinations or receive a final grade with credits for that course may register under the audit category by fulfilling the following requirements:

- i. Audit students may register for 3-6 credits per semester.
- ii. Collect an Audit Registration form from the Office of the Registrar.
- iii. Pay 50% of the total course fee per credit.
- iv. A student is not required to take or to pass examinations in an Audit category course.
- v. A Certificate of Attendance may be issued to a student under audit status upon request, and to a student who has attended a minimum of 60% classes.
- vi. Full time students are not allowed to take courses as audit students, unless specifically allowed by the Dean of College.

### Visiting students

A visiting student is an undergraduate applicant who is currently enrolled at another institution as a student and intends to earn a degree from that institution but wishes to take a course or more at RUW

- i. Interested students must submit an application form and a letter from their home university approving or stating students' eligibility to study as a visiting student to the Office of the Registrar.
- ii. Visiting students should check with their home institutions about the transferability of RUW credits to their programmes.
- iii. A student may register as a visiting student for a maximum of one academic year.

### Study Away and Abroad

- i. Interested students must complete the 'Study Away and Abroad' form available from the Office of the Registrar
- ii. Study away and abroad offers students the option to study courses not offered by RUW, at institutions in foreign countries
- iii. An enrolled student who plans to take courses at a foreign university during the and to transfer credits earned for that course of study, must obtain prior approval from the Dean of College.
- iv. Only non-major courses will be allowed for transfer of credits.
- v. A minimum grade of 'C' is required to transfer course credits earned abroad.
- vi. Students must complete their last academic year at RUW.

### 18.5. Courses Taken Under the Pass/Fail Option

- i. Courses taken under the pass/fail option will be excluded from the grade point average calculations but will be included in the total credits attempted.

- ii. Credits for courses with a final grade of 'Pass' will also be included in the number of credits earned.

### 18.6. Class Attendance

Students must attend all classes and scheduled University activities. Attendance is recorded in class by each faculty member.

#### Attendance Regulation:

- i. At the start of each class the Instructor records the attendance;
- ii. Students arriving within 15 minutes of the start of the class will be marked as "excused late";
- iii. Students who arrive after 15 minutes have elapsed will be marked as "absent late" unless they provide a valid excuse for the delay;
- iv. The percentage absence and/or the number of classes missed per course are calculated on a weekly basis.
- v. The percentage is calculated for each course separately as follows:
  - a. The number of contact hours the student has missed for the course within a semester/ the total contact hours for the course throughout the semester.
  - b. At each absence percentage, an absence warning is issued electronically or in hard copy and is delivered to students and/or their relevant guardian to alert them of their absence and related consequences.
  - c. The OoR reports the student's absence to her relevant academic advisor regarding absences.
- vi. The academic advisor maintains a record of all meetings regarding absence / attendance.

#### Valid Reasons for Absence

Students with supporting documentation will be excused in the following cases:

- i. Sickness (verified by Doctor's Certificate).
- ii. Maternity leave (verified by Doctor's Certificate or baby's birth certificate).
- iii. Death of an immediate relative (verified by Death Certificate) and
- iv. Marriage (verified by a Marriage Contract).

**These documents must be submitted to the instructor/s within 48 Hours of missed class/es. No student is allowed to have more than 25% absence in any given course.**

#### Absence Penalty

All absences will be tracked by faculty members:

- i. At 10% absence, First warning letter will be generated automatically by the system and directed to student by email.
- ii. At 15%, Second warning letter will be generated automatically by the system and directed to student by email.
- iii. At 25% absence (20% for Orientation) including sick leaves Final warning letter will be generated automatically by the system and directed to student by email
- iv. If a student misses any further class after the final warning has been issued, the student will not be permitted to take the final examination and 'W' grade will be assigned automatically to this course (There will be no refund of fees). Student has to repeat this course if it is mandatory.
- v. The Student may submit an appeal for the 'W' grade to the Office of the Registrar within 5 working days.

#### Leave of Absence

A student is allowed to apply for Leave of Absence only twice during her course of study at RUW. An application can be made for a maximum of two semesters. Any extension requests will require the approval of the President. A student will not be allowed to apply for Leave of Absence if it will obstruct her graduating in the allowed maximum period (8 years).

### 18.7. Add / Drop Courses

Add / Drop Courses, any changes made to the first schedule submitted are considered as add/drop.

- i. The add/drop period is stated in the RUW Academic Calendar.
- ii. Students are allowed to add and drop courses during the first two weeks of the regular semester.
- iii. The first week in a semester is the period during which add/drop is permitted **without penalty**.
- iv. During second week in a semester student may add/drop however a **penalty will apply**.
- v. During the third week of classes a student may drop a course, but this will be considered as a 'Withdrawal' from that course. 'W' will appear on the transcript. This will not affect the student's GPA.

### 18.8. Withdrawing from a Course

Students may withdraw from a course starting from third week of a semester and not later than end of the 12 week of classes (two weeks prior to the final examination). A 'W' will appear on the transcript. This will not affect the student's GPA.

- i. The withdrawal period is stated in the RUW Academic Calendar.
- ii. Students who wish to withdraw from a course must contact the Office of the Registrar for information on procedures.
- iii. Course Withdrawal forms are available from the Office of the Registrar and should be completed and submitted for the withdrawal to be processed.
- iv. Students who wish to withdraw from College or Majors Requirement Courses should contact their academic advisor for consultation.
- v. Students may withdraw from individual courses and receive 'W' on their transcript within the withdrawal deadline
- vi. The responsibility for initiating a withdrawal and informing the Office of the Registrar rests solely with the student.

- vii. The date on which a student submits a withdrawal form to the Office of the Registrar, will be considered the official date of withdrawal, even if the student stopped attending lectures prior to this date.
- viii. There will be no refund of fees for course withdrawals (refer to the refund policy) after the deadline has elapsed.
- ix. Sponsored students must submit a copy of approval of course withdrawal from their relevant sponsor(s).
- x. Withdrawal from courses must occur no later than the end of the 12th week of classes.
- xi. From the 13th week of classes and up to the last day of classes, an F grade will be recorded in the transcript.
- xii. Students must contact the Office of the Registrar if they wish to appeal the F grade. Each case will be assessed on its own merit.

### 18.8.1. Withdrawing from the University

Students considering withdrawing from the University are strongly urged to consult with their academic advisor and the Dean of College. They should also contact the Office of the Registrar for consultation and information on policies and procedures.

- i. University Withdrawal forms are available from the Office of the Registrar and should be completed and submitted for the withdrawal to be processed.
- ii. The responsibility for initiating a withdrawal from the University rests solely with the student.
- iii. Notification from faculty member concerned will not be accepted by the Office of the Registrar as a notification of withdrawal from the University.
- iv. Absence from class will not be accepted by the Office of the Registrar as a notification of withdrawal from the University.



- ii. Final admission into the new Major will depend on the capacity of the Major to accept new students, and to satisfy the requirement for admission to the programme of study you wish to join.
  - iii. The Dean of the college has the final approval on the change of major request. (Approval will be based on earned credits and duration of study).
  - iv. Student is allowed to transfer only twice while they are at the University.
  - v. Change Major Grade will be assigned (CM) to the courses that are non- transferrable to the new programme. Those non-transferrable courses are then marked in the student Transcript with 'CM' and not counted towards the students' new CGPA.
  - vi. Depending upon the similarity and equivalence of the courses, only credit hours of equivalent courses shall be transferred regardless the final grades earned and it will be counted towards the students' new GPA.
  - vii. Transfer of courses will be done as per to the courses listed in the Study Plans.
  - viii. Liberal Arts courses will be transferred to the new major regardless the final grades earned in the course as these courses could be used to meet degree requirements in both current and the new target majors.
  - ix. Sponsored students must submit a copy of the sponsors' approval of Undergraduate Programme Transfer request prior to obtaining the university's approval on the change request.
- As per HEC directive the student will get a total of 8 years to complete the Bachelor's programme including the time spent in earlier major
- ii. Admissions, placement test and registration fees once paid are non-refundable and non-transferable.
  - iii. Final fee is confirmed at the time of Registration depending on the number of credits registered.
  - iv. Registration fee must be paid before the start of classes.
  - v. Students who do not pay their tuition fees before the commencement of the semester are subject to having their registration for the current semester cancelled.
  - vi. Students with outstanding dues are subject to being placed under "Financial Hold". Registration for course is on hold till clearance of dues is received by Finance Office; also, final grades are withheld by the office of the registrar and requests for transcripts denied.
  - vii. Students in arrears may be denied registration for the new academic year unless approved and authorised by the Finance office.
  - viii. University policy mandates the withholding of degrees of a non-paying student until such time as debts owed to RUW are paid in full.
  - ix. Please refer to the latest fee schedule for corresponding course fee information.
  - x. RUW accepts cash, cheque or electronic payments.
  - xi. The Bahraini Dinar is the only currency accepted for making cash payments.
  - xii. Students can visit the Finance office to work out a payment plan.

### 18.12. Fee Schedule

- i. Fees for each academic session are available from the Office of the Registrar and on the RUW Website [www.ruw.edu.bh](http://www.ruw.edu.bh)

## 19. Academic Records and Transcripts

### 19.1. Credit System

RUW Colleges use a credit system to indicate the number of contact hours with a teacher and the study time of the course. A credit hour is a contact hour. A course is a self-contained unit of study which is the responsibility of a single faculty member. A course is

defined in terms of contact hours for instance, a '3 credit course' equates to 3 contact hours per week for one semester, totalling 45 contact hours per semester. For studio based courses contact hours may be more than the credit hours.

### 19.2. Course Specifications

Course specifications are available from the respective Dean of College. They include the course descriptions, Intended learning outcomes, assessment details, content and topics, instructional material and resources, method of evaluation, credit hours and prerequisites.

### 19.3. Pre-requisites and Co-requisites

- i. Students must pass a pre-requisite course with a minimum passing grade.
- ii. If the student has not passed the pre-requisite course, registration is at the discretion of the Dean of College in consultation with the Registrar.
- iii. Equivalent courses satisfactorily completed with a grade of 'C' at other institutions may also meet prerequisite requirements for transfer of credit upon approval of the relevant Dean of College.

### 19.4. Grading

Courses can be graded either by letter grades or in percentages depending on course content, but the official final grade for each course is the letter grade.

#### Grade values for the English for Academic Success Programme:

Letter Grade	Category	Grade Value
HD	High Distinction	90 - 100
D	Distinction	80 - 89
M	Merit	70 - 79
P	Pass	60 - 69
CP	Conditional Pass	51-59*
F	Fail	0 - 50

\*Applicable ONLY to EAS 2 students

#### Grade values for Undergraduate Programmes:

Quality Point Average	Grade	Grade Value	Category
4.0	A	90 - 100	High Distinction
3.7	A-	87 - 89	Distinction
3.3	B+	84 - 86	Very Good
3.0	B	80 - 83	Commendable
2.7	B-	77 - 79	
2.3	C+	74 - 76	Good
2.0	C	70 - 73	Satisfactory
1.7	C-	67 - 69	
1.3	D+	64 - 66	Pass
1.0	D	60 - 63	Marginal Pass
0	F	59 - below	Fail

**Note:** For Masters Programmes the grading scale is available in the RUW Postgraduate Studies Regulations.

#### The following abbreviations may be used in student grade sheets and transcripts:

##### AU: Audit category

This category of enrolment applies to student(s) enrolled in a programme, a number of courses or a single course for the purpose of benefiting from obtaining knowledge or to fulfil an interest on certain topics. Audit courses are neither included in the calculation of GPA nor towards credit hours.

##### CM: Change Major

This category applies to student(s) who transfer from an academic programme to another programme at the same college or to another college where not all courses are transferrable to the new programme. Those non-transferrable courses are then marked with 'CM' and not counted towards the students' new GPA.

##### INC: Incomplete

This category indicates pending grade for which the student has not submitted all required work, assignments, or projects and exams for that particular course.

**TR: Transferred Credit**

This category refers to credits that are transferred from an accredited university. Transferred credits will be reflected on the original transcript and will be included in the cumulative credits passed, but will not be included in the calculation of GPA or towards total credit hours attended.

**P: Pass**

A grade given to a particular course with a pass grade is not included in the GPA but is recorded as attended.

**W: Withdrawn**

A 'W' is reflected in the transcript if a single course or multiple courses are dropped after the add/drop and before withdrawal deadline has elapsed. The 'W' does not impact on the calculation of the GPA nor towards total credit hours attended or passed.

**N/A: Not Applicable**

Indicates that a relevant grade is not applicable for calculation or is not recorded in the transcript and not included in the calculation of GPA.

**F: Fail**

Indicates that a student has failed a course and affects the calculation of GPA and total credit hours attended and passed

**19.5. Grade Point Average (GPA)**

- i. Academic standing is determined on the basis of the **Grade Point Average (GPA)**.
- ii. The **Semester Grade Point Average (SGPA)** is the grade point average earned in a particular semester. It is calculated for each semester using all course grades.
- iii. The **Cumulative Grade Point Average (CGPA)** is calculated using the entire record of courses including repeated courses.
- iv. Grades D and F are included in the calculation of the CGPA.
- v. A repeated course is indicated with a notation of [] on the transcript.

- vi. A student may repeat a failed course to obtain a better grade and improve her GPA.
- vii. The failing grade will appear on the transcript along with the repeated course.
- viii. A repeated course with a [] notation overrides the failing grade and is counted towards the calculation of the CGPA.

**19.6. Projected Grades**

- i. A student's projected grade for a course section will be calculated using the student's grades for the course activities which the instructor has chosen to count toward the final grade.
- ii. Student's projected final grades will be displayed online via PowerCampus self-service system on the faculty Grading page, on the students' Grade Reports, and for advisors.
- iii. If the student has received a grade for at least one course activity, the system can calculate the final grade the student is projected to earn for the course.
- iv. All graded activities will be used to calculate the projected grade for a course. No activities are dropped.
- v. The system will display the projected Score for the course and the corresponding letter Grade, according to the specified Final Grade Mappings.
- vi. The projected grade will be listed until the end of the last teaching week of each Academic semester.
- vii. The projected grade calculations are NOT and should not be considered your official final course grade, Official final grade will be reported at the end of the Academic Semester.

**19.7. 'A' Credit Policy**

- a. An 'A' credit is awarded to students who organize, assist in organizing, and

participate in university/college specific events including but not limited to:

- Events and ceremonies organized by Office of Student Life
  - Events organized by colleges
  - Workshops, conferences and seminars (in-house)
  - Workshops, conferences and seminars (outside and approved by the Dean of College)
  - Student Clubs
  - Community Engagement
  - Educational fairs
- b. An 'A' Credit is awarded to students based on the number of hours of participation / involvement.
  - c. Only one 'A' Credit may be obtained within a given semester.
  - d. A student may get up to three 'A' Credits in the entire course of her studies.
  - e. The 'A' Credit cannot be used to enhance CGPA for graduation or to be placed on the Dean's list; it will only contribute to the CGPA at the time of graduation once the student is eligible to graduate (Not applicable for official withdrawal cases)
  - f. Participation / involvement must be at least 15 hours in a semester for the student to be eligible for the credit.
  - g. Students studying in the English for Academic Success, do not qualify for the 'A' Credit.
  - h. Students with academic misconduct cannot apply for the 'A' credit during that semester.
  - i. Students studying EAS 2 with LAR were eligible to earn an 'A' Credit. Students studying EAS 2 without a LAR course or another course from the programme were not eligible to earn an 'A' Credit
  - j. Students placed under probation, do not qualify for the 'A' Credit.
  - k. Students with 21 academic credit load

cannot apply for the 'A' credit during that semester.

### Procedures:

- a. It is the responsibility of the student to maintain the activity logbook.
- b. The activity logbook is issued to students by the Office of Student Life during orientation.
- c. For events organized by a college, the student must have her Activity Logbook signed by the facilitator in charge of the event who verifies the number of hours of attendance/ involvement followed by a signature of the HoD or Dean of the college.
- d. For events organized by the Office of Student Life (OSL), the student must have her logbook signed by the Student Activities Officer and the Director of OSL confirming the number of hours of attendance/involvement.
- e. For events organized by the Student Council, the student must have her logbook signed by the Student Council President or Vice President and verified by the Office of Student Life confirming the number of hours of attendance/ involvement.
- f. For events organized by a club, the student must have her logbook signed by the club president and the club mentor, confirming the number of hours of attendance / involvement.
- g. At the end of the semester, the activity logbooks are signed by the Dean of College, Registrar and the Director of OSL.
- h. OSL compiles a list of students who are to receive the 'A' Credit and sends the list to the Registrar.
- i. The Registrar adds the 'A' credit in the system at the end of each semester.
- j. Once a student is eligible to Graduate, the Registrar is responsible to add the

'A' credits to the CGPA of the Graduating student.

