



الجامعة الملكية للبنات  
ROYAL UNIVERSITY FOR WOMEN

The First Private University “Accredited By HEC”  
أول جامعة خاصة “معتمدة من مجلس التعليم العالي”

# RUW STUDENT HANDBOOK

2017 - 18



WHERE WOMEN EXCEL





His Royal Highness  
Prince Khalifa bin Salman Al Khalifa  
The Prime Minister of the  
Kingdom of Bahrain



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, new students and parents,

On behalf of the University's Board of Trustees, I welcome you to Royal University for Women, the first private university in Kingdom of Bahrain to achieve the esteemed HEC 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.

Royal University for Women (RUW) is the first private, purpose-built, international University in the Kingdom of Bahrain dedicated solely to the higher education of women. RUW's initial degree programmes were designed in collaboration with two reputed universities, McGill University in Canada and Middlesex University in the U.K. We are proud that RUW provides our students with a conducive environment to develop vibrant personalities, create leaders, dynamic decision makers, independent thinkers and community conscious individuals. Our main focus is on academic excellence and personal development.

RUW's curriculum is designed to meet internationally recognized standards. Our custom-built campus serves undergraduate students in four Colleges as well as graduate students of College of Art & Design. RUW is proud of its Memorandum of Understanding with West Virginia University, USA. This MoU is aimed at developing undergraduate and graduate programmes, enhancing pedagogical skills of faculty, student exchange and organizing workshops and conferences.

RUW is proud to celebrate its milestones achievements, rewards and recognition during these years. The accomplishments of the past years are remarkable and extraordinary.

In May 2017, RUW witnessed with pride, the graduation of its ninth cohort of students. 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's commitment to Quality is evidenced in the important milestones received in the past years. RUW received the grade 'good' in HEC rating, which is the highest grade for a private university. In the year 2014, CBFS received 'Confidence' in all three programmes in the Programmes-within-College. Additionally, in the AY 2015-16 the College received the validation of the NQF mapping of two of its programmes. RUW became one of the first two universities listed on National Qualifications Framework, which is a significant accomplishment by the university in its endeavor for providing quality education.

I trust that the wide scope of activities offered by each of the colleges will give you a clear perspective of how excellence is ingrained in all our practices whether in academia or in student life.

I extend my sincere thanks to the Board of Trustees, the Board of Directors, the Executive Committee, Faculty and all Administrative Staff Members for their dedication and their commitment to excellence.

Finally, I welcome you to Royal University for Women – which we believe is truly a place 'Where Women Excel'.

## Welcome Note from the President

**Professor Mazin M.A. Jumaah, PhD**

President

Welcome to Royal University for Women- the first private university in Kingdom of Bahrain to achieve the esteemed HEC accreditation. RUW takes pride in achieving this milestone. Indeed, this is an attestation of the fact that RUW is a place where Women Excel.

It is my pleasure to welcome all new students to a promising year at RUW and discover new opportunities that will benefit you academically. Since its inception in 2005, RUW has offered undergraduate and postgraduate programmes which enable links with business and industry. Simultaneously, it emphasizes a strong foundation of general skills and knowledge through carefully designed curricula which were conceived with a focus on the requirements of the Bahraini Labour market. Today, as at the time of its inception, the University's teaching philosophy continues to be student-centered, innovative, and enterprising.

During its journey of excellence and achievement RUW has gone through several Institutional Quality Review, Programs-within-College Reviews, NQF mapping and accreditation processes and received several awards and recognitions. It is the first university in Bahrain to be listed on the Bahrain National Qualifications Framework. Also, according to HEC annual report 2015- improvement and development, RUW received grade 'good' in HEC rating, which is the highest possible grade for the private university.

All RUW programmes received Confidence rating from Education and Training Quality Authority (BQA). The College of Business and Financial Sciences achieved 'Confidence' rating for all three programmes for the second time in 2014. This is the highest possible rating which can be achieved in this type of review. Moreover this year CBFS has received validation of NQF mapping for Business and Financial Sciences, Human resources and International Business, validated by BQA. Additionally, The College of Business and Financial Sciences (CBFS) initiated the AACSB Accreditation process for the College of Business and has been accepted as a member of AACSB. The Bachelor of Law programme at RUW has been reviewed by University of Cambridge. RUW has also received accolades from Pearsons for the Foundation Programme offered by the College of Arts & Design and for the English for Academic Success. College of Art & Design underwent Programme within College review for the following 4 programmes and received verbal positive response. The final result is awaited.

- Bachelor of Arts in Fashion Design,
- Bachelor of Arts in Interior Design,
- Bachelor of Arts in Graphic design and
- Master of Design Management.

Additionally, in its pursuit of upholding the quality and excellence, a feather in the cap was added when RUW received the below awards:

- Her Royal Highness Princess Shaikha Sabeeka Bint Ebrahim Al Khalifa Award for Bahraini Women Empowerment award in 2015
- Her Royal Highness Princess Shaikha Sabeeka Bint Ebrahim Al Khalifa Award for best research in Women and Law.

In its administrative sector, RUW has achieved and maintained the ISO 9001:2008 Standard for Quality Management Systems since 2013 and recertification 2016.

In addition to this, the University is proud of its students who worked hard and won the competition and medals of their respective colleges and raised the flag high for RUW. The students performed splendidly in Bahrain Skills competition, GCC skills completion and in the debate with the international university.

Total number of Graduates up to this academic year is 941. To those of you who will graduate this academic year, I urge you to maintain your bond with RUW by joining the RUW Alumnae Association. Your link with this University should grow stronger as you step out into the professional world and apply the knowledge and professional skills that you have gained in the course of your undergraduate career at this institution.

Lastly, I encourage you to give the next few years of your student life the best of your efforts and energies.

As you proceed on your journey of personal discovery you will find that, along with your fine academic preparation, the university is helping you develop as a leader and an engaged citizen. You will be challenged to learn more than you thought possible, be provided many opportunities to get involved in activities on campus, and inspired to actively participate in community. This well-rounded educational experience has prepared RUW alumni to assume prominent positions in their fields of choice and to become leaders in their communities.

In all your academic and curricular pursuits, work with energy, focus and diligence. I encourage you also to make full use of the high quality health facilities available on campus which will enable a healthy and active lifestyle.

I wish you every success in all your endeavors.

## Welcome Note from the Academic Vice President

**Dr. Mona Suri**

*Academic Vice President*

Dear students,

Congratulations on your acceptance to Royal University for Women (RUW). I am also delighted to welcome our returning students, both at Undergraduate and Master's level, and welcome you all to this exciting Academic Year 2017-18. My role is to support you in achieving your academic and personal goals and provide a healthy teaching and learning environment at RUW.

### **RUW is FIRST**

At every opportunity, RUW expresses its commitment to academic excellence, not only to preserve it, but steering us to ever greater aspirations and accomplishments. The team work and dedication of our staff and committed students allows us to attain many accolades.

As we start this academic year, we reflect on the many achievements from last AY, including the honour of being the the First private university in the Kingdom of Bahrain to receive HEC National Accreditation. RUW is also the First university in the Kingdom of Bahrain to be listed on the Bahrain National Qualifications Framework, receive a 'good' HEC rating receiving the highest grade amongst private universities. Further, RUW achieved and maintained the ISO 9001:2008; recertification 2016, The College of Business and Financial Sciences Human Resources programme was also validated and the College of Art & Design programmes were reviewed.

In collaboration with our international partners, we seek out new opportunities to equip our students with best practice solutions that enables RUW to lead with excellence. In AY 2016-17, RUW signed a Memorandum of Understanding with Dar Al Hekma University, Saudi Arabia and continued to strengthen our relationship with our existing partners West Virginia University, USA and La Rochelle Business School, France. RUW are hosting the West Virginia University Civil Engineering programme from this AY.

We are proud of the fact that we provide a multicultural environment that promotes harmony and critical thinking. The students are coming from 16 different nationalities and faculty members from 17 countries. The faculty members are professionals with vast experience in their areas of specializations. All this will provide a very conducive and healthy teaching & learning environment to you at RUW. As per our commitment to enhance the teaching and learning experience at RUW from AY 2017-18 the revised curriculum in all colleges for all academic programmes will be implemented. The curriculum revision is one way of ensuring currency of the programmes. Please keep yourselves updated with the information which is available in the Programme handbooks and RUW website. I would also like you to reference your Student Handbook frequently to familiarize yourselves with policies and procedures related to Student life.

Academic advising is integral to your academic aspirations in the university life. Each one of you is assigned to a faculty member for academic advising. If you have any query about the registration, study plans, choice of courses, schedules, examination, or any other academic issue please seek an appointment with your advisor. I encourage you to follow the study plans made by colleges, take courses in summer semester and meet you academic advisors on a regular basis.

As our endeavour to make RUW a smart Campus in the near future, we have Power Campus, e learning and blended learning. I would like to encourage the optimal use of Self Service by you all. Also, please use your RUW email ID as all communication from the university will be done on that email. Attendance is another issue I want to emphasize. We at RUW follow the Attendance Policy and it is important for you all to attend your lectures and Studio classes regularly.

RUW is the first purpose build, 'women only' University and we are providing you with an excellent infrastructure in terms of classroom facilities, latest software and materials. Our mission is to enable you to make a mark for yourself and become competent and confident in your chosen fields through well-structured educational courses taught in an excellent learning environment and with the help of international faculty and a world class infrastructure.

I hope to see many of you throughout the year as we celebrate various events together.

## Welcome note from the Director of Student Affairs

**Ms Doris Martin**

*Director, Office of Student Affairs*

Welcome to the Division of Student Affairs. The Division of Student Affairs is committed to the educational mission of Royal University for Women (RUW). We partner with faculty and staff across campus to prepare students to become global citizens through meaningful out-of-class experiences and learning-centered environments.

We provide a dynamic and interactive campus community with a variety of diverse programs and services designed to enhance the personal growth and development of our students. Whether you reside on campus or commute to campus, your engagement in the life of RUW community will determine your success at RUW and the quality of your college experience.

Royal University for Women has a proud legacy of cultivating women who demonstrate academic excellence, ethical leadership and a commitment to positive social change. RUW offers an intellectually stimulating community that fosters a love of life-long learning, promotes global awareness, sparks a passion for bettering the world, and nurtures meaningful relationships both inside and outside the classroom.

We offer 8 student organizations, and an active cultural community that has a variety of programs, events, and social activities presented by students, faculty, and guest lecturers. Students also develop leadership and organizational skills through involvement in student council, representatives, campus organizations, campus student services – Health & Safety, Residence Hall, community service, and through service on a variety of campus planning committees.

We hope you will take advantage of the numerous opportunities to get involved in our community and continue RUW's rich legacy of women in leadership.

The student handbook was written with a view to provide quick reference. We look forward to meeting you personally and wish you a successful and enjoyable year at your University!

Wishing you all the best!

## Welcome Note from the Registrar

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

Welcome to RUW. I'm delighted that you have joined us. The Office of the Registrar welcomes all new and returning students to 2017/18 Academic Year. At RUW, we believe that students from all Colleges will be well equipped to meet the challenges of the marketplace and command an exceptionally high value among employers. At the Office of the Registrar, We strive to make your academic life as convenient and easy as possible, The Office of the Registrar provides a broad range of student and academic services, it is responsible for maintaining the official academic record for students, course management, course scheduling, grade posting, transfer credit evaluation, and student data reporting in addition to guidance and support to all students regarding enrolment and registration, Furthermore we are responsible for graduation requirements fulfilment in compliance with existing HEC regulations.

I would like to encourage all RUW students to benefits from the new features introduced in our system such as the 'Academic Plan'. Now the system will show Courses and credits totals for the courses you have already completed and the courses that are still remaining in your academic plan, so each student/academic advisor can view, review the information about the courses, which have taken or are currently taking.

RUW students need to refer to the Academic Calendar frequently, which is considered as a reference tool to check all important academic dates such as starting / closing online registration, Add/Drop weeks, Examination dates, withdrawal dates, Holidays and other important events throw-out the year at RUW, the approved academic calendar is available at the Office of Registrar and always published at RUW website.

Email communication is another issue that I want to emphasize. RUW email is one of the official means of communication between RUW and its students. All-important announcements sent from OoR to students will be via RUW email, as well as other 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.

The Office of the Registrar has achieved and maintained ISO 9001:2008 for Quality Management System since 2013, we are deeply committed to providing exemplary standards of service to our students. To accomplish this, we work closely with students and other units in the university. We ensure that you will enjoy your time with us. Our friendly and considerate staffs are always on hand to guide, advise and handle your academic and personal concerns.

Please feel free to contact me if you have questions or comments about our services, or if you have suggestions regarding how we may better meet the needs of the campus community.

We assure you of our best service and cooperation for all times, Wish you a successful, productive and enjoyable Academic Year.

## عرين النساء

فياالروائع هذا البناء  
 كمشكاة علم حباها الضياء  
 وصرحاً عتيداً عظيم السماء  
 يعز الإله به من يشاء  
 وللمعجزات تجدها الوعاء  
 بخطو حثيث صبح مساء  
 سأرفع هامى بها كبرياء  
 إلى الملكية عرين النساء

سرورُ يشقُ عنان السماء  
 بنات العروبة نور به  
 هنا الملكية طوداً شموخاً  
 وعنوان حب ينث علوماً  
 وللعلم منهل جل العلوم  
 وقدرات تصقل تبني عقولاً  
 بقلب الخليج بفخر ترامت  
 ترومين مجداً؟ فهبي سراعاً

بقلم: د. رافدة الحريري

أستاذ مساعد

ألحان: خليفة زيمان

## RUW Student Handbook 2017-18

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## 1. RUW Approach

Royal University for Women (RUW) is a unique higher educational institution that has, at its very core, the key objectives that will help you to grow intellectually, to develop socially, and to become a strong, capable individual in possession of the essential skills needed to lead a productive professional and personal life. RUW is the first private university in the Kingdom of Bahrain to achieve HEC Accreditation. This is an attestation of the fact that RUW is a place where women excel.

## 2. RUW Vision

RUW will become the regional leader in academic excellence for women. Programmes and practices that meet international standards will prepare our graduates to become leaders who are engaged members of their society demonstrating initiative and life-long habits of learning and individual development. The RUW graduate will be creative, confident and forward thinking.

## 3. RUW Mission

To offer our students a rewarding and challenging multi-cultural learning environment that cultivates strong, well rounded personalities, encourages leadership, and builds character, social consciousness and community. To realize our commitment to teaching, learning, research and service through the activities of all members of the University community.

## 4. RUW Goals and Objectives

The goals of the University are to:

**Goal 1:** Recruit and retain high calibre staff from across the world, ensuring improvement in their job competencies to enhance their effectiveness and contribution to the University's goals

**Goal 2:** Encourage and foster high impact research output

**Goal 3:** Streamline academic and administrative processes and procedures to increase efficiency

**Goal 4:** Facilitate use of appropriate and proven technology-enriched educational approaches

**Goal 5:** Promote contribution and interaction with the community

**Goal 6:** Enhance alumnae engagement and involvement in RUW events, programmes and research

**Goal 7:** Embed employability and higher studies opportunities in the curriculum

**Goal 8:** Develop Global competency and international mobility of our students

**Goal 9:** Increase revenue generating avenues and diversify targeted market segment

**Goal 10:** Increase stakeholder retention

## 5. Core Values

### 5.1 Administration and Management

Our administrative and management teams focus on empowering human resources, fostering equity, encouraging teamwork, and promoting a proactive, balanced and motivated approach to providing education.

### 5.2 Faculty

Our faculty members draw strength from their diversity and experience; they thrive on challenge, and commit themselves to imparting both knowledge and character.

### 5.3 Students

Our students, regardless of their backgrounds, are encouraged to explore their fullest potential, test the limits of their creativity and talent, and reinforce their confidence and personalities in ways that will benefit them long after they graduate

## 5.4 Programmes

We ensure currency and relevance of the programmes we deliver to the needs of women specifically in the region. Women empowerment is the underlying objective in all programmes

## 5.5 Research

RUW faculty members are engaged in research particularly in line with RUW's Mission and Vision.

## 5.6 Community

In all our endeavours, we remain committed to the community at large, shouldering our social responsibility to improve lives, broaden horizons, and create real life values through our curricula, our research, our philosophy, and our students.

## 5.7 Affiliates

Our affiliates and our partners in progress and innovation share our vision to enhance the learning experience and push forward the boundaries of learning, technology, and the human spirit.

## 5.8 Shareholders and Investors

Our shareholders and investors remain the foundation of our growth, expansion and advancement by shaping and guiding our investment strategies and by developing sound fiscal policies that support both our vision and our mission.