### 19.8. Transcripts of Academic Records

- i. Students may request a copy of transcripts from the Office of the Registrar at the end of a semester.
- ii. Official transcripts will only be released to others with a signed request from the student.
- iii. Transcripts can be collected in person or sent directly to the address provided by the student all additional
- iv. Postal / delivery fees are to be borne by the student.
- v. RUW cannot be held responsible for transcripts that are lost or delayed in the post.
- vi. Transcripts will not be issued to a student with outstanding fees.

### 19.9. Academic Probation

- i. The Academic Probation of a student is determined by her course grades at the end of each semester and overall CGPA at the end of AY.
- ii. A student with less than 2.00 CGPA will be placed on probation and will be allowed to carry a maximum load of 12 credits excluding the following:
  - First semester of joining the college.
  - First semester after changing the major (Previous major probation/s will not be counted in the new major)
  - EAS programme semesters (both levels, EAS1 & EAS2)
  - Successfully passed 75% of the credit hours required for degree programme (Provided the total period of her course of study does not exceed 8 years)
  - Summer semesters (Student can register for a maximum of 9 credits)

- iii. To be eligible to graduate, a student must achieve a minimum CGPA of 2.0 over a period of not less than 3 years and not more than 8 years.
- iv. The advisor should follow up with the student on her performance and academic load.
- v. A student who is dismissed from a specific programme may apply for transfer to another programme within the same College or to a different College according to the rules and regulations that govern transfers. However, if the student fails to achieve the minimum required CGPA in the new programme she will be dismissed from the University but may apply for readmission after one calendar year.

### Academic Probation Procedures

- i. **Probation I:** If a student falls below the minimum required CGPA for a single regular semester she will receive a letter via email from the Office of the Registrar requiring the student to meet with the Dean of the College. The Dean together with the advisor will advise the student to registers for all courses with F and D grades as per the credits attempted and CGPA achieved
- ii. **Probation II:** Student placed on probation I will be given two academic semesters to improve the cumulative GPA to a minimum of 2.0, Should students fail to improve her cumulative GPA to a minimum of 2.0/4.0, she will be placed on Probation II and will receive a letter via email from the Office of the Registrar requiring the student to meet with the Dean of the College. The Dean together with the advisor will advise the student to registers for all courses with F and D grades as per the credits attempted and CGPA achieved.
- iii. **Probation III:** Student placed on probation II will be given two academic

semesters to improve the cumulative GPA to a minimum of 2.0, Should students fail to improve her cumulative GPA to a minimum of 2.0/4.0, she will be placed on Probation III and will receive a letter from the Office of the Registrar via email requiring her to obtain approval from the Academic Vice President in order to continue her course of study, as per the study plan approved by the advisor and Dean.

- iv. **Probation IV:** Student placed on probation III will be given two academic semesters to improve the cumulative GPA to a minimum of 2.0, Should students fail to improve her cumulative GPA to a minimum of 2.0/4.0 she will be placed on Probation IV and her case will be referred to the President for a final decision as to whether she may continue her course of study.

### Important Considerations:

- A) Any student who is not able to achieve the required CGPA (as per the credits attempted) even after Probation IV will be dismissed from the University.
- B) To be eligible to graduate, a student must achieve a minimum CGPA of 2.0
- C) A student can graduate over a period of not less than 3 years and not more than 8 years
- D) A student gets 2 regular semesters to raise her GPA before being put to next probation.

### 19.10. Incomplete Grades and Deadlines

The work for a course must be completed and submitted by the end of the final exam day or submission date set by the College for that course. Students must notify the Office of Registrar in writing (INC Form) one week before the start of the final Examinations.

- i. An 'INC' grade is given as a final grade in any course only if there is a compelling

medical or other emergency certified in writing by a medical doctor or other professional.

- ii. In case of unexcused incomplete work, an 'F' grade is given for the incomplete work with the course grade computed accordingly.
- iii. An extension of the deadline may be granted by the Dean of College under extenuating circumstances provided that supporting documentation proving the cause of delay is submitted.
- iv. The lecturer submits the grade sheet marked 'INC' along with the new submission deadline to the office of the Registrar.
- v. When the work is submitted the new grade will replace the 'INC' on all official grade sheets and transcripts.
- vi. The maximum extension allowed is one semester.
- vii. In the event that the deadline is missed a second time the student receives an immediate 'Fail'.

### 19.11. Extenuating Circumstances

#### A. Course Work Extensions

- i. If, in the Dean's opinion, there are extenuating circumstances with relevant justifications and supporting documentation which cause a delay in the submission of required course work, an extension of the deadline may be granted
- ii. Where the new deadline is after the end of the course, the lecturer will submit a grade of 'INC' and notify the office of the Registrar
- iii. When the work is submitted the new grade will replace the 'INC' on all official transcripts and records
- iv. The maximum extension allowed is one semester.

**Note:** For graduate students please refer to the Graduate Student Handbook.

### B. Exceptional Circumstances

- i. In exceptional circumstances with supporting documentation, and with the approval of the Dean of College and the Registrar, the deadline may be further extended, in which case the grade of 'INC' will remain on the student's report until replaced by the new grade at the date of the deadline given.

### C. Unexcused Absence from Examinations or Non-submission of Course Work

- i. Students who fail to attend final examinations or submit required course work by the due date shall be assigned a final grade of 'F'.

### D. Repeating a passed course

- i. A student may repeat any passed course once only to obtain a better grade or to improve her GPA.
- ii. In the case of repeating a passed Major elective course, the student may repeat the same Major elective course (if offered) or replace the requirement by taking any other Major elective course offered at the University (student must notify the Registration office by filling the course repeat approval form).
- iii. In the case of repeating a passed LAR course, the student may repeat the same LAR course (if offered) or replace the requirement by taking any other LAR course offered at the University (student must notify the Registration office by filling the course repeat approval form).
- iv. Only the last grade (including 'W') of the repeated course is counted in the calculation of the CGPA.
- v. Any repeated course may be counted once only towards the total number of credit hours required for graduation for the relevant bachelor's degree.
- vi. A repeated course is indicated with a

notation of '['] on the student's official academic transcript.

- vii. Transfer students from an international accredited university with a grade which is of a passing criterion in that university but is lower than the grade of 'C' as accepted by the HEC regulation will have to repeat the course at RUW. However, for such a student; the Dean, in consultation with the course instructor and with approval from the Vice President Academic, may be granted exemption from some of the classes and may approve an exceptional assessment strategy.
- viii. The transferred courses will appear in the students' academic records as well as the relevant repeated courses in which only repeated courses marked with a notation '['] will be counted towards the calculation of the GPA.

### E. Repeating a failed course

- i. A student may repeat any failed course maximum up to two times to obtain a passing grade and to improve the GPA.
- ii. The approval of the Dean of College is required to allow a student to repeat the failed course beyond two times.
- iii. In the case of failing a major elective course, the student may repeat the same course (if offered) or replace it by taking any other major elective course offered at the College (student must notify the Registration office by filling the course repeat approval form).
- iv. In the case of failing a LAR course, the student
  - a. must repeat the same course in the subsequent semester, or
  - b. replace it by taking any other LAR course offered at the University during the course of their study.
 Student must notify the Registration office by filling the course repeat approval form.

- v. In case of failing a Major elective course, the student
  - a. must repeat the same elective course in the subsequent semester, or
  - b. replace it by taking any other elective course offered at the college.
 Student must notify the Registration office by filling the course repeat approval form.
- vi. However, the failing grade will appear in the student's academic record along with the relevant repeated courses.
- vii. Only the repeated courses with a notation [ ] will be counted towards the calculation of the GPA.

#### F. Extra Courses

- i. Courses taken outside the degree programme requirements are classified as extra courses and will not be included in the calculation of GPA
- ii. Students willing to take extra course(s) outside of their core study plan; need to collect an extra course registration form from the Office of the Registrar and need to obtain the advisor and the college Dean Approval (during the registration period).
- iii. Sponsored students must obtain approval for extra course(s) registration from their relevant sponsor(s).
- iv. The OoR will notify the course instructor about the student(s) who register the course as an extra course.
- v. Extra courses will appear on the student's Transcript with the final course Grade (Pass or Fail) and will not be included in the cumulative Grade Point Average (CGPA).
- vi. Student need to pay the total Full course fee for the extra course category.

#### 19.12. Programme Completion

- i. Students must obtain and maintain a CGPA of 2.0 or above to pass any of the

Bachelor Degree programmes.

- ii. The minimum number of credits required to complete a Bachelor Degree Programme at RUW must be completed over a period of not less than 3 years and not more than 8 years, in accordance with HEC directives.

**Note: For completion regulations applicable to graduate programmes, refer to RUW Postgraduate Studies Regulations**

## 20. Examination Information and Regulations

- i. Final and mid-term examination schedules are published by the Office of the Registrar 2 weeks before the examination period.
- ii. A copy of the examination schedule is posted on the Registrar's notice board, college notice boards, CCTV and the RUW website. In addition, students are also informed via email and SMS.
- iii. In addition to the general policies listed here, students should consult their College Handbook and student handbook for specific regulations.

### 20.1. Centrally Administered Final Examinations

- i. Final examinations are held during the examination period following the last day of teaching of the semester.
- ii. The dates of the examination period are listed and published in the Academic Calendar which is circulated at the start of each Academic Year

### 20.2. Examination Hall Rules

- A. Students must have a valid RUW student ID card to enter the exam hall. Forgetfulness is not an acceptable excuse.
- B. Once students have presented themselves for an examination, they must write that exam and submit all

- written work sheets and question papers to the invigilator before leaving
- C. Students are not permitted to enter the exam hall if they arrive more than 30 minutes after the advertised time.
  - D. Students are not permitted to leave the exam hall until half of the exam time has elapsed from the start of exam time
  - E. Students are not permitted to have in their possession any unauthorised items such as cell phones, iPods, MP3 players, PDAs and other web-access devices during an examination (excluding approved calculators).
  - F. Possession and/or answering mobile phones or sending and receiving text messages is considered as cheating during an examination.
  - G. All students are responsible for making themselves aware of the University examination regulations and the Student Code of Conduct and disciplinary procedures, available on the RUW website and in the Student Handbook.
  - H. It is the responsibility of the students to check the date, time and venue of the examinations by checking examination schedules posted on the Registrar's notice board and on the RUW website
  - I. Unauthorised communication between students during an examination either through speech, in-writing, electronic means such as text messaging or any other form of transmission is not permitted and shall be considered as violation of examination hall rules.
  - J. Cheating in examination includes but is not confined to copying from another's paper, giving or receiving unauthorised assistance, obtaining unauthorised advance knowledge of questions on an examination, and using mechanical or making devices or procedures to achieve false scores on machine graded examinations.
  - K. Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University.
  - L. The invigilator is authorised to verbally warn/move/or confiscate students answer sheet if cheating occurs.
  - M. Cheating cases are referred to Disciplinary Committee for further action as per the policy.
  - N. Students who may require special assistance for examinations should consult with the Dean of College / Dean of Student Life. The Dean of College will notify the Registrar.
  - O. Students are cautioned not to make travel arrangements to leave Bahrain prior to the end of any scheduled examination period.

### 20.3. In-Course Assessment and Testing

As per the RUW Assessment Policy

- i. Students will be informed of all course requirements at the start of each semester.
- ii. All colleges will publish the assessment schedule of all assignments that count towards the final course grade (including the methods, number of assessments, weighting and deadline for submission) in the Course Specification which is distributed at the start of each academic semester for each course.
- iii. All course work is assigned early in the semester to allow for students to complete all assignment(s) by the due date.
- iv. The due date for course work will be according to the published deadlines and no later than the last day of classes.

### 20.4. RUW Final Examination policies

#### a. Weighting of a Final Examination

The weighting of a final written examination shall be between 20-

50% of the final course grade. No one assessment, including the final written examination, shall exceed 50% of the contribution to the final course grade.

#### b. Special Treatment

No lecturer may give special treatment regarding examinations to any student. Students requiring special arrangements or having extenuating circumstances must apply to the Dean of their College for consideration.

#### Scope

These regulations apply to courses given in all semesters according to the University timetable.

#### c. Deferred Examinations

- i. Students who have not written one or more examination(s) for extenuating circumstances may request in writing along with supporting documents such as compelling medical reasons or other such emergency certified in writing by a medical or other professional to receive permission from their respective Dean to defer the examination.
- ii. Students who miss a **final examination**, with an appropriate to extenuating circumstances and with supporting documentation, may request a deferred examination in writing to the Registrar.
- iii. A Deferred Examination form can be obtained from the office of the Registrar
- iv. Students must apply for deferral exam within 48 hours of the **missed final exam** and pay the deferral examination fee, but will be allowed to sit for the missed exam in the first week of the following semester.
- v. No deferred examination request will be approved unless there is compelling medical reason or

other such emergency certified in writing by a medical doctor or other professional.

- vi. The student will receive an Incomplete grade (INC) on the official transcript for the relevant courses.
- vii. The deferred exams for Semester 1 will be held in the first week of Semester 2; For Semester 2 they will be held in first week of Summer; and for Summer semester they will be held in the first week of Semester 1 of next AY.
- viii. Upon completion of the deferral exam the Incomplete (INC) on the student's official transcript is replaced and updated with new grade.
- ix. If the student fails to sit for the deferral exam the student will be awarded zero grade for that particular final exam missed and receive a letter grade based on the total grade of in-course assessments obtained in that semester.
- x. In case a student wishes to appeal an 'F' grade to obtain a better grade, they have the right to appeal for grade.

#### d. Posting of grades

The Office of the Registrar is responsible for announcing the final examination grades.

- i. Instructors will not release grades to students without completion of due process
- ii. Students are not permitted to discuss their final grades directly with the instructors
- iii. The office of the Registrar will **publish grades within ten (10) working days** from the date of the last final examination date.
- iv. The Final grades will be published on each students' account on RUW Self-Service.

- v. RUW reserves the right to withhold grades of students with outstanding fees or other university requirements.
- e. Student Grade Appeal**
- Students have the right to feedback on all elements of their assessment excluding final written examinations. If the student wishes to appeal against the grade, they must apply in writing to the office of the Registrar before the advertised deadline.
- i. A student may apply for grade appeal only once towards any one course.
  - ii. Grade appeal forms are available from the office of the Registrar.
  - iii. To be accepted, grade appeal forms must be submitted on time along with payment of relevant fee receipt.
  - iv. The deadline for grade appeals will be **ten (10) working days after the day of posting of grades.**
- viii. Community engagement (if applicable).
  - ix. Evidence of leadership (mandatory).

**b. Leadership Award**  
**Selection criteria**

- i. Candidates will be nominated by Director of Office of Student Life.
- ii. Nominee must be a full-time student of RUW and have completed at least one full academic year at degree programme level.
- iii. Nominees will demonstrate a high level of leadership and service within the university community, whether through initiating and implementing innovative projects through the student council or through teamwork, public service within local communities, or through a combination of several categories.
- iv. The candidate should be of good academic standing with a CGPA of 2.5 and above.
- vi. Creative activity (if applicable).
- vii. Campus service / involvement in extracurricular activities e.g.: student council, sport activities etc. (mandatory).
- viii. Community engagement (if applicable).
- ix. Evidence of leadership (mandatory).

**c. Dean's List**  
**Selection Criteria**

All undergraduate students enrolled in a given college who have shown remarkable performance at the end of each academic year are eligible for nomination to the Dean's List. The Office of the Registrar issues the Dean's List at the end of each Academic Year. A student is placed on this list if she meets the following criteria:

- i. The student must be enrolled full-time at RUW.

## 21. University Awards

Royal University for Women awards its students for outstanding performance as listed below:

**a. President's Award**  
**Selection criteria:**

- i. Candidates will be nominated by faculty members or Head of Department to the Deans.
- ii. The nominee must be a full-time student of RUW and have completed at least one full academic year at degree programme level.
- iii. Each Dean of College will forward nominations in writing to the President who will approve one nominee per college/ programme.
- iv. The nominee should be of good academic standing with a minimum **CGPA of 3.5 and above.**
- v. Academic Excellence (mandatory).
- vi. Creative activity (if applicable).
- vii. Campus service/involvement in extracurricular activities e.g.: student

- ii. Must not have faced any disciplinary action in any semester of that Academic Year in review.
  - iii. Must not have been placed on academic probation during any semester of the Academic Year in review.
  - iv. Must be registered with a minimum TOTAL of 30 credit hours as an enrolled student for that Academic Year in review (including courses passed in summer).
  - v. Must be of good academic standing, with no failing grades or incomplete grades in any course during any semester of that Academic Year.
  - vi. Have obtained a Semester Grade Point Average (SGPA) of 3.50 and above for all semesters of that academic year in review (**including summer**) and
  - vii. An overall Cumulative Grade Point Average (CGPA) of 3.50 and above.
- A student will be placed on the Dean's list if she has met all of the above criteria for each semester of that academic year in review (**including summer**).
- v. A Bachelor's Degree includes Liberal arts required courses, College required and major (specialisation courses).
  - vi. The Liberal Arts Requirements (LAR) includes elective courses that are common and could be taken by students across colleges.
  - vii. Arabic Language and History of Bahrain are mandatory LAR courses starting academic year 2007-2008 and Human Rights has been added since academic year 2013-2014 as per HEC regulations.
  - viii. College requirements include courses that; should be taken by all students in that college.
  - ix. Major requirements include all courses that should be taken by all students of that major where major refers to the specialisation.
  - x. The Office of the Registrar must be notified immediately when a final year student changes her expected graduation semester. Failure to do so may result in the postponement of a student's graduation.
  - xi. **The minimum CGPA required to graduate is 2.0**
  - xii. If all requirements for graduation are met, the student's record will be updated with the 'Degree Awarded' notation at the appropriate time.

## 22. Graduation

- i. In order to graduate, a student must complete all University, College and Programme requirements.
- ii. It is the student's responsibility to ensure that all College requirements are met before graduation.
- iii. All students should check with their Academic Advisor early in the graduating year regarding questions about meeting the necessary programme requirements by graduation time.
- iv. A minimum of 132 credits are required to be awarded any Bachelor Degree at RUW except for the Law Programme which requires 141 and the Architectural Design Programme which requires 162 credits.

## 23. RUW Graduate Attributes

- i. Achievement of the goals and objectives of their learning programme.
- ii. Creativity and enterprise.
- iii. Critical thinking and reflective practice.
- iv. Independence in learning including awareness of individual strengths and weaknesses.
- v. Self-motivation.
- vi. Appropriate Communication skills.
- vii. Commitment to lifelong learning.
- viii. Preparedness to work in a culturally diverse society.

- ix. Good citizenship.
- x. Clarity of vision and planning.

## 24. General University Information, Regulations and Policies

### 24.1. Student Surveys Policy

RUW undergraduates are required to complete course and teacher evaluations and satisfaction surveys. These surveys are used to monitor, review and improve the university's administrative and academic services. Senior students who are in their last semester before graduation are required to take the 'Undergraduate Exit Survey' prior to the graduation ceremony. The results of these surveys are assessed by the Executive Leadership Team to ensure that appropriate actions for development and improvement are taken by relevant entities.

### 24.2. Access to Records

- i. Progress reports or any other academic information pertaining to a student will be sent to only guardians/ individuals identified on the student's application forms.
- ii. Students are expected to ensure that parents, guardians and/or sponsors are duly notified of their progress.
- iii. Deans/Directors and other faculty members may have limited access to students records, for official reasons only.
- iv. As per the **Policy for Security of Learner Records**, the university will take steps to safeguard learner records including all personal and academic information. These steps will include maintaining secure electronic and hard copy documentation of learner records 'on campus' as well as secure 'off-campus' hosting.

### 24.3. Email Communication

- i. Email is one of the official means of communication between RUW and its students.
- ii. All registered students are assigned a

**University email address** which they should verify.

- iii. As with all official University communication, it is the student's responsibility to ensure that time-sensitive email is accessed, read and acted upon in a timely manner.
- iv. If a student chooses to forward University email to another email inbox, it is her responsibility to ensure that the alternative account is viable.
- v. It is a violation for any user of an official RUW email address to impersonate a University officer, a member of the college, staff or the student body.
- vi. User account credentials must not be shared with others.

### 24.4. Proper Use of Computing Facilities

Students are required to comply with the Student Code of Conduct for users of RUW computing facilities. ICT resources of the University shall be used only for purposes related to or in support of the academic, research, service, or administrative domains of the university. Private, commercial or any unlawful use of ICT resources are not allowed.

#### 24.4.1. Computer Facilities

There are multiple computer labs on campus for use by students for their educational advancement. Proper usage of these facilities is essential and guidelines for use are listed below:

- i. Malfunctioning of equipment should be reported immediately to the instructor. Students should not try to resolve mechanical issues themselves.
- ii. No downloading of copyrighted software is permitted and installation of software is prohibited. No deleting of software is permitted unless directed by the instructor.
- iii. Computers are configured according to the needs of students and faculty/staff. Students must not change hardware or software configuration settings

including, but not limited to, desktop appearance, printer setting, display setting, and network settings.

- iv. Students should take care not to display images, sounds or messages which could create an atmosphere of discomfort to others.
- v. Cell Phones are not to be used in the lab, and should be set to silent mode before the Lab session begins.
- vi. Students must provide their own data storage for their own files and **MUST SAVE** their work to removable media, such as or CD-RW or Flash drives.
- vii. Removable storage media should be checked for viruses/malicious software. To avoid the spread of computer viruses, virus detection software is set to run automatically each time removable storage is used.
- viii. If you suspect the presence of a virus, shut the computer down and report to the instructor as quickly as possible.

Students bringing their personal laptops are required to have an operation antivirus software. Contact RUW ICT Department for virus scan (if needed) to avoid spread of viruses through file mishandling to other machines in the labs.

#### 24.4.2. Computer Use Guidelines

##### Rationale

The following guidelines aims to ensure that all members of the academic community have adequate access to computers and information resources for these purposes and that they observe the legal and contractual requirements associated with the use of such resources. Computers, software and electronic resources are provided on campus to support learning and research, and not for purposes of entertainment or private business.

The guidelines also covers safe use of computer labs and other facilities on campus, to avoid the spread of viruses, inadvertent deletion of files or software and

other misadventures that would hinder optimal use of the facilities by the academic community.

##### Description

The guidelines includes student, faculty and staff use of computers on campus, as well as use of RUW-licensed software and electronic resources accessed on campus or remotely.

The campus computers and RUW-licensed software and electronic resources are for the use of RUW students, faculty and staff only. Computers must be used responsibly, safely and ethically. Users **may not**

- i. Add, delete or modify the software available on a computer or a network, or change the computer settings, or intentionally damage the hardware or software in any way. This includes, but is not limited to, changes to desktop appearance, display settings, and network settings.
- ii. Copy licensed software from a campus computer onto a personal computer, or flash stick.
- iii. Share user account credentials with others.
- iv. Attempt to resolve by themselves any mechanical issues related to printer or computer breakdowns; equipment malfunctions must be reported to the class instructor or ICT personnel immediately
- v. Stop a virus scan running on any campus computer. To avoid the spread of computer viruses, virus detection software is set to run automatically each time removable storage is used and must not be stopped or viruses will not be detected.
- vi. Save individual class work or personal files to a campus computer.
- vii. Students must provide their own flash memory for their own files and must save their work to removable media, such as CD-R or CD-RW, or flash memory sticks.

- Removable media must be checked for viruses by a designated person before they are used in any campus computer equipment.
- viii. Use personal laptops on campus without first having them an operational antivirus software.
  - ix. Use a campus computer for any purpose that is illegal according to the laws of the Kingdom of Bahrain, e.g. 'hacking'.
  - x. View, download, print or transmit any unlawful material deemed unacceptable according to the values and laws of the country.
  - xi. Use any P2P software
  - xii. Use a computer to invade the privacy of another person; to harass or threaten someone.
  - xiii. Send unsolicited, non-academic messages such as chain letters or jokes to a list of recipients.
  - xiv. Access another person's private files or e-mail without their permission.
  - xv. Use a campus computer for purely recreational purposes such as games or chat rooms; or for personal business. Use of e-mail for personal communications should be kept to a minimum on campus.
  - xvi. Use a library or lab computer for more than an hour if other students are queuing for access.
  - xvii. Bring drinks or food into computer labs or library.

### 24.5. Mobile Phone Policy

Mobile phones are the most common means of communication for students.

- i. However, the use of mobile phones is not allowed in classrooms, during meetings and during extracurricular activities.
- ii. Mobile phones must be switched off when class is in session and inside the library.
- iii. **Mobile phones are not allowed to be possessed or used during examinations.**

- iv. Non-compliance to this regulation may lead to disciplinary proceedings.

### 24.6. Updating Personal Information

It is the responsibility of each student to regularly update their official records especially their mailing address and telephone contacts, as these are used by the University on a regular basis. All students must submit copies of renewed Passports and CPR to the Office of the Registrar in order to update their personnel records.

### 24.7. Identification Cards (ID)

- i. The ID card will be issued at registration once the student has completed the registration process.
- ii. Students registered at RUW are required to present their ID card when entering/ leaving the campus, writing examinations, using the library, certain laboratories and any designated restricted areas including residences.
- iii. Any lost or damaged ID cards must be reported to the Office of the Registrar and will be replaced at a fee of BD 5/- the first time and additional BD 5/- for each additional reissuance of the card.
- iv. ID card Applications forms are available from the Office of the Registrar
- v. Students may request for ONE additional ID cards for family/driver.

### 24.8. Legal Name

All students are registered under their legal name as shown on their Passport. This is the name that will appear on the student's Degree statement.

- i. Students should verify in person the accuracy of their name on RUW student records and make any necessary corrections to formatting (e.g. upper/lower case letters, accents or spacing).
- ii. Requests for name changes must be made by completing the relevant forms in person, and presenting the appropriate

legal documents to the Office of the Registrar.

- iii. Students should also notify their Academic Advisor when such a change is made.

### 24.9. Sexual Harassment Policy

It is the policy of RUW that no member of the academic community may sexually harass another. Cases of sexual harassment will be investigated and dealt with seriously and promptly and all complaints in this regard will be treated with respect and in full confidentiality. Individuals committing sexual harassment will face disciplinary action, up to and including termination of contract (staff)/expulsion (students). The Sexual Harassment Policy is guided by the Bahrain Labour Law and the International Labour Organisation.

RUW is committed to providing a safe, healthy environment for all members of the academic community with zero tolerance for any form of discrimination and harassment including sexual harassment. Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Sexual harassment may be physical, verbal, or non-verbal.

## 25. Academic Integrity Code

- i. Academic integrity is not merely a matter of conforming to rules; it must be understood in terms of the broader purposes of a university education.
- ii. The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the university community.
- iii. The University states unequivocally that it demands scholarly integrity from all its members. Academic dishonesty, in whatever form, is ultimately destructive to the values of the University.
- iv. In submitting work in their courses,

students should remember that plagiarism and cheating are considered to be very serious offences.

- v. Students who have any doubt as to what might be considered plagiarism in preparing an assignment should consult the following section on plagiarism and talk to their Instructors and academic advisor(s) to obtain appropriate guidelines.
- vi. The possession or use of unauthorized materials in any test or examination constitutes cheating.
- vii. The Student Handbook includes the Student Code of Conduct.
- viii. All members of the University community (students, faculty members, instructors, staff, invigilators) have the responsibility for the maintenance of an atmosphere of academic integrity in all phases of academic life, including research, teaching, learning, and administration.
- ix. Violating standards of academic conduct is a serious matter subject to disciplinary action.

Types of violations are listed and defined below. This section provides explanations and illustrations but does not exhaust the scope of these violations.

### 25.1. Plagiarism

Students are cautioned to include appropriate references and acknowledgement for the use of other people's material.

Plagiarism means using the ideas of another individual without giving them proper credit. The other individual may be a published author, critic, journalist, artist, composer, lecturer, tutor or even another student. Unintentional plagiarism can occur if you don't understand and use the acceptable scholarly methods of acknowledgement. In either case, the University will impose penalties, which can be very severe as per RUW Plagiarism Policy. The lecturer will inform the student in writing of all

incidents of plagiarism. Copying books, sections or portions of books is prohibited by law. Please refer to the Disciplinary Policy Section for more details on Penalties and Procedures and the Regulations for Students Violation of Professional Conduct.

### 25.2. Intellectual Honesty

Intellectual honesty is accepted as the cornerstone of the development and acquisition of knowledge. Since knowledge is cumulative, further advances are predicated on the contributions of others.

In the normal course of scholarship these contributions are apprehended, critically evaluated, and utilized as a foundation for further inquiry. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. To claim contributions and ideas of another as one's own is to deprive oneself the opportunity and challenge to learn and to participate in the scholarly process of acquisition and development of knowledge.

Therefore, the University insists on intellectual honesty in scholarship. The control of intellectual dishonesty begins with the individual's recognition of the standards of honesty expected and then his/her compliance with those expectations.

## 26. Academic Disciplinary Policies

### 26.1. General Regulations

The University is defined as a community of people dedicated to the pursuit of truth and advancement of knowledge, and as a place where there is freedom to teach and learn, and a concomitant obligation to respect these freedoms when they are exercised by others.

The academic offences listed within this policy describe behaviour that if left unchecked would, to an unacceptable degree, infringe upon these freedoms and thus threaten the proper functioning of the University.

Nothing in this policy shall prevent the university from referring an individual matter to the appropriate

law enforcement agency should such action be considered necessary.

### 26.2. Academic Offences

Academic offences include but are not limited to the following:

- a. Admissions offences.
- b. Plagiarism.
- c. Cheating.
- d. Misuse of confidential material.
- e. Misrepresentation of facts.
- f. Misuse of computer software license.

### 26.3. Definitions of Academic Offences

#### Admissions Offences

Any applicant for admission who;

- a. Misrepresents, or aids another person or persons to misrepresent material facts for the purpose of gaining admission, enrolment or obtaining academic advantage.
- b. Commits, or aids another person or persons to commit an act designed to misrepresent an applicant's academic status or eligibility for admission, enrolment or for receiving transfer credit.
- c. Is known to have assisted a student of RUW, or an applicant, in an act of cheating, plagiarism, fraud, deceit or any other form of academic dishonesty, is guilty of an admissions offence under this policy and may be subject to penalties listed in this handbook.

#### Plagiarism

Plagiarism involves submitting or presenting work in a course as if that work were the students' own, when, in fact, it is not. Often plagiarism exists when

- a. The work submitted was done in whole or in part, by an individual other than the one submitting the work.
- b. Parts of a work are taken from another source without reference to the original author.
- c. The whole work (e.g., essay) is copied from another source.

- d. Students' work must be submitted through Turnitin software to ensure it's free of plagiarism.
- e. Anyone found guilty of plagiarism under this policy may be subject to the penalties stated in RUW Plagiarism Policy.

## Cheating

Cheating is a serious academic offence. The following actions will be considered as cheating:

- a. Cheating in the course of an examination, is obtaining or attempting to obtain information from another student or other unauthorized source; giving or attempting to give information to another student, or knowingly possessing, using or attempting to use any unauthorized material.
- b. Representing or attempting to represent oneself as another person or having or attempting to have oneself represented by another in the taking of an examination, preparation of a paper, or other similar activity.
- c. Submitting in any course or programme of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or programme of study in the University or elsewhere.
- d. Submitting in any course or programme of study any academic writing, essay, thesis, research, project, or assignment containing a statement of fact known by the student to be false.
- e. A reference to a source which has been fabricated.
- f. Submitting in any course or programme of study, without both the knowledge and approval of the person to whom is

it submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment which has been co-authored.

- g. Unauthorised communication between students during an examination either through, speech, gestures or hand signals, in writing or through electronic communication (i.e., text messaging or other).

**Anyone found guilty of cheating under this policy may be subject to the penalties stated in the Regulations for Student Violation of Professional Conduct.**

## Misuse of Confidential Materials

It is an offence to knowingly procure, distribute, or receive any confidential material such as pending examinations, tests, quizzes, assignments or laboratory results from any source without the proper, written consent of the course professor.

Anyone found guilty of misusing confidential materials under this policy may be subject to penalties stated in this handbook.

## Misrepresentation of Facts

It is an offence to knowingly misrepresent material facts, results of academic submissions, grades, or reviewer's comments, to a third party. Anyone found guilty of misrepresenting facts under this policy may be subject to penalties stated in this handbook.

## Forged or Falsified Documents

Forging or falsifying academic records is a serious offence that can result in expulsion and possible criminal prosecution.

Specifically it is an offence to:

- a. Falsify or forge an RUW academic record (transcript).
- b. Create or present a fraudulent degree, certificate, or parchment and/or to claim the receipt of a fraudulent credential.

- c. Assist any other person in falsifying or forging an RUW record or credential.

**Anyone found guilty of forging or falsifying documents under this policy may be subject to penalties stated in this handbook.**

### **Misuse of University Computer Resources**

It is an offence to violate software licensing and copyright agreements or to misuse university computer equipment. (See also RUW Library and Computer Policies).

Anyone found guilty of misusing RUW computer resources under this policy may be subject to penalties stated in this handbook

### **26.4. Student Academic Disciplinary Procedures**

The Academic Integrity code of conduct applies to all students enrolled at RUW.

Where there is an allegation of an academic offence, refer to the following procedures. Decisions are subject to the appeals process.

- i. Any member of the University community who has reason to believe that a student is guilty of an academic offence may initiate proceedings against the student as stated below.
- ii. In cases where a combination of violations of academic and non-academic regulations is alleged, students are subject both to the Academic Integrity code and the Student Code of Conduct and the Regulations for Students Violation of Professional Conduct.

### **26.5. Student Code of Conduct**

Every student of Royal University for Women (RUW) is entitled to all rights and freedoms recognized by the laws of the Kingdom of Bahrain and will be treated with respect and dignity by other students, staff, and visitors. No discrimination, bullying or harassment of any kind will be tolerated at RUW.