## 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.

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. La Rochelle Business School (Ecole Supérieure de Commerce de La Rochelle), La Rochelle, France
3. Yeditepe University, Istanbul – Turkey
4. 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 five standing committees of the University Senate, as follows:

- i. The Teaching & Learning Committee.
- ii. The Graduate Studies & Research Committee.
- iii. The Community Education Committee.
- iv. The Library Committee.
- v. The Quality Assurance & Enhancement Committee.

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.

## 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 and the President of the RUW Alumnae Association 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 Affairs, 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 Pearson Assured 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 lifelong 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 certificate, assured by Pearson.

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 of 1 to 3.5 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 4 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 this level allows eligible students to select one credit bearing Liberal Arts Requirement course or another course from the degree programme of their choice. The fee for the credit-bearing course is based on the applicable rate of the programme selected.

### **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**

- BTEC Level 3 Diploma in Art and Design, by Pearson, UK
- Bachelor of Arts in Fashion Design
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in Interior Design
- Bachelor in Architectural 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

## 14.4 College of Law

- Bachelor of Law

## 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

- The summer semester is of minimum seven weeks duration.
- RUW offers summer courses each academic year.
- 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.

RUW Academic Calendar 2017-2018	
First Semester : 17th September 2017 – 13th January 2018	
18th – 22nd June 2017	▪ Pre-Registration Period for 1st Semester
25th - 27th June 2017	▪ Eid Al Fitr Holiday*
28th June 2017 - 5th August 2017	▪ Early Registration for 1st Semester (online)
6th August 2017 – 3rd September 2017	▪ Registration for 1st Semester (online)
1st – 5th September 2017	▪ Arafat & Eid Al Adha Holiday*
6th September 2017	▪ Academic Staff Re-joining Date
6th – 14th September 2017	▪ Late Registration for 1st September 2017 (with penalty)
10th September 2017	▪ Last Day for Payment of Tuition Fee
13th – 14th September 2017	▪ Staff Orientation Day
17th September 2017	▪ First Day of Classes ▪ Students Orientation Day (Newly joined students)
17th – 20th September 2017	▪ Course Add & Drop ▪ Withdrawal (100% refund on tuition fee only)
21st September 2017	▪ Islamic New Year*
17th – 21st September 2017	▪ Deferral Examinations for Summer Semester AY 16-17
24th – 28th September 2017	▪ Course Add & Drop (with penalty) ▪ Withdrawal (50% refund on tuition fee only)
29th September – 2nd October 2017	▪ Ashooraa*
3rd – 5th October 2017	▪ Withdrawal (25% refund on tuition fee only)
11th October 2017 – 14th December 2017	▪ 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.
5th – 16th November 2017	▪ Announcement of Final Examinations Schedule for 1st Semester
5th – 16th November 2017	▪ Midterm Examinations (regular classes to be continued)
19th – 25th November 2017	▪ Midterm Break for Students
26th – 29th November 2017	▪ Preregistration for 2nd Semester
30th November 2017	▪ Prophet Mohammed Birthday*

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26th November 2017 – 7th December 2017	▪ Students Satisfaction Survey
3rd – 14th December 2017	▪ Registration for 2nd Semester
3rd – 14th December 2017	▪ Course & Teacher Evaluations
17th December 2017 – 25th January 2018	▪ Late Registration for 2nd Semester (with penalty)
16th – 18th December 2017	▪ National Day Holiday*
19th December 2017	▪ Start of Submission of documents & UG Exit Survey for Expected Graduates of 1st Semester
1st January 2018	▪ New Year's Holiday*
31st December 2017– 13th January 2018	▪ Final Examinations for 1st Semester
21st January 2018 – 1st February 2018	▪ Grade Appeals for 1st Semester Results
14th - 27th January 2018	▪ Inter Semester Break ( Students)
<b>Second Semester : 28th January 2018 – 19th May 2018</b>	
21st January 2018	▪ Last Date for Payment of Tuition Fee
28th January 2018	▪ First Day of Classes Students Orientation Day (Newly joined students)
28th January – 3rd February 2018	▪ Deferral Examinations for Semester 1 AY 17-18
28th January 2018 – 1st February 2018	▪ Course Add & Drop ▪ Withdrawal (100% refund on tuition fee only)
4th – 8th February 2018	▪ Course Add & Drop (with penalty) ▪ Withdrawal (50% refund on tuition fee only)
11th – 15th February 2018	▪ Withdrawal (25% refund on tuition fee only)
18th February 2018 – 19th April 2018	▪ 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.
18th – 29th March 2018	▪ Announcement of Final Examinations Schedule for 2nd Semester
18th – 29th March 2018	▪ Midterm Examinations (regular classes to be continued)
1st – 7th April 2018	▪ Midterm Break for Students
8th – 12th April 2018	▪ Preregistration for Summer Semester
8th – 19th April 2018	▪ Students' Satisfaction Survey
15th April– 3rd May 2018	▪ Registration for Summer Semester (online)
1st May 2018	▪ Labour Day Holiday
15th – 26th April 2018	▪ Course & Teacher Evaluation
2nd May 2018	▪ Start of Submission of documents & UG Exit Survey for Expected Graduates of 2nd Semester
6th – 24th May 2018	▪ Late Registration for Summer Semester (with penalty)
6th – 19th May 2018	▪ Final Examinations for 2nd Semester
20th – 26th May 2018	▪ Inter Semester Break (Students)
To be announced	▪ RUW Graduation Ceremony
27th May 2018– 7th June 2018	▪ Grade Appeals for 2nd Semester Results

Summer Semester: 27th May 2018 – 21st July 2018	
20th May 2018	▪ Last Date for Payment of Tuition Fee
27th May 2018	▪ First Day of Classes
27th May – 2nd June 2018	▪ Deferral Examinations for Semester 2 AY 17-18
27th – 29th May 2018	▪ Course Add & Drop Withdrawal (100% refund on tuition fee only)
30th – 31st May 2018	▪ Course Add & Drop (with penalty) ▪ Withdrawal (50% refund on tuition fee only)
15th – 19th June 2018	▪ Eid Al Fitr Holiday*
3rd June 2018	▪ 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.
20th June – 24th June 2018	▪ Announcement of Final Examinations Schedule for Summer Semester
20th June – 24th June 2018	▪ Midterm Examinations (regular classes to be continued)
20th June – 28th June 2018	▪ Preregistration for 1st Semester AY 2018-19
1st July 2018 – 2nd August 2018	▪ Early Registration for 1st Semester AY 2018-19 (online)
15th – 21st July 2018	▪ Final Examinations for Summer Semester
22nd July 2018	▪ Start of Students Break
29th July 2018 – 10th August 2018	▪ Grade Appeals for Summer Semester Results
2nd September 2018	▪ Academic Staff Rejoining Date AY 2018-19
16th September 2018	▪ First Day of Classes for AY 2018-19

\*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. The programmes in the College of Business & Financial Sciences require Mathematics proficiency where applicants should have minimum average score of 60% in mathematics subjects in grade 12, otherwise, for those who do not satisfy this criteria are required to take a compulsory LAR course in mathematics.
- iv. The programmes in the College of Art & Design (Undergraduate and Postgraduate) require applicants to take an interview and present portfolios during those interviews.
- v. Applicants to the Architectural Design programme require minimum average score of 60% in mathematics and physics subjects in grade 12
- vi. 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

- i. Applicants must have a bachelor degree with a GPA of 2.3, or equivalent qualifications with good academic standing in the same specialized field or other areas related to the current program of studies.
- ii. The applicant who has a university degree in a relevant field with less than GPA of 2.3 may have to complete prerequisite courses assigned by the relevant department.
- iii. If applicable, applicants' work experience will be taken into consideration in assessing admission to the program. In that case, the applicant should be interviewed by the department to evaluate his/her past work experience and its reference to the content of study.
- iv. An applicant who has a university degree not fully relevant to the field of study may be accepted to register for graduate studies. The department may assign some of the prerequisite courses for the applicant to complete before registration to the program.
- v. Evidence of English language skills with a minimum requirement being an IELTS score of 6.0, TOEFL: paper-based 550 or Computer-based 210; or Internet-based 78, or a score of 6 in the RUW English language test.
- vi. The applicant who has less than these English test scores may have to complete a foundation English course (PMAD 500).
- vii. Applicants for some programmes may be required to pass a personal interview.