RUW has a duty of care towards its students, staff, authorized visitors and guests and has established policies and procedures to promote and uphold standards of conduct that are appropriate to its mission, vision and core values.

Students are encouraged to explore their fullest potential, test the limits of their creativity and talent, and reinforce their confidence and personality in ways that will benefit them long after they graduate. They are expected to think, speak, write, be creative, study, learn, pursue social, cultural and other interests, and associate for these purposes, subject to the principle that they likewise respect the rights and freedoms of other members of the university and its wider communities.

Students are expected to abide by this Student Code of Conduct at all times during the period of their registration not only on university premises but also elsewhere when they are involved in a university activity or are representing the university. Students have a responsibility not to bring the university into disrepute and are required to:

- a. Abide by all laws and by-laws that apply in the Kingdom of Bahrain including but not limited to,
  - i. All regulations, directives or notifications/alerts issued by the Ministry of Health pertaining to pandemics and contagious diseases or any other issues pertaining maintaining community Health & Safety.
  - ii. All regulations, directives or notifications/alerts issued by the Ministry of Interior pertaining to National security.
  - iii. All regulations, directives or notifications/alerts issued by the Ministry of Education pertaining to disciplinary issues.
- b. Familiarise themselves with and abide by the regulations, rules, policies and procedures of the University;

- c. Pay all fees and any financial penalties or other sums due to the university at the appropriate times;
- d. Abide by and co-operate with any reasonable instructions given, verbally or in writing, by a member of the University who is acting in an official capacity;
- e. Carry the relevant student identification at all times on campus and produce this when requested by any member of the University who is acting in an official capacity;
- f. Refrain from any form of harassment including harassment on the net and on social media, bullying or unfair discrimination;
- g. Refrain from conduct which interferes with, harms, or threatens to impede the proper functioning and good order of university programmes or activities or the rights, safety and well-being of members of the university or its authorized visitors or guests;
- h. Refrain from theft, defacement, damage to or destruction of University property;
- i. Refrain from unauthorized entry or trespass;
- j. Refrain from use of alcohol or any prohibited or restricted drugs or substances, other than medication prescribed by an accredited medical practitioner;
- k. Refrain from smoking on campus;
- l. Respect the rights, freedoms and entitlements of others.

For any violation of Students Code of Conduct, Regulations for Student Violation of Professional Conduct apply.

## 26.6. Student Records and Transcripts

### a. Transcript Notations

Suspension imposed for disciplinary reasons shall appear on the student's records and transcripts for the full period of the suspension and until

the suspension is lifted. In the case of expulsion, an entry shall appear on the student's records and transcripts for the full period of the expulsion.

The Student shall be granted an 'INC' grade until the ruling and the final outcomes of the Disciplinary Committee hearing.

### b. Time Limits for Initiation of Appeals

A student who is appealing a ruling is required to submit her written documentation within ten (10) working days of receipt of the notification of outcomes of the Disciplinary Committee hearing. At this time the student may view the file upon request.

### c. Grounds for Appeal

The student may appeal the decision based upon denial of the offence and/or severity of the penalty.

### d. Recording Decisions in the Student Academic Record

A copy of the documentation prepared by the Academic Disciplinary Committee shall be kept permanently in the student's official file.

## 26.7. Dismissal and Suspension

Dismissal is a penalty invoked by serious infraction(s) of rules and regulations.

- i. A student who has been dismissed from the University may apply for re-admission after one calendar year.
- ii. Acceptance of such application will be upon total re-evaluation of records and in accordance with University procedures.
- iii. The decision regarding suspension or dismissal will necessarily depend on the circumstances and the severity of each case and mainly on the involvement of the student.
- iv. Suspension is effective for not less than the term in which the sanction is imposed and not more than one calendar year.

- v. The length of the suspension is to be specified at the time of action.
- vi. The student may resume classes once the suspension is over, provided the requirements imposed by the Dean(s) of College are fulfilled.
- vii. She fail to register for two consequence semesters or more (Not valid for leave of absence cases)
- viii. Surpassed “Eight” years without completing the programme requirements successfully.
- ix. The student was not able to achieve the required CGPA (as per the credits attempted) after Probation IV. and the Academic Dismissal is recorded on a student's academic transcript.

## 27. Non-Academic Disciplinary Offences

RUW is committed to create a safe and orderly environment for its community. The Student Code of Conduct outlines RUW's expectation of responsible and ethical behaviour.

- i. In cases of student misconduct, the Dean of Students will investigate the details of the case.
- ii. If a breach of rules has occurred, the Disciplinary Committee will be convened.
- iii. The student has the right to obtain support from an impartial advisor, to be appointed by the student and approved by the Dean of Students.
- iv. The Student Disciplinary Committee is composed as detailed in Regulations for Student Violations of Professional Conduct
- v. Regulations for Student Violation of Professional Conduct at RUW apply.

### 27.1. Student Complaints & Suggestions (Academic & Non-Academic issues)

#### Responsibility: Dean of Students

RUW is committed to maintaining an effective procedure to allow students to make legitimate

complaints and suggestions. Students are entitled to lodge complaints and suggestions concerning any aspect of the University's services, including:

- i. Teaching and academic facilities, such as quality of teaching or computer laboratory, studios and library.
- ii. Administrative services such as Registration and Admissions, the OSL and all facilities including cafeterias, the Sports Centre, Residence.
- iii. Conflict with staff or faculty members.

#### Procedure

If the student wishes to make a complaint, the steps are as follows:

- i. Complaints and / or suggestions may be received directly from students through suggestion boxes, by email, in person or by any other means using the Student Complaint or Suggestion form(s) which are available throughout the campus and from the OSL.
- ii. Complaint forms must be filled out clearly and must carry the signature of the student. Anonymous complaints will not be considered.
- iii. Some types of complaints or suggestions may require escalation to relevant committees.
- iv. The complaint or suggestion is reviewed by the OSL and forwarded to the person responsible for action or recommendations.
- v. Complaints filed in the Office of the President must be sent to Dean of Students to assign a complaint number and forward to respective AVP / College Dean or Department Manager for action.
- vi. As far as possible, once a complaint is resolved, the OSL informs the complainant of the action taken.

**Note:** Student complaint data is compiled at the end of each semester and submitted to the Executive Leadership Team.

## 27.2. Staff Responsibilities towards Students

Academic and non-academic staff members are responsible to support the success of all students and to treat them with dignity and respect, recognizing that students are at the core of our Mission and Vision at RUW. Staff members must ensure that;

- i. The teaching and learning environment at RUW is safe and sensitive to the culture and society in which we are rooted.
- ii. Students are given correct information relating to courses and programmes, as well as University policies and procedures pertaining to assessment.
- iii. The student's right to due process is upheld at all times.
- iv. Staff members demonstrate core University values in a positive way, support lifelong learning habits and empowering principles for women.
- v. Confidentiality of all student information is safeguarded.
- vi. Students participate in extracurricular activities and volunteer in the programme whenever they can offer their expertise.

## 28. Regulations for Student Violations of Professional Conduct at Royal University for Women

### Article (1)

This provision of the Regulation for Student Violations of Professional Conduct at Royal University for Women shall be implemented in accordance with the Higher Education Council Resolution No. 272 taken in meeting No. 23/2011 of the Higher Education Council dated 26/05/2011.

### Article (2)

This Regulation for Student Violations of Professional Conduct at Royal University for Women will be ratified by its Board of Trustees.

### Article (3)

The President of the University shall disseminate resolutions necessary to enforce the provision of this regulation.

### Article (4)

This resolution shall be implemented the day after its date of publication.

## Chapter One Professional Violations & Disciplinary Penalties Article (5)

The provisions of this regulation shall be applied to all students registered at Royal University for Women.

### Article (6)

It shall be considered a professional violation, any breach of laws, regulations, resolutions and University traditions, and in particular:

- a. Acts contrary to the regulations of the University, or the faculty or the department or the office or the University installation.
- b. Deliberate abstention from attending lectures, interruption of study, or instigation thereof.
- c. Abstention, without justified reasons, to perform work, or any other academic activities which the University regulations determine to be promptly maintained.
- d. Cheating, or attempting thereof, or assisting therein during examinations or research and graduation projects or the deliberate disruption of the examination regulations in force within the University. The penalties for these violations are stipulated in Article (11).
- e. Violating or disrupting the order required during lectures and other academic activities in the University, or to any employees, or students.
- f. Any statement or act committed by the student, offending the honour, or dignity, or morals, or breaching excellence of bearing and conduct inside and outside the University, on any occasion where the University is taking part, or in any activity conducted thereby.

- g. Any act of forgery committed by the student to University documents, or the deliberate misuse of University documents.
- h. Any distribution of leaflets, or issuance or circulation of fliers and or pamphlets or the collection of signatures or donations, without obtaining prior permission from the authority concerned within the University, or any abuse of authorizations granted to practice the above activities.
- i. Solicitation against legitimate institutions, or violation of the values of national unity.
- j. Solicitations for any organization inside the University or participation therein, without prior permission/ authorization from the authorities concerned within the University, or participation in any activity which violates the organizational rules of the University.
- k. Non-compliance with the university dress code and acknowledged Code of Conduct of the University.
- l. Damaging movable and/or immovable property within the University, or its deliberate misuse.
- m. Carrying out of sit-in(s), or strike(s) inside the University building, or participating in protest marches without prior permission from the authorities concerned within the University.
- n. Causing any manner of disturbance within the University campus.
- o. Any statement or act committed by the student offending the honour, dignity or authority of the Academic staff.
- c. Evicting the student from the University building(s) or denying her access therein.
- d. Depriving the student of access to the University services and facilities or more, for the period specified in the disciplinary action.
- e. Depriving the student from participating in any student activity for the period specified in the disciplinary action.
- f. Issuing warning letters to the student.
- g. Holding the student liable to pay a fine of equivalent to or not less than the value of any property which is intentionally damaged.
- h. Deeming the student as “Fail” in an examination or in a course.
- i. Cancellation of the student’s registration to one or more courses in the semester during which the violation occurred.
- j. Depriving the student temporarily or permanently from receiving financial assistance.
- k. Stopping the student from study for a semester or more, in conjunction with denying the student to recover (or be refunded) study fees.
- l. Final dismissal (expulsion) from the University.
- m. Cancellation of the resolution by which the degree was offered, a decision in this respect shall not be concluded unless cheating and forgery to obtain the certificate is proven.

Penalties stipulated by the items (c), (d), (e), (g), (i), (j), (k), (l), (m) of the present article, shall be issued only by the President of the University upon recommendation of the Disciplinary Committee after investigation on the case.

### Article (7)

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

- a. Verbal notice.
- b. Removal of the student from the lecture auditorium or classroom.

### Article (8)

Imposing any one of the penalties mentioned in **Article (7)** of this Regulation, shall not prevent instituting a penal lawsuit, where the violation committed formed one of the crimes stipulated in the penal law.

### Article (9)

Combining two or more of the penalties stipulated in this Regulation for one violation is not permitted. When imposed, the penalty should be proportionate with the degree and repetition of the violation.

### Article (10)

The penalty decision issued shall be filed in the student's file, and a copy of which shall be dispatched to the following:

- a. President of the University
- b. Academic Vice President
- c. Dean of Student Life
- d. Dean of College concerned
- e. Registrar
- f. Head of Academic Department concerned
- g. University Security (*in case if penalties imposed according to clauses (c), (d), (k) and (l) of Article (7) of this Regulation*)
- h. Student's natural guardian, if any
- i. The student concerned
- j. The student guarantor, if any.

### Article (11)

If the student is found to be cheating in a test, or in an examination, or in a final year/graduation project, or attempting thereof or assisting therein, one of the following disciplinary penalties shall be imposed:

- a. The student shall receive a written warning letter in any of the following cases:
  - i. In all the cases of attempt of cheating reported by the invigilators
  - ii. In case of disturbance of the regular examination process.
  - iii. In all the cases of offence of honor and dignity of the instructors/ invigilators
- b. The student shall receive a 'Fail' grade for the examination or the test during which the cheating occurred in the following cases:
  - i. Possession, attempt to use or use of mobile phones or any other electronic device

- ii. Copying through the use of notes, books or any other paper or tool not allowed in the Examination hall
- iii. Copying from another student's paper
- iv. Plagiarism

### Article (11 bis)

In case of cheating in a test or examination or in a final year/graduation project the invigilator / instructor concerned shall report to the Registrar which shall forward the report immediately to the Disciplinary Committee. The invigilator / instructor concerned shall follow the procedure below:

- a. In case of attempt of cheating: the invigilator/instructor shall address the student a first verbal warning. In case of second attempt of cheating the invigilator/instructor shall ask the student to move to another seat. In case of third attempt of cheating the invigilator/instructor shall mark the examination papers with a red cross and a disciplinary incident report shall be filled by the invigilator/instructor. The student shall, in any case, have the possibility to continue taking the exam and submit the examination paper, unless the student's behavior threatens the normal execution of the examination or create disturbance for the other students. In these cases, the invigilator/instructor shall ask the student to leave the examination hall. If the student refuses to do so this behavior will be considered a violation stipulated in Article (6) letter (o). The invigilator/instructor shall request the immediate assistance of the Office of Student Life and submit to the Registrar the disciplinary incident report immediately. In exceptional cases the presence of the Disciplinary Committee Chairperson or one of the members of the committee shall be requested in the examination hall.

- b. In case of proven cheating, the invigilator/ instructor shall immediately mark the examination paper with a red cross and fill immediately a disciplinary incident report. The provisions stipulated by letter a. of the present article are applicable. The following acts shall be considered proven cheating:
- i. Use or possession of mobile phones, tablets, smartphones;
  - ii. Use or possession of any other electronic device able to contain data or to allow any kind of communication;
  - iii. Use or possession of notes, handouts or any kind of documents not allowed in the examination hall;
  - iv. Any other act of behavior which constitutes an alteration of the genuine work of the student.
- c. In all above-mentioned cases the invigilator shall fill the disciplinary incident report form and forward it to Office of Registrar. Office of Registrar will retain the examination papers and forward the disciplinary incident report form to the Disciplinary Committee. The exam papers will be returned to the concerned instructor once the disciplinary investigation and all the steps of the disciplinary procedures have been completed.

## Chapter Two

### The Disciplinary Committee

#### Article (12)

- a. The Disciplinary Committee (*hereafter referred to as 'the Committee'*) shall be an ad hoc committee of the University Senate constituted on an annual basis.
- b. The Committee shall be responsible for investigating the academic and non-academic violations committed by all university students within the college

buildings, and within the university campus.

#### Article (13)

- a. The President of the university shall, at the commencement of the academic year, form a Disciplinary Committee for one renewable academic year, the committee shall include:
  - Dean of Student Life, Chairperson
  - One Academic Staff (Member)
  - The University Registrar (Member)
  - One member of staff from the Office of Student Life (Reporter)
- b. The violations should be dealt with and disciplinary decisions should be taken within one month from the date of identification/reporting of the violation, however, if further investigation is required, this period may be extended to no more than two months.

#### Article (14)

If the specific period for any of the investigation of the Committee expires, without issuing a resolution for the formation of a new committee; the existing committee shall continue practicing its authorities until a new committee is formed and substitutes the existing one within the academic semester from the date of its expiry. In this respect the Dean of Student Life, shall be responsible for the process of coordinating the formation of the Committee in consultation with the President of the university.

#### Article (15)

The disciplinary decisions shall be final. However, the student shall be entitled to appeal against the decision taken. The appeal must be made in writing within seven working days from the date on which the student was notified of that decision.

The President of the University may order a re-investigation, or approve the decision taken, amend it or abrogate it.

### Article (16)

- a. No penalty shall be applied to the violating student unless an investigation with her has been conducted, except for the penalties stipulated in item (a), (b), (c) and (g) of **Article (7), items (a) and (b) of Article (11)** of this regulation, unless the Dean of the College or the Dean of Student Life, was of the opinion to conduct such an investigation in the violation; and the Committee shall hear the violator, ensure her defense, and incorporate that in writing. The minutes of the investigation and conclusion thereof and the penalty, recommended by the Committee shall be submitted to the authority entrusted with the execution of the penalty.
- b. If the student who is found to be in violation of the regulation was summoned in writing, on her official RUW account or by any other mean, to appear in front of the Committee, but failed to do so without a justified reason, the investigation shall be conducted without hearing the student. The disciplinary penalty decision shall be taken in absentia and notified to the student. The student is entitled to appeal against such a decision to the President of the University within seven working days from the notification date.

### Chapter Three

#### The Authorities Entrusted to Execute Disciplinary Penalties

### Article (17)

The competencies to execute disciplinary penalties recommended by the Committee on students shall be specified in the following successions:

- a. The Dean of Student Life shall execute all the penalties issued by the Disciplinary Committee by notifying the penalty to the student concerned with copy to the Dean and the instructor

concerned. In all cases the email sent to the official RUW email accounts of all parties concerned is deemed as an official notification;

- b. The Registrar shall be informed in writing by the Dean of Student Life about all the penalties executed for documentation in the students' files;
- c. The Disciplinary Committee Chairperson shall receive from the Dean of Student Life confirmation of the execution of the penalties issued.

### Article (18)

The President of the University is entitled to assume the authorities of the Committee in cases of disturbance or violating the order of security in the University which leads to irregularity of studies therein, or where a case of threat occurs which requires prompt action. The decision taken by the President of the University in this case shall not be final, unless approved by the University Senate.

### Chapter Four

#### General Provisions

### Article (19)

No student may allege that she is unaware of the regulations, rules and University instructions once published in the official Student Handbook or displayed on notice boards within the University.

### Article (20)

The President of the University may reconsider the decision taken in respect of final expulsion from the University after the lapse of one year from the date of its issuance.

### Article (21)

The University Senate is the competent authority to interpret this regulation.

### Article (22)

The President of the University may determine in those cases where no stipulation in this regulation has been made.

## 29. Student Life

The goal of the Office of Student Life (OSL) is to enhance the quality of campus life for students and facilitate personal development through a wide range of extra-curricular experiences. The OSL provides students with a wide range of activities and services designed to address their needs and resolve their problems. In addition to operational oversight of the Sports Centre and the Residence, the OSL works collaboratively with colleges, the RUW Student Council and student clubs.

### 29.1. Student Services

#### Counselling

Students with problems concerning family issues, coping with stress, grief or study related problems, should contact the social worker and / or the Director of Student Life. Cases are discussed in complete confidence. For serious issues, students may be offered referrals to local qualified and experienced counsellors, psychiatrists or medical practitioners. The fees for these external services must be borne by the student.

#### Special Medical or Learning Support Needs

Students who have medical or learning support needs are requested to have their physician or specialist consultant submit appropriate information on a confidential basis to the Registrar who in turn will inform the Director of Student Life. If a student's condition is likely to require additional support, or impact on her academic studies, the relevant information will be shared at the University's discretion with the appropriate academic staff, strictly on a 'need to know' basis. RUW will endeavour to provide appropriate support as per the **RUW Special Needs Policy**. Students may apply for support using the Student Support Request Form which can be requested from the Office of the Registrar or their Academic Advisor.

#### Health Unit

RUW's Health Unit provides first aid care to all students and staff and is staffed by a nurse during working hours. The nurse is responsible for collecting

medical data on each student in a strictly confidential manner and provides basic medical first aid services, follow-up and health information for lifelong wellness. In addition, the Health Unit provides general health education and awareness.

#### Emergency care

- i. In the event of a medical emergency that is beyond the professional scope of the nurse on duty public emergency services will be called.
- ii. The nurse will accompany the student to the hospital identified by their guardian.
- iii. The relevant investigations, medical/hospital nursing care and treatment will be at the cost of the student and her family.
- iv. The University is not responsible for any costs incurred at the hospital.

#### Confidentiality

All students will be treated according to the principles of confidentiality, respect and understanding, in a caring environment. A health file will be kept and regularly updated for each student.

#### Lockers

Students who wish to use RUW Lockers must apply to the Office of Student Life where forms are available. The University bears no responsibility for lost or stolen items. Students are discouraged from bringing and/or leaving valuables into the lockers.

#### Lost and Found

All lost and found articles must be brought to the Social Worker. An inventory of lost and found articles will be kept by the University security personnel. The University bears no responsibility for lost or stolen property.

#### Gymnasium

RUW has a 'females only' gymnasium on campus for students, staff, and family members. RUW has an excellent fully equipped gymnasium with latest

high-performance equipment and indoor swimming pool. The gym also has provision for sauna and steam rooms.

- i. All registered students are members of the RUW gymnasium.
- ii. Students must present their RUW student ID to access the gym.
- iii. Participation in some competitive events such as swimming and basketball are organised with other universities in Bahrain.

### Team Sports Guidelines

- i. Participants on RUW sports teams must be full time registered students at the University.
- ii. All students must provide a signed waiver from their parent or guardian stating that the University is not responsible for injuries or loss related to the team sport (see attached form).
- iii. All players are required to undergo a full health check by a physician prior to being accepted on the team certifying their fitness to participate in the sporting activities, including competitive games. Team members are responsible for procuring their own team uniform.
- iv. Players can be removed from the team for breaking sports rules, being rude to team members or the coach, or missing more than two practices. The decision to dismiss a player is made by the coach and the Dean of Student Life.
- v. Students are required to maintain their academic standing while they are on an RUW sports team.
- vi. Players are required to display professional conduct at all times.
- vii. All players will become familiar with and adhere to the rules of any of the sports they are engaged in.
- viii. Players may be involved in competitive games where female spectators and female press are present.

### 29.2. Student Activities

The Office of Student Life (OSL) is responsible to ensure that all aspects of student life are holistically addressed. This includes student involvement in activities, personal development opportunities, educational travel, sports and extra-curricular as well as co-curricular activities. The University values and encourages student involvement in forums such as the Student Council, student clubs and special events during national and international celebrations. To ensure that a wide range of extra-curricular activities are facilitated, the Dean of OSL in consultation with students, and college deans organises events and keeps the University apprised of on-going activities and events. Students are informed of activities through designated channels of communication as stated in the RUW Postings Policy.

### 30. RUW Student Council

All registered students are members of the RUW Student Council. The Student Council was established by an elected body from the inaugural class which developed the constitution, its by-laws and the procedures for the Student Council with the support of the Office of Student Life. Participation in activities organised by the Student Council will give you an opportunity to shape your experience and develop your leadership skills by working with others. Such participation is an important part of leadership training and personal development. All registered students are represented by the RUW Student Council. These elected representatives act as your voice.

The Student Council structure is designed to maximize student representation in the governance of the University:

- a. The Colleges, Departments, and Residence Hall elect representatives.
- b. The college representative is elected to serve alongside the Student Council.
- c. The Residence community is also represented by a representative for each academic year.

*(For details refer to Student Council Constitution).*

### 30.1. Student Council Vision

RUW Student Council is a vibrant, energetic student-run organization whose members represent the qualities of character, academic excellence and global values which the University aims at cultivating in its students. The Council contributes in significant ways to the creation of a student learning context of cultural, social and academic enrichment, which builds life-long links between alumnae and their institution.

### 30.2. Student Council Mission

The mission of the Student Council shall be;

- a. To foster good citizenship amongst its members and those they represent.
- b. To encourage respect among all individuals in the University and community in line with the University's Code of Student behaviour.
- c. To involve all students in sharing ideas to enrich student life on campus by planning for extracurricular activities those extend the learning environment beyond the University's academic curriculum.
- d. To help all students in the University to work together.
- e. To give all students practice in participatory action.
- f. To help model the University in the community through volunteer participation in and contribution to selected organizations.
- g. The Student Council is bound by the policies, procedures and protocols of the Royal University for Women.
- h. The Student Council meets at least once per semester with the President of the University to advise her / him of activities and plans of the Council.
- i. The Student Council meets with the Director of Student Life once a month to approve activities, review plans and budgets. The agenda for this meeting is set and chaired by the Student Activities Officer.

### 30.3. The Student Council Constitution

- i. The University shall have a council formed by elected representatives from the student body.
- ii. The name of this council shall be: Royal University for Women Student Council (hereafter referred to as 'the Council').
- iii. The Student Council shall abide by the rules of the Constitution as underlined below.

### 30.4. Membership and Structure

- a. All students shall have the opportunity to stand for office if they meet the requirements as stated.
- b. The President of the University, through the Director of Student Life, shall be the final authority over all actions of the Student Council.
- c. There are nine (9) voting Members on the Student Council as follows:
  - i. Six (6) Student Council members elected at large by all full-time students in academic programmes at RUW.
  - ii. Three (3) College Representatives are ex-officio voting members of the Student Council.
- d. The Student Council President must at a minimum be in her second year of study.
- e. The President, Vice-President, Student Council Activities Officer, Student Support Officer, Treasurer and Secretary, will be elected by full-time students across all academic programmes at RUW.
- f. No officer shall be in an elected executive position for more than 2 years and as far as possible, the key positions must be taken by students who have previously served on the Council.
- g. The Council is elected annually in keeping with the procedures for nomination and election outlined below.

### 30.5. Nomination and Election Procedures for Student Council

- i. Students may nominate themselves for a specific post, President, Vice-President, Student Council Activities Officer, Student Support Officer, Treasurer and Secretary.
- ii. All elections shall be online.
- iii. The OSL will publish the procedures to be followed for nomination and election together with the dates for each election.
- iv. All registered full-time students of the University who meet the criteria outlined in Section 30.4 above are eligible to run for one of the six council positions.
- v. The Director of Student Life is responsible for preparing a list of candidates who meet the requirements for office, and to present this list for approval of the RUW President.
- vi. Elections will normally take place in the third week of April of the second semester.
- vii. The Election for College Representatives and Student Council takes place on the same day as the Student Council elections.
- viii. Campaigning would be done online and on campus including among other strategies, posters, and speeches.
- ix. All registered full-time students are eligible to vote online in the Student Council election.

### 30.6. Election Day

- i. All approved candidates will have the opportunity to campaign to the whole student body during the campaign period both online and on campus during campaign period and on Election Day.
- ii. The President approves the list of candidates and has the right to disqualify candidates.
- iii. Candidates may be disqualified if they include political or religious content or personal attacks on other candidates in their campaign.

- iv. Grounds for disqualification are as follows:
  - a. Low Academic standing
  - b. Disciplinary problems
  - c. Infractions of the Student Code of Conduct.
- v. The names of all approved candidates for the Student Council will be printed on the election ballot for different positions in the Council.
- vi. Students may vote for up to six candidates for student council posts. If more than 6 names are checked on a ballot form, the vote becomes invalid.
- vii. The election process is confidential.
- viii. The voted will be casted online.

### 30.7. The counting of votes

- i. Members are voted in by simple majority.
- ii. If a vote is tied, the candidates are asked if either one wants to stand down.
- iii. If no resolution is reached the Director OSL will decide by 'casting the lot'.
- iv. The voting information will be compiled by the Director of OSL, the names of the elected members are approved by the RUW President, and the candidates are either called together or are informed through email of the outcome of the election.

### 30.8. Term of Office

Student Council Members are elected for the duration of one academic year.

### 30.9. Duties and Powers of the Student Council

The officers shall have the powers and duties associated with their position and such other powers and duties as may be approved by the Director of Student Life.

#### A. President of the Student Council

The Student Council President (hereafter referred to as 'the President') is the senior executive member

of the Student Council and is responsible for the general supervision and operation of the council. The President must be at least in her second year of studies. She will bear the following responsibilities:

- i. To represent students on the Senate of the Royal University for Women.
- ii. To provide leadership and motivation to the Student Council
- iii. To bring ideas forward and foster full discussion of possible actions and activities.
- iv. To act as a role model to the student body and represent the University in the larger community in Bahrain.
- v. To arrange the Student Council meeting(s) schedule and the agenda with the help of the Secretary.
- vi. To chair the meetings of the Student Council.
- vii. To attend all meetings, and when she is unable, to inform the Director of Student Life and the Council Secretary in advance. In the absence of the President; the Vice-President will chair the meeting.
- viii. To act in an ex-officio role to the next Student Council in her role as Past President.

### **B. The Vice-President**

The VP is the second in command of the Student Council. Her responsibilities include:

- i. To chair the Council meetings when the SC President is absent.
- ii. To organize upcoming events in collaboration with the OSL.
- iii. To keep the student body informed of all upcoming activities.
- iv. To gather information from students about their needs.
- v. To be a positive voice in marketing RUW to the community.

### **C. The Secretary of the Student Council has the following responsibilities:**

- i. To maintain contact with the needs of students.

- ii. To record the minutes of Student Council meetings.
- iii. To maintain an accurate membership list.
- iv. To handle general Council correspondence and files.
- v. To arrange the agenda for meetings with the help of the President.
- vi. To distribute the minutes to the Student Council.

### **D. The Treasurer has the following responsibilities:**

- i. To keep records of all financial transactions of the Student Council.
- ii. To prepare a budget for all activities of the Student Council as a whole.
- iii. To plan and organise fundraising activities.

### **E. The Student Council Activities Officer has the following responsibilities:**

- i. To chair a monthly meeting with all club presidents.
- ii. To assure that the clubs are following RUW policies.
- iii. To present suggestions and projects in the Student Council meetings.
- iv. The Student Council Activities Officer additional responsibilities include assisting the President in all areas and to take an active role in encouraging leadership initiatives, in line with RUW's vision and mission.

### **F. The Student Support Officer has the following responsibilities:**

- i. Maintaining the relationship between the students and the Student Council by communicating the concerns of students.
- ii. Communicating with the University with respect to the quality of the facilities provided to the students.
- iii. Ensuring health and safety regulations are implemented in the University by reporting to the OSL, any misconduct of students.

- iv. Works closely with the Social Worker and Nurse to improve the well-being of the students.
- v. Work closely with OSL to create a congenial atmosphere for the students.

### **G. Role of the College Representatives:**

- i. Listening to the needs of their classmates.
- ii. Bringing the needs and issues of their college to the attention of their dean as appropriate and reporting the suggestions of their faculty to the meetings of the Student Council.
- iii. Reporting the decisions and announcements from the Student Council meetings back to their college in a clear and structured way.
- iv. Maintaining close lines of communication with their respective Colleges.

### **Student Council Budget**

The Annual Budget of the Student Council must be submitted to the Director of Student Life and within 2 weeks of the election of the officers.

### **Student Council Annual Report**

At the end of each academic year the Student Council will present an Annual Report to the University President. At the end of their term of office the Student Council carries out a self-evaluation of its achievements and makes suggestions for actions for the next Student Council. This annual report contains a financial statement. This report is presented to the Director of Student Life before the last day of the semester and passed on to the next elected Student Council by the Director of Student Life after the election.

### **Meetings of the Student Council**

- i. The President of the Student Council and secretary will decide each year the appropriate schedule of meeting dates and times.
- ii. Student Council meetings shall take place weekly as per a schedule drawn up at the

start of the academic year. Extraordinary meetings can be called for as needed by the President of the Student Council.

- iii. The secretary of the Student Council prepares and distributes the agenda to members of the Student Council at least one day before each meeting.
- iv. Student Council members may initiate agenda items and bring them to the attention of the Secretary at least two days before a meeting. Additional agenda items may be added at the beginning of each Student Council meeting.
- v. The Student Council may communicate the agenda and minutes of its meetings to the student body as a whole.
- vi. If a quorum (half of the Council members) is not present for a meeting, no Council action may be voted upon.
- vii. Student Council meetings are open meetings and can be attended by any registered, full time student at the University.

### **Procedures and Rules for Conducting a Student Council Meeting**

- i. Each member shall have one vote.
- ii. All motions are required to be seconded; all motions require (to be passed) by a majority vote of the Council members.
- iii. Any and all actions of the Student Council are not official until approved by the Director of Student Life.

### **Removal from Office**

Any Student Council member or officer may be, after due process, removed from office by a majority vote of the Student Council membership or by a decision from the Director of Student Life, for:

- i. Missing 3 consecutive scheduled meetings.
- ii. Resignation.
- iii. Failure to perform required / requested duties or failure to follow University rules.
- iv. Failing to meet deadlines and follow due

process as required by the Director of Student Life.

## **Amendments to the Student Council**

### **Constitution**

- i. This constitution may be reviewed on a normal two-year review cycle.
- ii. This constitution may be amended by a two-thirds vote of Student Council members.
- iii. Amendments to the RUW Student Council Constitution must be approved by the University Senate.

## **31. Role of College Representatives**

In addition to the Student Council, each college elects a representative with the primary responsibility of ensuring that the interests of students are fairly and fully communicated. This representative also represents the student body in the College Council and College Advisory Committee meetings (upon invitation).

### **31.1. Eligibility Criteria**

Student representatives will possess the following attributes and meet the following criteria:

- i. Demonstrated leadership abilities.
- ii. Be in good academic standing as well as be an engaged and diligent student.
- iii. Relate well to other students, faculty and staff.
- iv. Be prepared to attend all meetings and when necessary notify the Dean of College of her absence in a timely manner.
- v. Contribute regularly to the on-going business of the Student Council.
- vi. Perform all duties associated with the office.

### **31.2. Election of College representatives**

- i. The college representative election will take place on the same day as the Student Council Elections.
- ii. OSL will announce the election for college representative.

- iii. Nominations are received by the faculty and a shortlist of candidates is approved by the college council.
- iv. Deans will send the approved nominees list to the OSL where the electronic ballots will be prepared accordingly.
- v. Colleges will arrange to send their students to cast their votes.
- vi. The approved candidates may be allowed to campaign in accordance with the approved campaign period.
- vii. The college arranges an induction session for the elected representative in order to familiarize her with the expectations of the post.

### **31.3. Exceptions**

The Dean of College retains the right to remove or replace a college representative in the following circumstances:

- i. Change in academic standing.
- ii. Repeated failure to carry out agreed upon responsibilities.
- iii. Failure to attend meetings.