For further information and assistance regarding admissions, please check the RUW website at: [www.ruw.edu.bh](http://www.ruw.edu.bh) or contact the Admissions Office on: Tel: +973 17 764433 or +973 17 764419 Email: [admit@ruw.edu.bh](mailto:admit@ruw.edu.bh)

## 16.5 Required Documents for Admission

### For Undergraduate:

1. Passport Copy (Minimum 3 months validity) colour copy is preferable.
2. Government ID (CPR or Smart Card) Copy.
3. Four Passport-sized photographs.
4. Medical Certificate from recognized hospital. (List is available at the Admissions Office)
5. Evidence of Proficiency in English (IELTS, TOEFL or RUW Placement Test).
6. High School Official and Original Transcript (10th, 11th & 12th Grade) attested by Bahrain Government.
7. High School Official and Original Wall Certificate attested by Bahrain Government.
8. High School Letter of Completion attested by Bahrain Government.
9. Equivalence letter from Ministry of Education in Bahrain.
10. Medical Certificate citing special needs (if applicable).

### For Postgraduate:

1. Passport Copy (Minimum 3 months validity) colour copy is preferable.

2. Government ID (CPR or Smart Card) Copy.
3. Four Passport-sized photographs.
4. Medical Certificate from recognized hospital. (List is available at the Admissions Office)
5. Evidence of Proficiency in English (IELTS, TOEFL or RUW Placement Test).
6. Bachelor and High School Original & Official Certificates (attested by Ministry of Education)
7. Bachelor and High School Original & Official Transcripts (attested by Ministry of Education)
8. Official wall certificate
9. High School Letter attested by Ministry of Education.
10. Equivalent letter from Ministry of Education in Bahrain. (if Bahraini only)
11. Experience Certificate (if any)
12. Medical Certificate citing special needs (if applicable).

## 16.6 Recognised secondary 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.
- iii. Having passed at least five subjects with a minimum passing grade at the Ordinary (O) level.

## 16.7 Application Deadlines

- a. The application and registration fee are non-refundable.
- b. Applications for Semester 1 will be accepted throughout the summer (June through August depending on availability).
- c. Applications for Semester 2 will be accepted throughout Semester 1.
- d. Applicants are reminded that it is their responsibility to meet the deadlines for submission of the Application Form with all supporting documentation requested.
- e. Applications submitted early will receive first consideration in programme selection.
- f. Students must complete the authentication process in order to be officially accepted into RUW.

**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.*

## 16.8 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.

- i. Transfer students may be granted credits for courses passed with a grade of 'C' or above from other accredited universities.
- ii. RUW will only accept up to 66% credit hours of a student's specific major.
- iii. Students must complete the remaining credit hours towards their degree programme at RUW.
- iv. Transfer students cannot register for subsequent courses if their transferred courses do not meet the required criteria.
- v. Credit transfer is done through college review upon approval of the Dean.
- vi. Transfer credits shall be accepted provisionally until such date they have been approved and attested officially by the HEC.
- vii. Registrar is responsible for liaison with HEC to finalise credit transfer and inform the AVP, Dean and Student.
- viii. Transfer credits do not count towards the students Cumulative Grade Point Average, but appear as transferred credits (TR) on the official transcript and is counted towards the earned credits.
- ix. As per to HEC regulations, the HEC Transfer Credit form must be used.
- x. Transfer Credits must be concluded within the student's first semester. Transfer credits shall be accepted provisionally until such date they have been approved and attested officially by the HEC.

## 18. Registration Period

Registration dates are listed in the RUW Academic Calendar. Before the registration period begins, the Office of the Registrar posts the registration guide and schedule on the RUW website. The guide provides pertinent information and indicates the online registration steps.

### 18.1 Registration Procedure

Registration for a subsequent semester depends upon the student's academic standing in the previous semester and upon payment of any outstanding fees, dues and penalties.

The registration guide involves four steps:

- i. Advisement and consultation.
- ii. Selection and registration of courses.
- iii. Payment of fees.
- iv. Issuance of schedule.

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 Online Registration

The office of the Registrar has successfully launched the portal 'Self-Service'; in which enables the students to register online, view their course schedule, report card, unofficial copy of the academic transcript and many other options through web-based page: <http://myselfservice.ruw.edu.bh/SelfService/Home.aspx>

## 18.3 Late Registration

Returning and continuing students who fail to register within the stated registration period may do so within the period specified by the Office of the Registrar as a 'Late' Registration Period.

**Late Registration fees are stated in the Fee Schedule.**

## 18.4 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.

## 18.5 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.*

## 18.6 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.

## **18.7 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.

## **18.8 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).

## 18.9 Add / Drop Courses

Any changes made to the first registration form 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.
- vi. There will be no refund of fees for a course after the add/drop deadline has passed.

## 18.10 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.

## 18.10.1 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.
- v. The date on which a student withdraws from all courses by submitting a completed Withdrawal Form to the Office of the Registrar, is the official date of withdrawal, even if the student stopped attending lectures from an earlier date.
- vi. Sponsored students must submit a copy of approval of University withdrawal from their relevant sponsor(s).

## 18.10.2 Consequences of University Withdrawal

- a. Fee refunds will be processed in accordance with the Refund Policy.
- b. No refunds will be given after the withdrawal deadline has elapsed.
- c. Upon withdrawal, students are required to return their ID card to the University.
- d. Students who withdraw from the University and wish to re-enrol for a subsequent term must follow the procedures for re-admission.
- e. Students who withdraw during the first Semester are considered as withdrawn for the entire academic year.
- f. Re-admission procedures will apply for students considering continuing in the second semester.

## 18.11 Refund Policy

- i. Admission, Registration and Campus Fees are non-refundable.
- ii. Refunds are applicable on tuition fees **ONLY**.
- iii. Upon formal withdrawal from a course or the University, refunds will be as follows:

<b>Withdrawal dates from the University</b>	<b>Refund % given</b>
One week before the <b>first day</b> of classes	100% of total Tuition Fee only
Before the end of the <b>first week</b> of classes	100% of total Tuition Fee only
Before the end of the <b>second week</b> of classes	50% of total Tuition Fee only

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Before the end of the **third week** of classes

25% of total Tuition Fee only

After the **third week** of classes

0% of total Tuition Fee only

**Note: Above table of refund weeks is not applicable to summer semesters.**

## 18.12 Re-admission

- i. Students returning after more than one semester must contact the Office of the Registrar to apply for readmission, whether they had withdrawn or were dismissed from RUW.
- ii. Students applying for re-admission must meet with their academic advisor and Dean of College for consultation and to state reasons for their absence in the previous semester.
- iii. The decision to re-admit a student is made by the Dean of College in consultation with the Office of the Registrar.
- iv. Students applying for re-admission must submit their application at least one month before the first day of classes of that relevant semester.
- v. Relevant admission and application fees will apply.
- vi. Withdrawal due to illness must be verified by a medical statement.
- vii. Re-admit students will receive a new student ID and the Credit Transfer Policy will be applied.

## 18.13 Change of Major(s)

- i. The 'Undergraduate Programme Transfer Form is available from the Office of the Registrar.
- ii. Requests to change a programme should be submitted by the last day of the 'add /drop' period.
- iii. Forms submitted after the add/drop period will be effective as of the following semester.
- iv. Students considering changing a programme must consult with their academic advisor and Dean of College.
- v. Eligibility for a change is determined by a recommendation and approval from the Dean of College to which the Student is applying.
- vi. 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.

## 18.14 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)
- 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' while placed on financial hold, students are subject to being denied the right to attend classes, sit for mid-term exams, sit for final examinations, registration for courses 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.

## 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	Good
2.3	C+	74 - 76	
2.0	C	70 - 73	Satisfactory
1.7	C-	67 - 69	Pass
1.3	D+	64 - 66	
1.0	D	60 - 63	Marginal Pass
0	F	59 - below	Fail

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 Affairs
  - 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; it will only contribute to the CGPA at the time of graduation once the student is eligible to graduate.
- 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

## Procedures:

- a. The Activity Logbook is issued to students by the Office of Student Affairs.
- b. It is the responsibility of the student to maintain the Activity Logbook.
- c. In cases where the event is organized by a college, the student must have her Activity Logbook signed by the faculty member in charge, or supervising faculty member confirming the number of hours of attendance/ involvement, once the event is done.
- d. In cases where the event is organized by the Student Council, the student must have her Activity Logbook signed by the Student Council President or Vice President and verified by the Dean / Manager of OSA confirming the number of hours of attendance/involvement, once the event is over.
- e. The person in charge of the event signs the student's Activity Logbook followed by the HoD or Manager.
- f. The Dean verifies the student's participation by signing the Activity Logbook.
- g. The Activity Logbooks are signed by the Manager OSA or Dean of Students.
- h. The Student Activities Officer compiles a list of the students who are to receive the 'A' Credit and sends the list to the Manager OSA.
- i. The Manager OSA checks, signs and forwards this record to the Registrar with a copy to all Deans. The Activity Logbooks are returned to the students.
- j. The registrar adds the 'A' credit in the system.