## **32. RUW University Clubs Policy**

### **Policy purpose and scope**

RUW aims to create a community where each student through involvement in student clubs can pursue various forms of activities in order to enrich her undergraduate experience. The University does not allow activities of divisive or partisan nature and provides a supportive environment for students to pursue a variety of activities. The Office of Student Life (OSL) provides available facilities to officially recognized student clubs.

### **Policy Statements:**

- (a) Students can establish their own clubs or join existing clubs. Each club consists of a group of interested students who actively share the duties necessary to run the club effectively.
- (b) Each student club is mentored by a member of faculty. The club mentor will

- advise the club executives regarding planning, budgeting and organising club activities.
- (c) Clubs must establish clear and relevant objectives and must comprise of a minimum of five (5) members and be registered with the OSL. Each club must have three executive members holding the posts of President, Vice President and Treasurer.
- (d) All club activities must be in complete compliance with RUW policies and procedures. Club events that take place off-campus require the presence of the club mentor.
- (e) The Office of Student Life is responsible to ensure that the club does not duplicate the objectives of any other club or of the University, and that the club is not of a divisive or partisan nature.
- (f) RUW will allocate limited funding for club activities. These funds may be accessed on a 'per event' basis upon the approval of the Director of OSL.
- (g) Following the event, clubs must provide a detailed account of the expenditures to the Director of OSL. Clubs may generate additional funding through membership or the club's own fundraising activities.
- (h) All clubs may have access to certain equipment and resources within the University. The University will make every reasonable effort to facilitate the provision of requested equipment and/or resources but will not be held responsible if the equipment and/or resources are not available. If the University is unable to provide the required equipment, the club will be responsible for any costs incurred if outside equipment and resources are used.
- (i) Where possible, the University will provide space for club meetings and events.
- (j) Clubs may develop promotional material to advertise their club and activities. Clubs are not allowed to send letters using the RUW letterhead, unless the use of the letterhead has been approved and is co-signed by the Dean of Students.
- (k) As far as possible, clubs are encouraged to hold all events on-campus. On-campus venues will be provided free-of-charge for club use provided the venue is available on the day and time requested. Off-campus venues must be booked directly by the club. Any costs incurred for the booking of off-campus venues are the responsibility of the club.

### Procedures:

#### a. Creating a new Club:

- i. Founding members of a club must submit a written proposal with the required documentation to the Student Activities Officer who checks the documentation and forwards it to the Director of OSL for approval.
- ii. Founding members will receive approval within ten (10) working days of submission of their proposal and can then begin to recruit members. The documentation needed to establish a club is a completed Club Establishment Form which includes the following information:
  - Name of founding member.
  - Short mission statement.
  - Executive members.
  - Membership list.
  - Name and signature of club mentor.
- iii. A club must comprise of a minimum of five (5) members to obtain official recognition. All clubs must create and maintain a membership list. The membership list must include the member's name, student ID number, phone number and RUW

email address. Maintaining club membership is the responsibility of the club executive members.

- iv. Executive members, who do not participate for 3 consecutive meetings, will be cautioned in writing by the club president. The member may be removed from her executive position if she does not participate after receiving written intimation.

**Note: The Dean of Students must be informed of the removal of the executive member and her subsequent replacement.**

- v. Maintaining club membership is the responsibility of the club executive members. These members may advertise their club, its activities and its aims and objectives by:
  - Participating in Orientation Days.
  - Producing a club brochure or flyers about their club and including contact details.
  - Advertising the club and its events on the OSL notice boards.

**b. Funding:**

- i. The budget for student clubs is included in the OSL budget.
- ii. The club president and mentor in collaboration with the OSL prepare an annual activity plan prior to the start of the academic year.
- iii. The club president requests the Dean of Students for funding from the allocated budget on a 'per event' basis.
- iv. All budget requests must be signed by the club mentor.
- v. Following each event, the club Treasurer must provide an account of the expenditures for that event to the Dean of Students.
- vi. Clubs may generate additional funding through membership or the

club's own fund-raising activities. All planned fund-raising activities of a club must be submitted by the club president to the Dean of Students for approval.

**c. Use of RUW equipment:**

- i. Clubs must obtain permission from the Dean of Students in order to access university resources.
- ii. A request for equipment or resources must be made at least two weeks prior to the event.
- iii. Equipment and supplies required for on-campus events such as tables, chairs, AV equipment etc., can also be requested and may be provided depending upon availability.

**Note: If for any reason the University is unable to provide the required equipment, the club will be responsible for any costs incurred if outside equipment and resources are used.**

**d. Meeting spaces and On-Campus events:**

- i. Requests for meeting spaces or venues for events organised on-campus must be made to the OSL in writing at least one (1) week prior to the meeting.
- ii. Requests must include the start time, the expected duration and the number of members expected to attend.

**Roles and responsibilities:**

**Club Mentor**

- i. Supervising and mentoring club executives in planning, organizing and implementing the activities of their club.
- ii. Advises the club executives to plan and budget their activities including generating additional funds through fund-raising activities.

- iii. Oversees club events to ensure the safety and security of club members.

#### Club President

- i. To plan and preside over the meetings of the club.
- ii. To plan and coordinate activities for the Club in collaboration with the club mentor and the Student Council.
- iii. To oversee the activities and administration of the Club including its financial integrity.
- iv. To recruit new members.
- v. To ensure the OSL is updated of any changes to the club's executives.
- vi. Any other duties assigned in accordance with the club's aims and objectives.
- vii. Update OSL regarding the number of members at the end of each semester.

#### Club Vice-President

- i. Assume the duties of the club President, in her absence.
- ii. Communicate with club members regarding distributing notices and agendas of club meetings.
- iii. Maintain correspondence and club documentation.
- iv. Updating and maintaining the membership list.
- v. Carrying out any other duties assigned in accordance with the club's aims and objectives.

#### Club Treasurer

- i. Preparing the club's activities budget.
- ii. Maintaining the club's financial records including invoices.
- iii. The treasurer updates the executive members of its financial status and carries out financial transactions as directed by the club executive members.

#### Dean of Students

Coordination and support with respect to budget and club activities.

## Finance Department

Budgets and accounting

## 33. Student Travel

### 33.1. Educational Travel

#### Rationale

International travel and local field trips are integral parts of RUW's approach to teaching and learning. They enhance the curriculum in both formal and informal ways, and allow students to frame wider perspectives, apply and test theoretical concepts and gain practical knowledge and experience beyond the walls of the University. In addition to these educational benefits, travel enhances student life by providing opportunities for developing leadership and communication skills, appreciating the global context of this century, practicing the liberal arts values of our curricula and increasing the sense of personal responsibility for all participants.

#### Framework

RUW recognizes and endorses three (3) kinds of educational travel:

- i. **Local field trips:** organized in relation to a specific course or curriculum.
- ii. **International Educational Travel:** organized to facilitate or support college/ institutional curricular or educational goals and objectives.
- iii. **Global Learning Courses:** courses, conferences, workshops, seminars related to or part of a specific course or curriculum.

#### Note:

- *Field trips that are part of the curriculum / course are mandatory and they are supported by the University and are approved by the Dean of College and supported by Director of Student Life.*
- *The Dean of College/ Director of Student Life and the Student Activities Officer will work to prepare a yearly plan and schedule of travel during the year.*

## Institutional Liability

- i. While RUW considers the safety of all its students, faculty and staff to be of paramount importance in organizing off-campus events, the University can accept no responsibility for unforeseen incidents.
- ii. Approved chaperones will accompany students on activities.
- iii. RUW will ensure that parents/guardians are aware of all activities their students are taking part in.
- iv. All parents will provide their consent (in general or specific terms) for their students' participation in these activities.
- v. All students will be expected to adhere to the RUW Student Code of Conduct during all external activities and will be asked to sign an undertaking prior to participation in any international programme.
- vi. For optional international excursions, student participants will normally be expected to be performing at an acceptable academic level before being invited to participate.
- vii. It is the responsibility of all student participants to ensure that they have international health insurance, Visa etc. RUW will facilitate the process of obtaining these.

### 33.2. Local Field trips within Bahrain Procedures

Field Trips in Support of Specific Course(s), Curricula or Programmes:

- i. A rationale, itinerary and budget for such field trips must be approved by the Dean of College (or colleges if appropriate) at least 2 weeks prior to the event and provided to the Director of Student Life for information.
- ii. Transportation must be booked through the Dean of College.
- iii. The faculty member organizing the field

trip will ensure that parental consent letters are issued to the parents/guardians of all students participating. The letter will indicate (at a minimum) the date and place of departure and arrival back on campus; destination; the course of which the trip is part of; the faculty member in charge of the trip and other pertinent details.

- iv. The faculty member organizing the field trip will ensure that an appropriate number of accompanying staff are available to support the excursion and will advise the Dean of College of the names; normally, there must be one faculty member for every 15 students. If more than 15 students are participating in the field trip, additional chaperones must accompany the group. When possible, the OSL will support these activities.
- v. Departure for field trips must be to and from the university only. The only exceptions to this will be those authorized in writing by parents/guardians.

### 33.3. Executive Leadership Team

It is recommended that for International Educational Travel for Students follow this procedure:

The University aims to take students on relevant international educational field trips. These trips are viewed as an enrichment activity on the basis of voluntary participation, though they are not mandatory. When these trips are organised by Colleges or the Director of Student Life:

- The Itinerary, including travel and hotel arrangements must be sent to College Council 3 months prior to the trip and obtain approval.
- The chaperones are selected based on the total number students.
- The proposal of trip is submitted to Dean's Council 2 month prior to departure for consideration/approval

from the Executive Leadership Team (ELT) through DC.

- Faculty must submit a detailed report to their College Council upon returning from the trip highlighting the educational value and including a statement of expenses.
- Except in exceptional cases, these trips must be scheduled to occur during non-academic times.
- Parental consent forms are required for all participants embarking on international trips.
- Students must travel to and from the University as outlined in the permission letters. No other arrangements, other than those exceptionally arranged in advance by parents / guardians, are acceptable.

### 33.4. Global Learning Courses

These trips are part of the courses with global learning component. They are integral part of the courses and must be undertaken in order to meet the intended learning outcomes of the course.

- The Global Learning Course with travel plan should be a part of the College Academic Plan in the beginning of the academic year
- The itinerary, including academic content, must be finalised within the college in the beginning of the AY when this course is going to be offered, with necessary approvals through proper channel
- The travel must state a learning outcome relevant to a course, series of courses or programme.
- The chaperones are selected based on their relationship to the academic purposes of the travel.
- The Global Learning course should be advertised effectively for the student's awareness and participation.
- The students attending the trip produce

written journal entries daily and attend a daily debriefing by the faculty member.

- The students are required to complete a questionnaire evaluating the experience prior to departure from the venue. Faculty members must submit a detailed report to their College Council upon returning from the trip highlighting the educational value and including a statement of expenses.

### 33.5. Chaperones

- i. RUW endeavours to provide one (1) adult chaperone for every 10 students to ensure a safe and rewarding experience during an international trip. For trips with 11-20 students, two chaperones will accompany. For more than 21 students the number of chaperones will be considered on a case by case basis.
- ii. Chaperones must be over 18 years of age and not currently attending the University as students.
- iii. Parents and female relatives of the students may be appointed as chaperones by the Director of Student Life; in which case they will be provided with an outline of expectations and trained by the Director of Student Life.
- iv. Chaperones accompanying students are expected to provide constant supervision.
- v. Supervision includes transit, visit and leisure time, and requires the preparation of a careful schedule of responsibilities to ensure presence at restaurants, hotels/ hostels etc.
- vi. For all types of educational trips, (whether local or international) a **consent letter** is issued to each participant for signature by their guardian.
- vii. Students are also required to sign a **Student Undertaking** with the Director of Student Life/ College.

### 33.6. Student Undertaking

Educational Trip Details:

Country : \_\_\_\_\_  
Date of Departure : \_\_\_\_\_  
Date of Return : \_\_\_\_\_

Return to the Dean of College/ Students by:  
\_\_\_\_\_

I, (Student Name and ID number) \_\_\_\_\_  
\_\_\_\_\_ will abide by all rules and regulations during the international education trip, follow the instructions of the chaperones and be a good ambassador for our University while on the trip. I recognize that I may be sent home if I do not adhere to the terms of this contract and the Code of Student Conduct. Misbehaviour during the trip will have the same consequences as it would on campus including being sent home before the end of the trip and subsequent disciplinary action.

I am aware that only students with good attendance and performance will be able to participate in the educational trip. Should my attendance or performance falter before we begin the journey, I may be disqualified. During the trip I will be a good ambassador for RUW and:

- Be punctual and not delay the group's activities.
- Not go anywhere without permission from the chaperones and attend all planned activities.
- Not engage in any behaviour to discredit the University such as smoking, drinking of alcoholic beverages or illicit drug use.
- Only bring one suitcase, adequate and appropriate clothing for the culture and climatic conditions.
- Be responsible for my belongings.
- Bring a mobile phone (if possible).

Student Signature : \_\_\_\_\_  
Student ID : \_\_\_\_\_  
Date : \_\_\_\_\_

### 33.7. Intimation of Educational Travel

Dear Parent/Guardian,

I am writing to let you know that the College of \_\_\_\_\_ is organizing an Educational Trip to (place) \_\_\_\_\_ from (date) \_\_\_\_\_ to (date) \_\_\_\_\_.

I would be most grateful if you could complete and return the consent letter below by \_\_\_\_\_ (Date). Students will be accompanied by Chaperones from their Faculty. We assure you that the students will receive adequate attention from the accompanying chaperones and will maintain strict discipline throughout the educational trip. However, the University or the accompanying Professors will not be responsible for any loss or injury during the trip.

Students are requested to provide with the following documents on or before (date) \_\_\_\_\_.

1. Photocopy of Passport.
2. Photocopy of CPR.
3. Photocopy of receipt of the amount of \_\_\_\_\_ deposited with the Accounts Department of RUW.
4. Duly signed consent letter.

For more information please contact the College Secretary Ms. \_\_\_\_\_

Phone No : \_\_\_\_\_  
Email : \_\_\_\_\_

Please do not hesitate to contact us at the University if we can be of any further help or if you have any further enquiries.

Sincerely,

\_\_\_\_\_

Dean of College / Director of Student Life

Tel : \_\_\_\_\_  
Email : \_\_\_\_\_

### 33.8. Parental Letter of Consent

Student Name : \_\_\_\_\_

ID# : \_\_\_\_\_

Year : \_\_\_\_\_

Email : \_\_\_\_\_

Mobile no : \_\_\_\_\_

I give my permission for my Daughter to take part in the educational trip to \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

Particular Dietary Conditions to be aware of :  
\_\_\_\_\_

Particular Medical Conditions to be aware of :  
\_\_\_\_\_

Other items requiring attention :  
\_\_\_\_\_

Emergency Contact Name :  
\_\_\_\_\_

Emergency Contact Number :  
\_\_\_\_\_

Signature of Parent :  
\_\_\_\_\_

Name :  
\_\_\_\_\_

Date :  
\_\_\_\_\_

### 34. RUW Postings Policy

#### Purpose of Policy:

Postings serve the primary function to communicate information related to the activities, rules and regulations of the University. There is a recognized need for the University community to be able to post announcements to communicate grades, events, visits, rules and guidelines etc. within its physical space. This policy applies to the following modes of communication:

- Bulletin Boards
- Bulk Emails
- CCTVs
- RUW Connect
- SMS
- RUW Website
- RUW Mobile Application
- Social Media

#### Policy Statements:

- (a) In recognising that the medium of instruction at RUW is English; all postings should be in the English language, or in both Arabic and English. In all cases, messages posted on CCTVs, must be brief and written in clear and simple English.
- (b) Postings of a political or religious nature are not authorised by the University.
- (a) Postings related to Student Life can only be made on designated boards or in designated areas.
- (b) Announcements and messages may only be posted after they have gone through the appropriate channels for editing and approval. The ICT department may return CCTV posts / messages which are found to be visually unclear or difficult to read.
- (c) Printed (paper-based) messages must be stamped by the Office of Student Life before being displayed on boards designated for the OSL.
- (d) Deans, Directors and the Registrar are responsible for the postings in their physical space.
- (e) The OSL is authorised to send bulk email messages to students using their RUW Email addresses. In all cases, all Deans and the Academic Vice-President must be copied in such emails for information and awareness purposes.
- (f) Messages posted to the RUW Website will be approved by the Academic Vice-President and the President as needed.
- (g) Messages of an academic nature, whether general or specific to a college, must be approved by the Academic Vice-President.
- (h) Materials which constitute advertising for an external entity need to be approved by the President.
- (i) Messages or announcements by external entities or external student bodies will require the approval of the Academic Vice-President.

- (j) In special cases, where the application of this policy is not clear, the approval of the President must be sought.
- (k) The University encourages the posting of printed materials on designated spaces to minimise possible damage to University property.
- (l) The OSL will maintain a postings log detailing all messages posted by the OSL. This log will be appended to the OSL Annual Report.