## 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 Postal / delivery fees are to be borne by the student.
- iv. RUW cannot be held responsible for transcripts that are lost or delayed in the post.
- v. The University will issue only complete transcripts recording all work attempted and results obtained in any and all programmes. Under no circumstances will partial transcripts be issued.
- 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 an elective course, the student may repeat the same elective course offered or replace the requirement by taking any LAR courses offered at the University.
- iii. Only the last grade (including 'W') of the repeated course is counted in the calculation of the CGPA.
- iv. Any repeated course may be counted once only towards the total number of credit hours required for graduation for the relevant bachelor's degree.
- v. A repeated course is indicated with a notation of '['']' on the student's official academic transcript.
- vi. 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.
- vii. 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.
- iv. In the case of failing a LAR course, the student may repeat the same course (if offered) or replace it by taking any other LAR course offered at the University.
- v. However, the failing grade will appear in the student's academic record along with the relevant repeated courses.
- vi. Only the repeated courses with a notation '[''] will be counted towards the calculation of the GPA.

## **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. Students are not permitted to leave the exam hall until half of the exam time has elapsed from the start of exam time
- D. 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).
- E. Possession and/or answering mobile phones or sending and receiving text messages is considered as cheating during an examination.
- F. 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.
- G. 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
- H. 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.
- I. 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.
- J. Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University.
- K. The invigilator is authorised to verbally warn/move/or confiscate students answer sheet if cheating occurs.
- L. Cheating cases are referred to Disciplinary Committee for further action as per the policy.
- M. Students who may require special assistance for examinations should consult with the Dean of College / Dean of Student Affairs. The Dean of College will notify the Registrar.
- N. 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.**

## 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 council, sport activities etc. (mandatory).
- viii. Community engagement (if applicable).
- ix. Evidence of leadership (mandatory).

### b. Leadership Award

#### Selection criteria

- i. Candidates will be nominated by the Student Council.
- ii. Nominee must be a full time student of RUW and have completed at least one full academic year at degree programme level.
- iii. The awardees shall be selected by the Dean of Students.
- iv. 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 team work, public service within local communities, or through a combination of several categories.
- v. 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.

- i. 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:
- ii. The student must be enrolled full-time at RUW.
- iii. Must not have faced any disciplinary action in any semester of that Academic Year in review.
- iv. Must not have been placed on academic probation during any semester of the Academic Year in review.
- v. 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).
- vi. Must be of good academic standing, with no failing grades or incomplete grades in any course during any semester of that Academic Year.
- vii. 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
- viii. 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**).

## 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.
- 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.

## 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 Senior Management Committee 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.

## 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.

## 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 it is 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 this Handbook.**

### 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.

## **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;
- 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.

## 26.6 Student Academic Offences Appeal Procedure

- a. A student or complainant may appeal the decision of the Academic Disciplinary Committee by submitting such notice of appeal in writing to the President.
- b. Such an appeal must be submitted no later than ten (10) calendar days after receipt of notification of the decision of the Academic Disciplinary Committee.
- c. The President bears the sole discretion to accept an appeal if not more than ten (10) working days have elapsed since receipt of the decision.
- d. The notice of appeal to the President shall be in writing, signed personally or through the appellant's advisor, and state the grounds of appeal.
- e. The appeal shall deal with the Committee's decision, the finding of guilt and/or the penalty imposed.
- f. The President shall consider the appeal and review the matter in a manner in which in her/his sole discretion deems appropriate, and may either sustain or vary the decision being appealed.
- g. Where the President sustains the finding of guilt, he/she may confirm, vary, or suspend the penalty imposed.
- h. The President shall communicate his/her decision to the appellant in writing, within ten (10) working days of receipt of the appeal or within such longer period as the President deems necessary in her/his sole discretion.
- i. The penalty becomes effective immediately upon such notification.
- j. Any penalty imposed or confirmed shall take effect on the date indicated in the written notification.
- k. Decisions of the President shall be final and binding.

**Note: Notification to the student may be sent by courier to the address disclosed in the student's admission documents. The notification is deemed as received by the student within 10 working days.**

## 26.7 Time Limits for Appeals

- i. The time limit stipulated in this policy must be adhered to whenever possible.
- ii. Failure by a student to submit an appeal within the time limit set out shall result in the student forfeiting the right to appeal.
- iii. Subject to the discretion of only the Dean of Students or designate, who may extend the time limit for processing an appeal of a student where such extension is considered appropriate under extenuating circumstances or on a case by case basis and upon any condition deemed necessary for granting the extension.
- iv. Failure to initiate a complaint within the time permitted in this policy, or failure on the part of the University to process a complaint within the above stated time limits, shall not necessarily invalidate the complaint or the proceeding under this policy.

## 26.8 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.

## 26.9 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.

## 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 Student Disciplinary Committee on Student Non-academic Discipline (hereafter called 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 chaired by the ex-officio Dean of the College of Law and includes at least 2 other RUW staff or faculty members, none of whom should be teaching the student.
- v. The Committee gives its decision in writing to the student and the President (copy to the Office of the Registrar).
- vi. The committee may impose penalties ranging from warning letters, through to suspension and /or expulsion.
- vii. The decision of the student Disciplinary Committee can be appealed by the student within 10 working days.
- viii. The case for the appeal must be made in writing to the President, who is the final authority on the case.

## 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 OSA 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 OSA.

- 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 OSA 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 OSA informs the complainant of the action taken.

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

## 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. Student Affairs

The goal of the Office of Student Affairs (OSA) is to enhance the quality of campus life for students and facilitate personal development through a wide range of extra-curricular experiences. The OSA provides students with a wide range of services and activities designed to address their needs and resolve their problems. In addition to working closely with the colleges, the OSA works collaboratively with the Student Council, Student Clubs and the Sports Centre.

### 28.1 Student Services

#### Counselling

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

#### Special Medical or Learning Support Needs

Students who have particular 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 Dean of Students. 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 Clinic

RUW's Health Clinic provides first aid care to all students and staff and is staffed by a nurse during working hours. The nurse is responsible for collecting health 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 Clinic 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 Affairs where forms are available. The University bears no responsibility for lost or stolen items. Students are discouraged from bringing and leaving valuables into the lockers.

## Lost and Found

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

## Transportation

If a student is a resident of the Kingdom of Saudi Arabia, she may request for transportation arrangements to be made at the Office of Student Affairs. Transportation cannot always be provided and will depend on sufficient student demand. Relevant fees and documentation will be required.

## 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 have to 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 have to undergo a full health check by a physician prior to being accepted on the team certifying them fit 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 is made by the coach and the Dean of Students.
- v. Students have to maintain their academic standing while they are on a RUW sports team.
- vi. Players are expected to demonstrate 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.

## 28.2 Student Activities

The OSA is responsible to ensure that all aspects of student affairs are holistically addressed. This includes student involvement in activities, personal development opportunities, educational travel, sports and extracurricular activities. The University values and encourages student involvement in forums such as the Student Council, Clubs and special events during national and international celebrations. To ensure that a wide range of extra-curricular activities are facilitated, the Dean of Students in consultation with students, and college deans organises events and keeps the

University appraised of on-going activities and events and their associated costs and ensures that all activities are affordable for students. Students are informed of activities through designated channels of communication as stated in the RUW Postings Policy.

## 29. 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 the Dean of Students.

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 your representation:

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

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

### 29.1 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.

### 29.2 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.

### 29.3 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 Dean of Students once a month to approve activities, review plans and budgets. The agenda for this meeting is set and chaired by the Student Activities Officer.

### 29.4 Membership and Structure

- a) All students shall have the opportunity to offer ideas for Council. All students shall have the opportunity to stand for office in one of the positions identified in this document if they meet the requirements as stated.
  - i. The President of the University, through the Dean of Students, shall be the final authority over all actions of the Student Council.
  - ii. There are ten (10) voting Members on the Student Council as follows:

- a. Six (6) Student Council Executive Committee members are elected at large by all full-time students in academic programmes at RUW;
- b. Four (4) College Representatives are ex-officio voting members of the Council;
- b) 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.
  - i. No officer shall be in an elected executive position for more than 2 years and the key positions must be taken by students who have previously served on the Council.
  - ii. The Student Council President must be in her second year of study.
- c) The Council is elected annually in keeping with the procedures for nomination; acclamation and election outlined below.

## 29.5 Nomination and Election Procedures for Student Council

- a. The student will nominate themselves for a specific position; President, Vice-President, Student Council Activities Officer, Student Support Officer, Treasurer and Secretary.
- b. All elections shall be by secret ballot.
- c. The Manager, OSA will publish the procedures to be followed for nomination and election together with the dates for each election.
- d. All registered full time students of the University who meet the criteria outlined in Section 6 above are eligible to run for one of the six council member positions.
- e. All registered full-time students are eligible to vote in the Student Council election.
- f. The Dean of Students 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.
- g. Elections will normally take place in the third week of April of the second semester.
- h. The Election for College Representatives and Student Council takes place on the same day as the Student Council elections.
- i. The Dean of Students will ensure that each College has identified a Returning Officer or Scrutiniser who will oversee the collection and counting of ballots and report the results of elections to the Dean of College.
- j. The Manager, OSA is responsible for the timely and efficient running of the election campaign.
- k. Campaigning may include among other strategies, posters and speeches on Election Day.

## 29.6 Election Day

- i. All approved candidates will have the opportunity to present themselves to the whole student body in speeches on Election Day. The candidates are not allowed to include political or religious content or personal attacks on other candidates in their campaign.
- ii. The President approves the list of candidates and has the right to disqualify candidates.
- iii. Grounds for disqualification are as follows:
  - a. Low Academic standing
  - b. Disciplinary problems
  - c. Infractions of the Student Code of Conduct.
  - d. The names of all approved candidates for the Student Council will be printed on the election ballot for different positions in the Council.
- iv. Students may vote for up to six candidates. If more than 6 names are checked on a ballot form, the vote becomes invalid.
- v. The election process is confidential.
- vi. The Scrutiniser from each College will be present during the election and the counting of votes.

## 29.7 The counting of votes

- i. The Manager OSA, the Student Activities Officer and the Scrutiniser are responsible for overseeing the elections and counting the votes.
- ii. Members are voted in by simple majority.
- iii. If a vote is tied, the candidates are asked if either one wants to stand down.
- iv. If no resolution is reached the Manager OSA will decide by 'casting the lot'.
- v. When the votes have been counted, and the slate of officers has been compiled accordingly, by the Dean of Students, the names of the elected members are approved by the RUW President, and the candidates are called together and informed of the outcome of the election.

## 29.8 Term of Office

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

## 29.9 Duties and Powers of the Executive Officers 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 Dean of Students.

### 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 chair the Executive Committee
- ii. To represent students on the Senate of the Royal University for Women.
- iii. To provide leadership & motivation to the student council
- iv. To bring ideas forward and foster full discussion of possible actions & activities.
- v. To act as a role model to the student body & represent the University in the larger community in Bahrain.
- vi. To arrange the Student Council meeting(s) schedule and the agenda with the help of the Secretary.
- vii. To chair the meetings of the Council.
- viii. To attend all meetings, and when she is unable, to inform the Dean of Students and the Student Council Secretary in advance. In the absence of the President; the Vice-President (Public Relations) will chair the meeting.
- ix. 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 through the University's web page.
- iii. To keep the student body informed of 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 has the following responsibilities:

- i. To maintain contact with the needs of students.
- ii. To record the minutes of Student Council meetings and the Executive Committee.
- 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 executive committee and the Student Council.

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

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

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

- i. To chair the monthly meetings 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 is responsible to maintain the relationship between the students and the Student Council through:

- i. Ensuring that the Office of the Student Council is available to collect any concerns from students.

- ii. Maintaining the quality of the facilities provided by the University to the students.
- iii. Ensuring health and safety regulations are implemented in the University by reporting to the OSA, 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 OSA to create a congenial atmosphere for the students.

#### **G. The College Representatives speak for their college by:**

- 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 has to be submitted to the Dean of Students and within 2 weeks of the election of the officers.

#### **Student Council Annual Report**

The Annual Report of the Student Council President is included in the Annual Report of the Dean of Students which is submitted 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 Dean of Students before the last day of the semester and passed on to the next elected Student Council by the Dean of Students after the election.

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

- a. The President of the Student Council and secretary will decide each year the appropriate schedule of meeting dates and times.
- b. Student Council meetings shall take place weekly as per an approved schedule. Extraordinary meetings can be called for as needed by the president of the Student Council.
  - i. The secretary of the Student Council prepares and distributes the agenda to members of the Student Council at least one day before each meeting.
  - ii. 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 by a majority vote of Council members.
  - iii. The Student Council communicates the agenda and minutes of its meetings to student body as a whole, through the Student Council website of the Royal University for Women.
  - iv. If a quorum (half of the Council members) is not present for a meeting, no Council action may be voted upon.
- c. 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) a majority vote of the Council members.
- iii. Any and all actions of the Student Council are not official until approved by the Dean of Students.

#### **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 Dean of Students, for:

- i. Missing 3 consecutive scheduled meetings.
- ii. Resignation.
- iii. Failure to perform required / requested duties or failure to follow University rules.

#### **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.

## 30. 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).

### 30.1 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 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.

### 30.2 Election of College representatives

- i. The college representative election will take place on the same day as the Student Council Elections.
- ii. Deans of Colleges 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 OSA where the 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 for a period not exceeding 3 working days.
- vii. Following the election, the names of elected representatives are sent to the AVP for approval by the Deans' Council.
- viii. The college arranges an induction session for the elected representative in order to familiarize her with the expectations of the post.

### 30.3 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.

## 31. RUW University Clubs Policy

RUW aims to create and maintain a community where each student is able to pursue, through involvement in University clubs, various forms of activities in order to enrich their student life.

The University does not allow activities of divisive or partisan nature and provides an encouraging environment so that students have the opportunity to pursue activities within the rules of the campus.

Students are able to 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.

The RUW Dean of Students supervises and assists clubs in organizing and managing the activities of their club, along with the Senior Manager for Events and Activities. The Dean of Students is responsible for submitting a written report including pictures where possible (Event Report Form) of every activity that takes place on and off campus to the PR Department for record keeping purposes. In the absence of a Dean of Students it is the responsibility of the Senior Manager for Events and Activities to report on every activity in writing.

The Office of Student Affairs provides facilities which are available only to officially recognized student Clubs. All Clubs are encouraged to hold their events on campus.

The President of each club must provide contact details of the executive members of their club committee as well as all club members, to the Dean of Students. This information is held confidentially by the Dean of Students.

Each Club must provide the Office of Student Affairs with their membership information and update it every six months. The Office of Student Affairs will abide by the same guidelines to ensure the privacy of club members.

Clubs may not give out their membership details under any circumstance to any outside organization, company or person without the express written approval from each member and with the approval of the Dean of Students.

## Creating a New Club

- a. The aims and objectives of a club are usually defined by the students establishing the club which could be a group of students sharing similar interests.
- b. Founding members of a club must submit a written proposal with the required documentation to the Dean of Students who forwards the documentation to the Dean of Students for approval. The documentation needed is as follows;
  - i. List of Executive Committee Members.
  - ii. Short mission statement.
  - iii. Membership list.
  - iv. Name of signing authority.
  - v. The Office of Student Affairs will normally approve all requests for club establishment providing the club does not duplicate the objectives of another club or by the University itself, and on condition that the club is not of a divisive or partisan nature.
  - vi. Founding members will receive approval within 10 working days of submission of their proposal and can then begin to recruit members.
  - vii. A club must comprise of a minimum of five members to obtain official recognition.
  - viii. All clubs must create and maintain a membership list. The membership list must include the member's name, student ID number, phone number and email address
  - ix. All club actions and activities must be in complete compliance with RUW policies and procedures, as described in the Student Handbook.
  - x. Every club event that takes place off-campus requires the presence of an authorized University representative.

## Membership

Clubs must establish themselves with clear and relevant objectives. Students who meet the criteria established for membership by a Club will be enrolled as full members.

Full members are eligible to hold office on the Club's Executive Committee, to vote in all Club elections, attend all meetings and help organize Club activities.

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

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

## Maintaining Membership

Maintaining club membership is the responsibility of the club executive committee. The committee may advertise their club, its activities and its aims and objectives by:

- i. Participating in Orientation Days.
- ii. Producing a club brochure or flyers about your club and including contact details.
- iii. Advertising your club and its events on the Office of Student Affairs notice boards.