## Procedures

### Student Activities and Student Council

#### Postings

- a. There are designated bulletin boards for posting printed materials. As far as possible, postings should be displayed only in those areas.
- b. The Office of Student Life approves postings by the Student Council, Student Clubs, the Student Activities' Officer, Residence, the Health Unit and the Sports Centre and all other messaging related to students and student life.
- c. Messages may be posted for up to ten (10) working days. This may be reduced in some cases once the event has been concluded.
- d. All printed postings must be stamped by the Office of Student Life prior to being displayed.
- e. Unauthorized postings will be removed on sight.

### Office of the Registrar's Information Board

#### Postings

All materials released for communication by the Office of the Registrar must be approved and stamped by the Registrar and displayed only on the boards and areas designated for this purpose.

### College Postings

Each college will designate an area where materials pertinent to their students and faculty can be posted.

The Deans are responsible for the enforcement of this policy within their respective colleges.

## 35. RUW Library

### Mission

The mission of RUW library is to provide a user focused qualitative collection of resources in support of the undergraduate and graduate programmes, faculty research and the growing needs of the patrons.

As intellectual partners in the quest for knowledge, the library provides access to information, develops a diverse collection around courses offered and nurtures critical thinking skills to develop self-sufficient lifelong learners.

### Location

Royal University for Women (RUW) Library is currently located in block AB and offers over four zones:

- Main Library or Quite Zone
- Reading cum Discussion Zone
- Research Cabins
- Multimedia Room

### Working hours

The RUW library is open from 8 am to 4 pm on all working days and during specified extended hour.

The Library Reading cum Discussion Zone is open for students, who live in the RUW Residence. If user wants to use Reading cum Discussion Zone after working hours (8am-4pm) should get prior approval from the library manager. This wing is equipped with 14 desktops of latest configuration with and Wi Fi connectivity.

### Members

- Registered students of RUW.
- RUW faculty and staff.
- RUW Board members.

### Library Orientation

Library provides an orientation to all new entrants (students and faculty) at the beginning of each

semester. This appraises them with library rules, resources (print and electronic) services, facilities and activities which include workshops and events organized by the library.

### Library Collection

RUW library collection comprises + 9,300 printed resources on the subjects of Art and Design, Fashion Design, Graphic and Interior Design, Architectural Design, Design Management, Computing, Business, Banking, International Banking, Management, Accounting, Finance, Human Resources, Marketing, Law, Commercial Law, Criminal Law, Civil Law, Industrial and Banking Law, Literature, Fiction, Education, English Language and General Knowledge, Women's Studies and Culture, Human Rights in both electronic and printed formats. Besides these, the library has a sizeable collection of electronic resources in the form of CD's, DVD's, and archives of journals, faculty publications and selected students' research projects.

**Academic journals and databases:** At present the library is subscribing to 41 print and online academic journals besides many online databases. Databases subscribed by the library include - ProQuest ABI/INFORM; ProQuest Academic Research Complete; Ebrary / E book Central; Westlaw Next & Westlaw Middle East; Statista; Turnitin, Scopus; Link Springer; Arabic edition of Nature.com. These provide full text access to several hundred thousands of research articles, journals, ebooks, researches and reports from all over the world. To maintain originality and avoid plagiarism, the software 'turnitin' is also being subscribed to by the library.

### Library Services and Facilities:

- i. Library provides comfortable and welcoming environment to all its readers for study and research.
- ii. Provides ready access to current collections along with subscribed databases and journals.
- iii. Loan facilities are available to members only for the following resources:

- Books
  - Multimedia
  - Journals
  - Databases
- iv. The loan period and the overdue fine vary depending on type of user and material - details available in Library Brochure.
  - v. Fines are calculated only for the days, library is open. The fine for any single overdue item will not exceed BD 10/-.
  - vi. If the material is declared lost, a processing charge of BD 10/- will be charged, in addition to the replacement cost and overdue charges.
  - vii. Library provides printing and photocopy facilities on charged basis. A minimum charge of 50 Fils per A4-sized page and 100 Fils per A3 sized page or equivalent is levied for photocopies and printouts. **Photocopying of library holdings are subject to copyright law.**
  - viii. There are 29 computers available with latest configuration for students and faculty use to browse and carry out their academic work and assignments.
  - ix. As an important activity, library organizes workshops from time to time enabling students to navigate and make better use of resources subscribed by the library.
  - x. Library assists in acquiring individual ID's and password for the use of 'E Book Central' and anti-plagiarism software 'Turnitin' and helps students to submit assignments through 'Turnitin'.
  - xi. User guidance is also provided from time to time.
  - xii. Library organizes 'Library Open Day' to educate users in library use and familiarize them with surfing technologies for better use of library resources.
- The Library also provides:
- Reference Services.
  - User Education and Guidance
  - Current Awareness Services.

- Electronic Information Service.
- Audio Visual services.

### Loan Policy:

As per library loan policy, the loan period differs according to material and type of user. (Details are available in Library Brochure).

- i. Not more than two consecutive renewals are allowed for the same material.
- ii. An overdue charge per day - which differs according to the material, is to be paid for late returns.
- iii. Damage caused to the document will be charged.
- iv. Reserved books are issued on hourly bases or for overnight on request.
- v. All charges should be paid with the return of book / or latest by the end of each semester.

### Mobile phones

- i. The use of mobile phones is strictly prohibited inside the library.
- ii. All phones must be switched off or be on silent mode when brought inside the library.

### Library Regulations

- i. The Library welcomes its users with research or study interests. In joining the Library and gaining access to library collections, users need to agree and abide by Library regulations.
- ii. Users must be a registered user to use library and library workstations.
- iii. Users should visit the library with their ID cards for loaning books and use of e-resources.
- iv. Library materials - available for loan must not be removed from the reading rooms without being checked out.
- v. Personal belongings brought into the Library at one's own risk. However, bags should not be brought inside the Library.

- vi. Please do not annotate, mark or otherwise deface Library materials. Failing one is liable to pay penalty.
- vii. Theft, deliberate mutilation of materials or any other acts detrimental to the collections will result in the immediate suspension to your membership of the library and a demand for replacement of document or pay the price as fixed by the authority. Serious offences may result in disciplinary action.
- viii. Eating is not permitted anywhere in the library.
- ix. Users are requested to maintain a quiet and friendly environment and treat all others with courtesy and respect.
- x. Mobile phones should be switched to silent and in non-vibrate mode inside the Quiet Zone. One may use personal audio equipment with head phones but ensure it is not audible to other users.
- xi. Laptops may be used anywhere in the Library.
- xii. Use of free Wi-Fi internet facility is monitored. User must abide by 'Library Computer Use Policy' at all times.
- xiii. Recreational web browsing is not permitted on Library machines.
- xiv. All copying done in the Library must comply with universal copyright and data protection laws, and be for non-commercial research or private study only.
- xv. The use of scissors, glue, correcting fluid, paints or other substances that could be harmful to Library materials is not allowed.
- xvi. If you are dissatisfied with any aspect of our service, please speak to library staff / Library Manager.
- xvii. Library Manager / Library staff can use their discretion in case of emergency need for any user.
- xviii. The regulations are not intended to cover every eventuality. Readers are

expected to follow instructions given by the library from time to time.

- xix. Students are advised to take care of Library furniture. Art work with glue, Sketching need to be done in Art Studios/ Labs. Library furniture should be dealt with care and need to be protected from any scratches.
- xx. Students are advised to maintain decorum and cleanliness in the library and use bins to throw trash.

### Licensed electronic resources

The RUW Library subscribes to databases and other licensed resources. Use of these resources is governed by strict licensing agreements between the University and the resource providers. In general, users may not

- i. Use passwords or logins without authorization.
- ii. Give RUW passwords or logins to outside individuals, including family members.
- iii. Download or print or transmit material from RUW-licensed resources for the use of someone outside the University.
- iv. Download or print or transmit material from electronic resources in ways that contravene copyright law, e.g. making more than one copy of an article.

### Consequences

Computer use in the library is monitored and regulated by library staff. If any student is seen to be violating the regulations above, instructor or library staff may;

- i. Ask them to stop using the computer immediately.
- ii. Keep a record of the transgression and monitor that student's computer use in future.
- iii. Suspend library computer use privileges for a period of time if a student repeats the offence.
- iv. If the offence involves misuse of electronic resources or a copyright

violation, library staff may require that the student attends a remedial session on ethical information use.

- v. Repeat offenders will face disciplinary action by the Student Disciplinary Committee.

**For rules regarding computers and on-line search; Refer to Computer Use Policy in this handbook.**

## 36. RUW Residence Policies

### Residence Fee Policy

#### Damage Deposit

- A damage deposit fee of **BD 200/-** is due at the time a room is booked.
- The damage deposit is fully refundable when a student leaves at the end of the contract period and no damage has been noted by the Manager on the Room Clearance Form. The room clearance has to be undertaken at the latest ten (10) working days before the move-out date, to allow adequate time for processing of refund cheque.
- If damage to the room is noted by the Manager on the Room Clearance Form, the damage will be assessed by the Manager and the assigned amount will be deducted from the damage deposit by the Finance Department at the end of the resident's agreement.

#### Room Booking Fee

- Towards the end of the academic year onwards, a **BD 300/- non-refundable room booking fee** can be made by the student who has identified a room she would like to occupy in the following semester.
- The **BD 300/-** room booking fee will be applied toward the residence fee when the student pays her fees at the beginning of term (rental period)
- If the student does not take up residency in the room for which she paid the booking fee she forfeits the full fee.

- Students who pay the fee for the full calendar year do not have to pay a room booking fee for the following year to guarantee their room. Students who have paid the fee for the full calendar can store their TV, Fridge and electric kettle in the RUW store over the summer.

### Room Fees

- Room fees have to be paid in advance for all categories of accommodation. Payment is to be made at the Finance Department and keys are issued only after the student presents the receipt to the Manager.
- Payments can be made by cash, cheque or bank transfer.

**Daily Rate single room:** The Manager assigns single rooms according to availability in regular, super or premium sized rooms.

**Semester:** Semester rates are available primarily to Orientation students.

**Academic Year (2 semesters):** The academic year covers Semester 1 and semester 2. The University posts the dates for the academic year in its academic calendar. A calendar year is counted from the beginning of the academic year to the beginning of the next academic year including the summer vacation.

### Refund Policy

- There is no refund of the Residence fee if the student leaves RUW before the end of the booked period.
- There is no refund of the Residence fee if the student is expelled from the Residence for misconduct.
- In exceptional circumstances (illness etc.) a refund may requested in writing to the Finance department. The refund will only be considered if there is a waiting list for the Residence.

### Residence Fee Audit

- The finance department carries out an audit of tuition fee payment of all residents at the beginning of each semester to ensure that tuition fees have been paid in full.
- Students found not to have paid their tuition fees will be suspended from the Residences immediately until such time as the payment of tuition fees and any applicable penalty fees are paid in full.

### Visitors and residents from other Universities

- Students from other universities may be authorised to reside in the Residences space permitting. The applicable fee published annually will apply.
- All guest residents will be issued an ID card which will be requested at the time of entry or exit to/from the campus or for access to the RUW Sports Centre.
- Guests residing on a Daily or Weekly basis may be requested by Gate Security to show their payment receipt.
- Lost ID cards will be replaced at a cost of BD 5/-
- Long term residents from other universities have to provide the following documentation:
  - i. A letter from their university verifying their enrollment
  - ii. Passport or CPR copy
  - iii. Driver's license copy
  - iv. Two recent passport sized photos (white background)
  - v. Vehicle registration details if any

### Room Keys

- Each student will be issued a key to her assigned room upon producing a receipt from the Finance Department verifying payment of fees.
- Each student must sign the logbook for the assigned key.

- Students must request the Residence Manager for replacement keys. Lost keys will be replaced at a cost of BD 5/-.

### Room Transfer policy

- a. At the beginning of each semester Residence management will announce that room transfer cutoff date is three weeks starting the beginning of the semester.
- b. Room transfers will only be made from Shared to Single Regular or Single Super rooms.
- c. Students with outstanding Dorm fees will not be allowed to transfer rooms.

### General Residence Rules

- a. The University takes no responsibility for loss or damage of students' personal belongings or valuables.
- b. All dorm residents are required to have a valid RUW ID.
- c. RUW ID cards can only be used by the student identified on the card.
- d. Students will only be issued with a room key after the following criteria have been met:
  - i. Showing the Manager, the receipt from the Finance Department verifying payment of BD 200/- damage deposit fee and full payment of room fees.
  - ii. Submitting the emergency information sheet and parental contact details sheet.
  - iii. In case of a Guardian, a letter of endorsement from the parent of the resident will be required. The letter should be signed by the parent of the resident and should include a passport or CPR copy of the guardian.
- e. Male visitors are not allowed into the residence.
- f. A specific day will be published each

- g. Visiting hours for female visitors are from 8 am to 12 pm (1 am on Thursday, Friday and Saturday evenings).
- h. Residents must be in the Residence by 10 pm on weekdays and by 11 pm from Thursday throughout the weekend and on public holidays.
- i. The curfew may be waived with written permission from the student's parent/guardian once each semester. The University reserves the right to act in the instance that a student has not submitted a permission note and does not abide by the curfew. In such cases the student will receive a verbal warning followed by a letter to her parents.
- j. Students can ask for a female security escort when they wish to walk on or off campus before the curfew.
- k. The student is responsible for maintaining the standard of the room. Repair of or replacement(s) for any damage(s) will be billed to her account.
- l. All visual material which a student wishes to display in her room has to be compatible with the values and culture of the Kingdom of Bahrain and be acceptable to her roommate and the residence community.
- m. From time to time repairs and maintenance work will have to be done in the Residence and in students' rooms, which require the presence of male workers. No worker can enter a student's room without prior notice (*except when the Manager deems it necessary in an emergency*) specifying a time when the work will be done. Work will only be done in the presence of a supervisor designated by the Manager such as security personnel.
- n. The residence is a designated non-smoking area.

## Escort and Guests

- i. Only female guests are allowed in the Residence.
- ii. Female guests who stay overnight must have the permission of the Manager in advance and register their name and pay a fee of BD 20/- per night.
- iii. Residents are responsible for the behaviour of their guests while they are in the residence.

## Quiet Hours

- a. The following quiet hours are in effect in the residence:
  - Saturday to Wednesday 9 pm – 7 am;
  - Weekends and public holidays: 11 pm – 9 am.
- b. Residents have the right to sleep and/or study in their rooms at any time without interference from those around them. **Sound must not be audible beyond the limits of any individual room, hallway, or lounge.**
- c. Residents are expected to demonstrate courtesy and consideration toward others. If asked to respect this right by a co-resident or residence staff, they are expected to comply immediately.
- d. During final examination periods 24-hour quiet hours may be in effect.

## Activities

Students are encouraged to have an active student life and arrange events through coordination with the Manager and their Floor Representative. Parties are not allowed in the Residence.

## Activities Resulting in Disturbance, Distress, or Damage

- a. Individual or group activities that result in distress or disturbance to others are prohibited. Individual or group activities that can cause damage or destruction to property are also prohibited. Types of behavior that fall into this category

include but are not limited to hallway disruptions, smoking, unsanitary conditions, pranks, room parties and placing trash in public areas.

- b. Using or attempting to use University property in a manner inconsistent with its designated purpose is prohibited.
- c. Writing offensive and/or inappropriate language or symbols on University property is strictly prohibited.

## Room Responsibility

- a. A resident is responsible for any activity or damage that occurs in her room when it can be reasonably shown that she knew or should have known that the inappropriate activity or damage occurred. This includes activities or damage caused by guests of the resident. When in doubt about room use, residents must consult with the Manager. The BD 200/- damage deposit will be applied towards repairs.
- b. The resident is responsible for housekeeping inside her room.
- c. Residents or guests who are present in a residence room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless they immediately report the situation to the Manager and/or Residence staff
- d. Modification of permanent wiring within a room is prohibited.
- e. Window surfaces must be kept clear of all opaque materials, such as aluminum foil, posters, or signs.
- f. Room doors must be kept free of flammable materials, particularly loose paper. Doors should not be wrapped or covered with flammable materials.
- g. Displays and/or decorations of paper, dried vegetation, corrugated cardboard, or light plastics that cannot be flame proofed are prohibited.
- h. Residents cannot decorate any space outside their room.

- i. Electrical outlets must be appropriately used, and electronic equipment (computers, stereos, televisions, hair dryers, etc.) must not overload circuits, be left unattended, or be improperly wired to create a safety hazard.
- j. Decorations must not overload electrical circuits and, if appropriate, must be fire-proofed in accordance with health and safety standards.
- k. The use of fragrance candles inside rooms is strictly prohibited.
- l. Residents must have proper administrative approval to move from their assigned residence room to another residence room.
- m. Occupying residence space outside the contract period is prohibited. This includes failure to vacate the residence halls when they are closed.