## Funding

RUW will not fund (either in whole or in part) activities organised by student clubs. Funds may be generated through;

- i. Club membership.
- ii. Club's own fund-raising activities.

Before any club activity is approved, a budget has to be submitted by the Executive Committee to the Dean of Students for approval. All fund-raising activities of a club have to be submitted by the club President to the Dean of Students for approval.

## Use of RUW equipment

- i. All clubs may have access to certain equipment and resources within the University.
- ii. Clubs must obtain permission from the Dean of Students in order to access these resources.
- iii. The University will make every reasonable effort to provide requested equipment and/or resources but will not be held responsible if the equipment and/or resources are not available.
- iv. 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.

## Meeting Spaces

- i. The University will provide space for club meetings.
- ii. The Dean of Students must receive all requests in writing at least 3 (three) days prior to the meeting.
- iii. Requests must include the start time, the expected duration and the number of members expected to attend.

## Promotional Material (*Including posters, tickets, brochures, etc.*)

- i. Clubs may develop promotional material to advertise their club and activities.
- ii. All promotional material must clearly state the name and logo of the University as in: Royal University for Women or the correct abbreviation: **RUW**
- iii. The Dean of Students will coordinate and assist in organising activities.
- iv. The RUW logo represents the University. Its use must be in keeping with University policy. The dimensions of the logo and its colours cannot be altered.
- v. Clubs are forbidden from sending out letters using the RUW letterhead, unless the use of the letterhead has been approved and is co-signed by the Dean of Students.
- vi. The Dean of Students must approve any promotional material prior to distribution.
- vii. The Dean of Students must stamp all approved promotional material prepared by the club prior to distribution to ensure that the integrity of the University name and logo is maintained.

## Event Venues

- i. RUW clubs are encouraged to hold all events on-campus.
- ii. On-Campus venues will be provided free-of-charge for club use; provided the venue is available on the day and time requested.
- iii. Clubs must book venues through the Dean of Students at the time of planning their event to ensure availability.
- iv. Equipment and supplies required for on-campus events such as tables, chairs, AV equipment etc., can also be provided depending upon availability.
- v. Off-Campus venues will be booked directly by the club, although the Dean of students may assist on occasion.
- vi. Any costs incurred for the booking of venues which are off-campus are the responsibility of the club.

## Club Executive Committee Members

### Duties of the Club President:

- i. To preside over the Club Committee's, General and Annual meetings.
- ii. To manage and oversee the activities and administration of the Club including its financial integrity.
- iii. To plan and coordinate activities for the Club.
- iv. To encourage recruitment of new members.
- v. To ensure the Office of Student Affairs is updated of changes to the Club's Executive Committee.
- vi. Any other duties assigned in accordance with the Club's aims and objectives.

### Duties of the Club Vice-President:

- i. Assume the duties of the club President, in her absence.
- ii. Distribute notices and agendas of club meetings.
- iii. Maintain correspondence and club documentation.

- iv. Minute-taking and circulation to club members and the Office of Office of Student Affairs within 3 working days.
- v. Updating and maintaining the membership list.
- vi. Prepare membership report for Dean of Students twice a year.
- vii. Carrying out any other duties assigned in accordance with the club's aims and objectives.

#### **Duties of the Club Treasurer**

- i. Maintaining the club's financial records including invoices.
- ii. The treasurer updates the Executive Committee of its financial status and carries out financial transactions as directed by the club executive committee.

## **32. Student Travel**

### **32.1 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 Dean of Students.
- The Dean of College/ Dean of Students 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.

### **32.2 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 Dean of Students for information.
- ii. Transportation has to be booked through the Dean of College/ Dean of Students.

- 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): 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 have to accompany the group. When possible, the Dean of Students 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.

### 32.3 International Educational Travel

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 Dean of Students:

- 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 Senior Management Committee (SMC) 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.

### 32.4 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 students 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.

### 32.5 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 Dean of Students; in which case they will be provided with an outline of expectations and trained by the Dean of Students.
- 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 Dean of Students/ College.

## 32.6 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 : \_\_\_\_\_

## 32.7 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 / Dean of Students

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

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

### 32.8 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 : \_\_\_\_\_

## 33. 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

## 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.
- 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 (8)

Imposing any one of the penalties mentioned in Article (7) of this Regulation, shall not prevent instituting a penal law suit, 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 Affairs
- 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:
  1. In all the cases of attempt of cheating reported by the invigilators
  2. In case of disturbance of the regular examination process
  3. 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:
  1. Possession, attempt to use or use of mobile phones or any other electronic device
  2. Copying through the use of notes, books or any other paper or tool not allowed in the Examination hall
  3. Copying from another student's paper
  4. 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 Affairs 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 :
  1. Use or possession of mobile phones, tablets, smartphones;
  2. Use or possession of any other electronic device able to contain data or to allow any kind of communication;
  3. Use or possession of notes, handouts or any kind of documents not allowed in the examination hall;
  4. 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 back 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 a standing 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 College of Law	Chairperson
– Dean of Student Affairs	Member
– One Academic Staff	Member
– The University Registrar	Member
– One member of staff from the Office of Student Affairs	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 Students Affairs 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 Affairs, 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 Affairs 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 Affairs about all the penalties executed for documentation in the students' files;
- c. The Disciplinary Committee Chairperson shall receive from the Dean of Student Affairs 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.

## 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.

### Policy:

- 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 in particular, must be brief and written in clear and simple English.
- b. Postings related to student life can only be made on designated boards or in designated areas.
- c. Announcements and messages may only be posted after they have gone through the appropriate channels for editing and approval.
- d. Printed (paper-based) messages must be stamped by the Office of Student Affairs before being displayed on boards designated for the OSA.
- e. Deans, Directors and the Registrar are responsible for the postings in their physical space.
- f. The OSA is authorised to send bulk email messages to students using their RUW Email addresses. In all cases, all Deans of Colleges and the Academic Vice-President must be copied in such emails for information and awareness purposes.
- g. Messages posted to the RUW Website will be approved by the Academic Vice-President and the President as needed.
- h. Messages of an academic nature, whether general or specific to a particular faculty, must be approved by the Vice-President for Academic Affairs.
- i. Messages will be posted for up to ten (10) working days. This may be reduced in the case of events wherein the posting may be removed once the event has been concluded.
- j. The University does not authorise posting of printed materials on doors, windows, pillars, walls or any other spaces which may damage University property.
- k. Materials which constitute advertising for a business need to be approved by the Dean of Students.

- l. Messages or announcements by external entities or external student bodies will require the approval of the Academic Vice-President.
- m. Postings of a political or religious nature are not authorised by the University.
- n. In special cases, where the application of this policy is not clear, the approval of the President must be sought.
- o. The OSA will maintain a postings log detailing all messages posted by the OSA. This log will be tabled at the University Senate for information purposes.

## **Procedures:**

### **A. Student Activities and Student Council Postings**

- i. There are designated bulletin boards for posting printed materials. Postings are only allowed in those areas.
- ii. The Office of Student Affairs approves postings by the Student Council, Clubs, the Student Activities' Officer, Residence, the Clinic and the Sports Centre and all other messaging related to students and student life.
- iii. All printed postings have to be stamped by the Office of Student Affairs prior to being displayed.
- iv. Unauthorized postings will be removed on sight.

### **B. 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.

### **C. College Office Postings**

Each college of the University will designate an area where materials pertinent to their students and faculty can be posted. The Deans are responsible for the enforcement of the policy.

## **35. Alumnae Association Policy**

### **General Rules Policy:**

RUW will establish an association through which the University will maintain a strong and mutually beneficial relationship with its graduates through the formation of an association called the 'RUW Alumnae Association', hereafter to be referred to as 'the Association'.

#### **Article 1.0**

The objectives of the association shall be to:

- i. Organize events and activities for the benefit of the alumnae;
- ii. Promote involvement of alumnae and current students in the programmes and events offered by the
- iii. Association; Support the alumnae in furthering their careers through networking, training, volunteering and other opportunities;
- iv. Keep the alumnae involved in the events and accomplishments at RUW;
- v. Arrange networking events at a local level and through alumnae chapter;
- vi. Utilize the alumnae in representing the University as ambassadors;
- vii. Cultivate interaction between past and current students.

#### **Article 2.0**

The Association will comply with the regulations and laws of Bahrain, and will not be allowed to interfere in political or religious issues.

#### **Article 3.0**

The President of the RUW Alumnae Association shall be a standing member of the RUW Senate with all the privileges applicable to other standing members of RUW Senate.

#### **Article 4.0**

To accomplish the objectives mentioned in Article 1, the association will assist in conducting the following activities:

- 4.1 Compile list of association members
- 4.2 Publish Alumnae news and other prospectus
- 4.3 Arrange meeting and gathering of Alumnae
- 4.4 Carry out other activities to accomplish the objectives

## Article 5.o

The office of the Association shall be located at:

**Royal University for Women**  
**Office of Student Affairs**  
**Tel.: (+973) 17764427**

## Article 6.o Membership and Organization

As a general rule, members must be graduates of RUW. There are two types of members:

- 6.1 Members who have studied at RUW or who have obtained undergraduate, graduate or doctorate degrees, including exchange students.
- 6.2 Members approved by the Association's Management Committee.

### Article 6.1 Types of membership:

Membership is free to all members however registration is required.

#### a. Active Membership:

- i. Registered at RUW as former member of undergraduate studies programme
- ii. The graduates who were characterized as having good conduct and reputation
- iii. She should not have been expelled from any other club or association within the University.

#### b. Associated Membership:

Students enrolled in the final year of an undergraduate programme or those students with 30 credit hours remaining to complete their undergraduate degree may join the association as 'associated' members after gaining the approval of the Management Committee.

#### c. Honorary Alumnae:

The Management Committee may recommend individuals to RUW to be named "Honorary Alumnae" if they have made an outstanding contribution to the University.

### Article 6.2 Chapters

To help provide more effective networking and communication between alumnae, the Association will foster chapters within regions in which a large group of students reside called 'Chapters', e.g. the Saudi Arabia Alumnae Chapter. At the present time, large will be defined as five or more alumnae.

### Article 7.o Management Committee

- 7.1 The Board of Trustees of RUW will be the Management Committee of RUW Association and the articles applied to the Board of Trustees within the RUW Policy apply to Management Committee as well.
- 7.2 The Chair of the Board will be the chair of RUW Management Committee, and the authorities of the chair can be delegated by him to any other member of the Board or to the president of the council.
- 7.3 The Management Committee shall oversee all issues related to policies, finance and operation of the association.

### Article 8.o Association Council

- a. The patron of the association shall be the ex-officio President of RUW
- b. The patron of the council shall be the ex-officio President of RUW
- c. The council of the Association shall be organized as follows:
  - President (one person)
  - Vice President(s)
  - Executive Secretary(s)
  - Treasurer(s)
  - Auditor(s)
- d. The President shall be chosen by majority voting of the Management Committee members.
- e. The council members shall be elected by the attending members of the association at the General Meeting.
- f. The secretaries will be appointed by the President.
- g. The Council is legally responsible to the Management Committee for any misconduct or negligence acts that affect the association.

## **Article 8.1**

The President shall reserve the right to appoint an Honorary President or advisor(s) from among the Association members.

## **Article 8.2**

The terms of all Council members shall last until the day of the next General Meeting. Consecutive terms shall be permitted.

## **Article 8.3**

- a. The President shall represent the association and supervise its operations.
- b. The Vice President(s) shall provide counsel and assistance to the President, and
- c. Shall perform the President's function as needed with approval of the President.

## **Article 8.4**

Treasurer(s) shall manage the assets of the association, plan the budget, keep the books, prepare the annual statement and be responsible for dealing with any other Management Committee financial matters. In the first instance this should be the Dean of Students or her representative

## **Article 8.5**

Auditor(s) shall audit the books and records of the association. In the first instance this should be the Finance Manager from RUW

## **Article 9.0 Association Meetings**

The association shall hold Management Committee Meetings and a General Meeting.

## **Article 9.1**

1. The Management Committee members shall organize Management Committee meetings once a year to deliberate on important association policies and strategies. As the chairperson of the, the Chairperson shall convene Management Committee Meetings.

## **Article 9.2**

1. The council members shall organize General Meetings to deliberate on important association matters. As the chairperson of the council, the President shall convene the council Meetings and has the right to call the council members to attend the meeting for any cause.

## **Article 9.3**

General meetings will be conducted once per year, yet the President has the authority to call a new meeting at any time, as need arises.

## **Article 9.4**

1. The following items must be introduced as General Meeting resolutions:
  - a. Project reports and accounting statements
  - b. Proposals of amendments to the association policy must be presented to the Alumnae Management Committee.
  - c. Election of the Executive Secretary
  - d. Matters that the council has recognized as necessary

## **Article 9.5**

General Meeting resolutions shall be decided by the majority of the attending members with tied votes broken by the President's vote. An approval of over two thirds of the attending members shall be necessary for making amendments to the association policy.

## **Article 10.0 Revenue and Expenditure**

The association's revenue and expenditure shall be as follows:

- a. Contributions

- b. Revenues and expenditures from association's activity
- c. Other revenues and expenditures

## **Article 10.1**

The fiscal year of the association shall coincide with the calendar year of the University.

## **36. 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 and
- Multi Media Room.

### **Working hours**

- i. The RUW library is open from 8 am to 4 pm on all working days and during specified extended hour.
- ii. The Library Reading cum Discussion Zone is open 24x7 for students, who live in the RUW Residence. This wing is equipped with 14 desktops of latest configuration with and Wi Fi connectivity.

### **Members**

- i. Registered students of RUW.
- ii. RUW faculty and staff.
- iii. RUW Board members.

### **Library Orientation**

Library provides an orientation to all new entrants (students and faculty) at the beginning of each semester. This apprises 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 46 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.com; 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
  - Recommended Reading Books
  - Multimedia
  - Reserved Books
- 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.
- 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. Photocopying facilities are available - strictly from library holdings on payment, with in the copyright law only.
- xii. User guidance is also provided from time to time.
- xiii. 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 check 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.**

## 37. RUW Residence

### Residence Vision

Our vision is to offer a residential programme that aspires to excellence as a leader in campus living in Bahrain.

### Residence Mission

Residence services complement the academic mission of Royal University for Women by providing a clean, safe, and healthy housing programme designed to meet the diverse developmental and educational needs of students living in the University community. Primary to the operation is a dedicated staff that provides excellent service to our students and involves the students in the decision-making process.

### General Rules

- a. Students will only be issued with a room key after the following criteria have been met:
  - i. Shows the Manager the receipt of the Finance Department of the fees paid for their room, including the BD 200 damage deposit.
  - ii. Submitted the emergency information sheet and parental contact details sheet

- b. RUW ID cards can only be used by the student identified on the card.
- c. The University takes no responsibility for loss or damage of students' personal belongings or valuables.
- d. 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.
- e. 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.
- f. Male visitors are not allowed into the residence.
- g. 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 situation) 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.
- h. The residence is a designated non-smoking area.
- i. Visiting hours for female visitors are from 8 am to 10 pm (11 pm on Thursday, Friday and Saturday evenings).
- j. Residents must be in the Residence by 10 pm on weekdays and by 11 pm from Thursday throughout the weekend and on public holidays.
- k. The curfew may be waived with written permission from the student's guardian and the approval of the Manager.
- l. A specific day will be published each academic year to indicate move in and move out day.
- m. Students can ask for a female security escort when they wish to walk on or off campus before the curfew.

## 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.
- iii. Residents are responsible for the behaviour of their guests while they are in the residence.

## Quiet Hours

- a. Residents have the right to sleep and 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. Residents are expected to demonstrate courtesy and consideration toward others at all times. If asked to respect this right by a co-resident or residence staff, they are expected to comply immediately.
- b. 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.
- c. 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 behaviour 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 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 25 clear of all opaque materials, such as aluminium 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. Residents must have proper administrative approval to move from their assigned residence room to another residence room.
- l. 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 office.
- 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 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.

## Floor Representatives

At the beginning of each academic year, the Manager supervises and approves the selection of Floor Representatives from amongst the students residing on each floor. Floor Representatives are responsible for being aware of fire regulations. They can also organise activities for the Residence community with the approval of the Manager. Floor Representatives assist the Manager during orientation and convey residents' needs to the Manager

## Disciplinary Action

General regulations governing the behaviour 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.

## 38. 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 Affairs 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 Senior Management Committee.
  - 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 Affairs    | 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 Senior Management Committee (SMC). 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 SMC 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 SMC.

### 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 SMC.

## 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.

## 39. 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.

## 40. 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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