### Keys

- a. All residence room keys and key cards are the property of Royal University for Women and may not be loaned or duplicated by residents.
- b. Lost keys or key cards must be reported immediately to Residence Manager and/or staff. Found keys or key cards must be given immediately to Residence Manager and/or staff at the reception.
- c. Residents must return room keys or key cards upon checking out of the Residence. Failure to do so will result in a monetary charge. Residents are expected to be responsible for their keys or key cards at all times. While Residence staff will unlock a resident's room door when the resident loses or forgets her key or key card, residents who abuse this service are in violation of Residence rules.

### Prohibited and Restricted Items

For health, safety, and insurance liability reasons, residents are prohibited from having the following

items in their rooms:

- a. Flammable liquids and other similar materials.
- b. Open-coil appliances and heaters, including, but not limited to immersion coils, pottery water-warmers, ovens, hot plates, stoves, exposed burners (including popcorn poppers without self-contained heating units).
- c. Fire/open flame materials or high-heat producing devices, including, but not limited to, lit candles, incense, incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal grills, and sunlamps.
- d. Antennae or wires extending outside room windows.
- e. Alcoholic beverages, drugs, and smoking of cigarettes are forbidden in the Residence and in all buildings on campus. A student found engaging in any of these activities will be faced with a disciplinary hearing or criminal proceedings.
- f. No pets are allowed in the Residence.

### Rights and Freedoms

Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include, but are not limited to:

- i. Harassment.
- ii. Intimidation.
- iii. Discrimination.
- iv. Coercion.
- v. Threats.
- vi. Bullying.

### Smoking

The Residence is a non-smoking area, this regulation is enforced through regular inspection, reporting rounds, and offering assistance when needed to students.

### Selling and Soliciting

Solicitation in the Residence is not permitted.

## Fire Equipment and Safety

- a. Tampering with any fire-fighting equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems is prohibited.
- b. Blocking fire exits or external doors of the Residence is prohibited.
- c. Unauthorized entry to areas of Residence halls, including but not limited to, roofs, window ledges and offices, is prohibited.
- d. Failure to vacate the Residence hall when directed to do so by Residence staff, emergency staff, or during the sounding of a fire/smoke alarm is prohibited.
- e. Improper use of kitchen/cooking facilities is prohibited.
- f. Blocking hallways and doors with personal items is prohibited.

## Dining and Kitchen Area

- a. Trash and garbage has to be disposed of properly in the public areas.
- b. Students are to remove their trays, table service, and/or dispose of trash in designated areas and clean up after they have used the kitchen.

## Residence Assistants

At the beginning of each academic year, the Manager advertises the post of Residence Assistants (RA) and conducts interviews of all applicants following which an RA is appointed per floor. The RAs are provided with a Job Description outlining their role and responsibilities which include organising activities for the Residence community with the approval of the Manager.

## Disciplinary Action

General regulations governing the behavior of Residence living are set forth in the Student Code of Conduct and the non-academic disciplinary procedures, which outline the specific provisions regarding disciplinary action that can be taken against the students.

## 37. RUW Campus Health & Safety Policy

### 1.0 Policy

Royal University for Women aims to maintain a safe and healthy environment for all its students, faculty, staff and visitors.

### 2.0 Health & Safety Responsibility Statement

The University adopts the following objectives in order to help meet its goal of providing a safe and healthful campus environment. Meeting these objectives shall be the responsibility of everyone at the University.

**3.0** The Administration department in participation with Colleges and the Office of Student Life shall suggest forming a committee for health and safety which shall provide oversight and report on progress toward meeting these objectives.

**4.0** The formation of this committee will be approved by the Executive Leadership Team.

4.1 All activities at the University shall be conducted in accordance with recognised health and safety practices. Activities not conducted in compliance with this objective are designated as “unsafe acts” and are not permitted by the University for any purpose or under any circumstances.

4.2 The University’s goal for all preventable occupational injuries and illnesses is zero. Procedures and practices consistent with this approach will be implemented and continuously improved.

### 5.0 Deans and Directors

5.1 Deans shall nominate one faculty member for involvement in the health and safety committee.

5.2 Each Dean and Director has specific responsibilities for providing a work environment free from safety and health hazards. These responsibilities include, but are not limited to the following:

- Informing new employees about safety and health procedures, rules

- and regulations, as well as their specific responsibilities.
- Assuring that required personal protective devices are provided, maintained and used.
- Taking prompt action when unsafe acts or conditions are reported or noted.
- Promptly reporting to the committee all on-the-job accidents and requesting medical treatment if required.
- Promptly investigating and reporting all job-related health or safety problems.

## 6.0 Employees

Each employee has certain specific responsibilities to comply with existing safety and health standards, rules and regulations. The responsibilities include, but are not limited to the following:

- Following all safety and health standards and rules
- Reporting all hazardous conditions to the supervisor
- Wearing or using prescribed protective gear/clothing when required
- Reporting any job-related injuries or illnesses to their supervisor and seeking treatment.
- Refraining from the operation of any mechanical equipment without both proper instructions and authorization.

## 7.0 Organisation and Implementation of Campus Health & Safety Policy

- 7.1 **Employees and students** have a duty to carry out their work in a safe manner in order to prevent injury or ill health either to themselves or to others who may be affected by their acts or omissions at work or study.
- 7.2 **Campus Health and Safety Committee (H & S Committee)**
- Campus H & S Committee will include the following members:

- Director of Administration Chair
- Director of Student Life Member
- Residence Representative Member
- Facilities & Services Manager Member
- Member from each college Member
- Student Council representative Member

7.3 The Campus H & S Committee will record and report all accidents (whether or not resulting in injury) to the Executive Leadership Team (ELT). In so doing the Committee shall:

- Coordinate or conduct regular inspections to assure safe and healthful condition.
- Promptly investigate and report all on-the-job accidents to take action or to order precautions.
- Meet once every other month (or more if needed) at an agreed upon time and location.
- Submit an annual report to the ELT detailing statistics and major incidents if there is any.

### 7.4 Students

Students are responsible for following all health and safety standards and rules.

### 7.5 Review of the Policy

This policy will be regularly reviewed by the H & S Committee and required amendments will be confirmed by The University Senate upon the recommendation of the ELT.

### 7.6 Monitoring the policy

The policy is monitored by regular self-inspections. A written record of each inspection and subsequent remedial action will be kept by the H & S Committee and will be available for scrutiny by the ELT.

## 8.0 General Safety Information

### General Emergency Procedures

In the event of fire or other serious accident or incident requiring the attendance of the fire brigade or ambulance service:

- a. Dial Security (+973 17764462), state your name, location and telephone number.
- b. Give details of the nature of the emergency service required.
- c. Wait for confirmation from the operator that the message has been understood.
- d. Security will call the Fire Brigade and/or Ambulance service as appropriate.
- e. If, after ten minutes, the appropriate Emergency Service has not arrived, repeat the emergency call.
- f. If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident.

### Care of Casualties

- If you are not a qualified First Aider, send for the nearest First Aider/ Nurse, who will take charge of the situation. If no qualified First Aider / Nurse are available, ensure that an ambulance is called.
- All fires, accidents and other incidents must be reported to the Director of Finance and Administration.

### Fire

Everyone must make themselves familiar with the following:

- **Fire Routine Procedure** will be issued to faculty and staff and displayed in all staff and student offices, laboratories, and classrooms. If anyone does not have, or cannot find a copy displayed, contact Administration.
- **Fire Action Notices must be displayed throughout each building.**
- It is the responsibility of the Administration Manager to ensure that Fire Action Notices are posted across the campus.

## 9.0 Fire Procedures

### Emergency Evacuation

After discovering a fire, follow the instructions on fire action notices, i.e. sound the alarm by activating a break glass point and evacuate the premises. Break glass points are located at entrances to, or in, fire exits. Ensure that Security has been informed.

On hearing the fire alarm you must leave the premises immediately and proceed to the designated assembly point. Do not return to the building until the "all clear" is given.

#### Please note:

- **Fire exit routes must be kept clear of obstructions.**
- **Never tamper with the Fire Alarm System (or other alarm systems). It is a serious offence and will lead to disciplinary action.**

### Emergency Evacuation Procedure for Disabled Persons

*On hearing the fire alarm:*

- If on the ground floor, evacuate the building.
- If elsewhere in the building: Unless directed otherwise stay where you are.
- **Do not use the elevator during an emergency evacuation.**
- Call Security.
- Give them your location, name and any details they may ask for.
- Remain in your location.
- If you have to change your location inform Security and tell them your intended location.
- Await arrival of the Emergency Services and follow any instruction given.

### 10.0 First Aid

First aid at RUW will be provided by the University Nurse at the Health Centre.

## Accident/Incident Reporting

All accidents/incidents must be reported to an H&SC officer and will be logged in a Report Book kept by the Administration department

### 11.0 Manual Handling of Loads

It is necessary for employers to ensure that employees avoid, as far as possible, manual handling operations that may cause injury. If these tasks cannot be avoided, it is then necessary that each task is risk assessed.

Many manual handling tasks can be handled using common sense, but if there is any concern regarding individual capability or safety with a manual handling task, and then contact your area safety adviser.

### 12.0 Electrical Equipment

Electrical circuits must not be overloaded by the use of adapters serving several appliances. Plugs must be correctly fused for the power rating of the appliance. Amateur electrical repairs on electrical equipment must never be attempted and the removal of service panels from such equipment only undertaken by trained personnel.

All items of portable electrical equipment must be regularly inspected and tested by the maintenance officer for electrical safety. Personal electrical items used at RUW must also be included in this inspection. For further information on testing contact the Maintenance and Security Office.

## 38. Student presence on campus policy

**Authority for Policy:** Dean of College

**Administration of Policy:** Academic Colleges

### Rationale

The University aims to provide a safe environment for all students and staff in accordance with acceptable cultural and social norms. The main occupants on campus and in the residence are girls from the gulf region. RUW does not allow students on campus after hours. The Royal University for Women adheres to the same principle.

## Principles

- A. Students are encouraged to stay on campus during regular opening hours which are posted annually in the Student Handbook.
- B. Students have to leave campus by the posted closing times.
- C. Campus remains closed during weekend and public holidays and during vacations as per the Academic Calendar.
- D. Students living in the RUW Residence are exempted from this policy, and adhere to the opening hours posted in the RUW Residence Rules and Regulations. They are not allowed access to any other buildings on campus after the official closing time of the campus.

## Procedure

Where extraordinary circumstances demand that a student be permitted to work on campus after regular opening hours, the following procedures will apply:

A faculty/staff member must provide a written notice to and obtain approval from the Dean of College, with the following information;

- i. Name(s) and Student ID number(s) of each student.
- ii. Date and time the students will be on campus.
- iii. Location of the students while on campus after hours.
- iv. Name of supervising faculty member to accompany the students for the duration of their presence on campus.
- v. Signature of approval from the Dean.
- vi. Copy of this document has to be given to Security so that they can check the students in and out of campus.

## 39. General Information

### After Hours and Emergency contact numbers:

For medical emergencies call:

The RUW Clinic on +973 17764426  
In cases of emergency dial '999' or  
Contact the Security Office on +973 17764462.

### **Dress Code**

- i. While there is no specific dress code for students at RUW, students are nevertheless expected to apply discretion and maintain a dignified appearance on campus.
- ii. Students are expected to dress in clothing that displays respect to the customs and traditions of the Kingdom of Bahrain.

### **Food on Campus**

Several caterers provide daily meals in the Student Centre Cafeteria. All food must be consumed in the designated areas. Everyone on campus is expected to maintain the cleanliness of the eating areas and to dispose of garbage in the containers provided.

### **Health Insurance**

Students with personal health insurance coverage must present a copy of such coverage at the time of registration.

### **Holidays**

All public holidays will be posted in the annual Academic Calendar. Make sure that you plan your holidays in such a manner that you return to campus on time.

### **Opening Hours**

Campus is open to students from 8 am to 5 pm on regular working days during the semester.

### **Personal Property**

Personal property may not be left unattended anywhere and at any time. The University is not responsible for lost, damaged, or stolen property. Lockers are provided and students are advised to bring only essential items on campus. RUW Security Officers will assist as much as possible to locate items which have been reported as lost.

### **Personal Laptop Computers**

Students who bring their own laptops and other equipment on campus, are solely responsible to keep them in view all times. The University bears no responsibility for lost or stolen property.

### **Parking**

There are plenty of designated student's parking spaces available on campus. Before you bring a vehicle on campus, you must register it in order to receive your parking permit which must be displayed on the dashboard of your car whenever it is parked on campus. Bahrain driving regulations are applied inside the RUW Campus to ensure students safety, violation of these regulations will result in disciplinary action or possible fines (as determined by the University) in such cases as damage is caused to University property.

### **Ramadan Timings**

Ramadan hours will be in accordance with the laws of the Kingdom of Bahrain.

### **Residency**

Whether residing in the Kingdom of Bahrain or the Kingdom of Saudi Arabia, it is the student's responsibility to be punctual for all mandatory scheduled classes or activities at the University for the duration of their programme of study.

### **Sick leave**

- i. All sick leave notifications should be verified by a doctor's certificate and submitted to the Office of the Registrar.
- ii. Students are required to inform and provide a copy of the sick leave to their academic advisor and instructor at the earliest time.
- iii. A student will be marked absent and will be required to produce a medical certificate for any illness that lasts longer than three days.
- iv. Students must make an appointment with their advisor to discuss 'catch-up' strategies.

- v. It is recommended that students arrange with friends to receive updates on assignments while away from class due to illness.

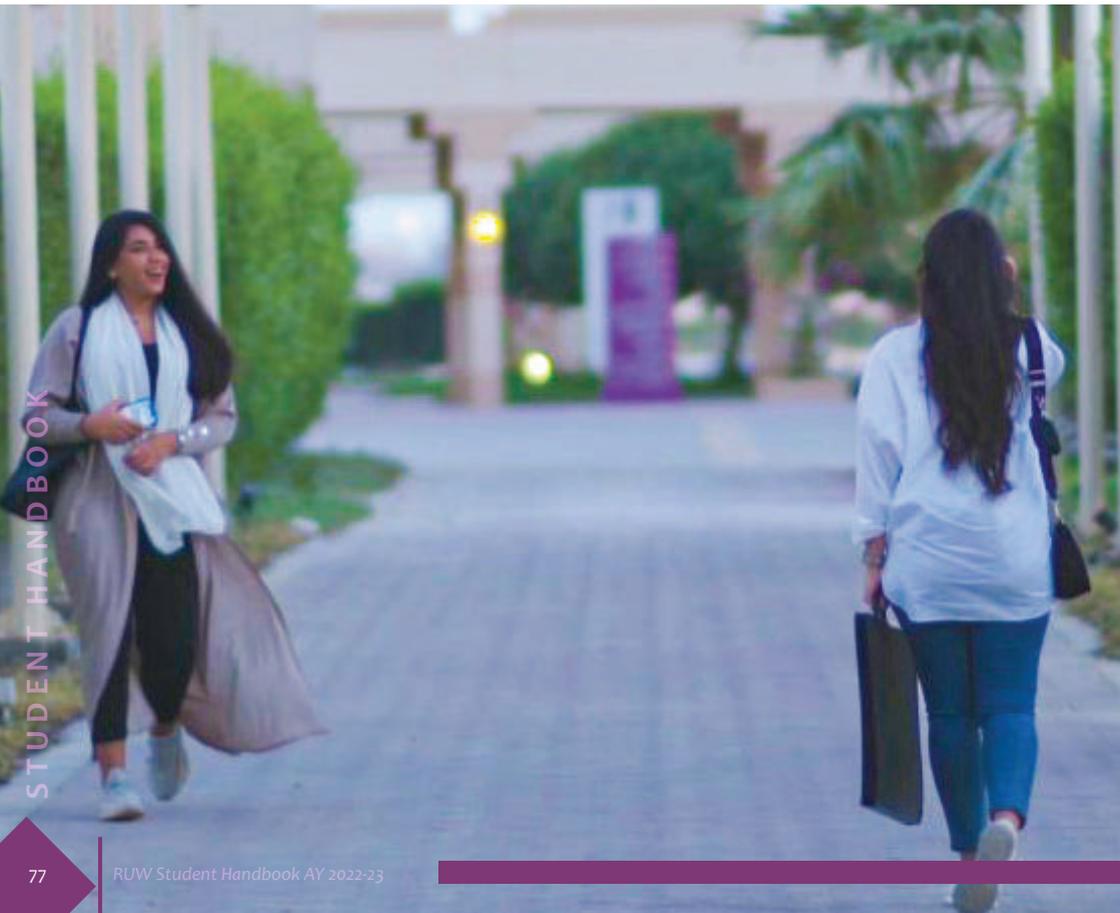
### **Breaks**

There are scheduled breaks in the day, which allow sufficient time to eat, pray, relax and self-study. Students are responsible for returning

to class on time (refer to the attendance policy for details). There are longer breaks during the semester as indicated in the academic schedule. Students are encouraged to utilise time to catch up with project work, read and study in preparation of exams.

### **Smoking**

RUW is a strictly non-smoking campus.







**ROYAL UNIVERSITY FOR WOMEN**

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