

Student Handbook

2023 - 2024

الجامعة الخليجية
GULF UNIVERSITY





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



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

Message from the president

Dear Students,

Welcome to Gulf University! I am very excited to present you the Student Handbook for the Academic years 2023-2024. This handbook delivers important information regarding policies and regulations that you are expected to follow. Our primary concern is to get students informed about the academic process and student life at Gulf University. We focus on providing all facilities to the students through which they can attain their career objectives smoothly and successfully. We are always ready to exhibit our commitment to students' success.

It gives me great pleasure to announce that Gulf University is a Higher Education Council accredited university and has also received full confidence judgment for BQA (Educational & Training Quality Authority) institutional review. Gulf University's vision is to provide an outstanding educational experience to the students that enhances their mental and intellectual growth through fit for purpose graduate and undergraduate programs. The academic programs provide students with extraordinary opportunities for getting practical knowledge, skills, and competence. The stimulating learning environment at Gulf University leads toward sustainability, innovation, cross-cultural linkage, humanity, and great service to society as a whole.

Gulf University offers a unique opportunity for students for all round personality development, who are both ready for a challenge and excited about the future.

It is our endeavor to provide excellence in education and providing dynamic campus life to our students in order to prepare not only work ready graduates but future leaders. As a higher education institution, we have a responsibility to promote humanity, values, and ethics. We solely believe that it is equally important for students to preserve their heritage, values, and beliefs to serve as good citizens.

When you study at Gulf University, we are confident that you will be inspired by highly qualified and dynamic faculty and administrative staff committed to providing the best education and support services to students. Our people make our university special.



Why student handbook

The Student Handbook is the official statement of GU academic policies and regulations, and expected standards of student behavior that are applicable to all students. It also provides a list of services and opportunities that GU offers to students following the principle of equal opportunity and non-discrimination. The primary purpose of the Student Handbook, with policies and regulations and the articulation of expected standards of student conduct, is to further the vision and mission of the University and to protect the welfare of the community. These policies and regulations enable the students to behave in a responsible manner and respond to situations that violate the code of conduct. This handbook sets out the expected behavior and commitment of students for personal and academic integrity to treat others with empathy and admiration, to honor and protect the rights and property of others, to be accountable for individual and group behavior, and to act as a responsible citizen in a larger society.

Finally, GU welcomes you to this new journey and wishes you success in life.



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1 ABOUT GULF UNIVERSITY

1.1 introduction

Gulf University (GU) is one of the reputed private and Higher Education Council accredited universities in Bahrain. The university has also received full confidence judgment for the BQA (Educational & Training Quality Authority) institutional review. Gulf University embraces excellence through its fit for purpose academic programs in various disciplines namely, Bachelor in Human Resources Management, Bachelor in Accounting & Finance, Bachelor in Mass Communications, Bachelor in Interior Design Engineering, Bachelor in Law, Bachelor in Mechanical Engineering, Bachelor in Electrical and Electronic Engineering, Bachelor in Advertising and Digital marketing. The last three programs are hosted by the University of Northampton- UK; finally, GU has a master program in Mass Communication. All the academic programs have been achieved confidence under the BQA program review. Gulf University ensures a campus for all with contemporary and state of the art physical and learning resources that support teaching and learning. The campus is prominently located in Sanad, with its main building and two academic buildings. The university follows a holistic approach to academics and extracurricular activities including sports, competitions, student clubs, and foreign trips contributing to all round development of students.

1.2 GU vision

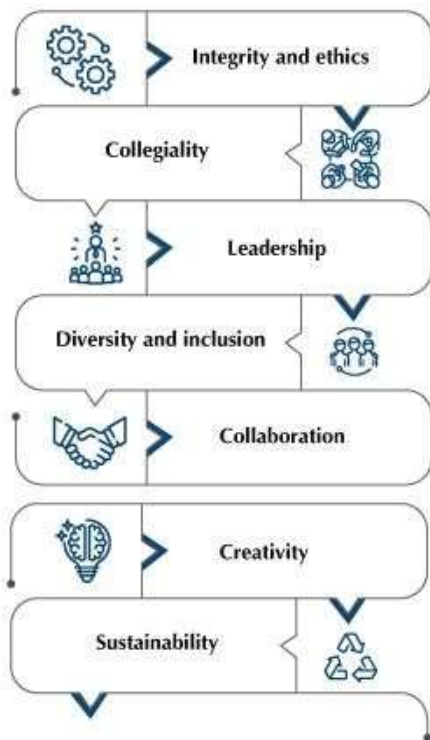
Gulf University aspires to be a distinguished higher education institution in Bahrain and the region for its competitive graduates, cutting-edge learning environment, impactful/impressive research, and contribution to communities' growth through constructive partnership.

1.3 GU mission

Gulf University provides quality education, fostering creativity and innovation to generate a professional workforce and intellectual capital in a stimulating multicultural environment. We pledge to contribute significantly towards research activities with a sound impact both in academia and industry in an ethical environment. We support our highly competent staff and graduates to achieve personal and professional goals amidst socio economic challenges and engage in the sustainable development of Bahraini and regional community.



1.4 GU core values



1.5 Graduate attributes



1.6 Colleges and programs

Gulf University comprises of (4) Colleges. Currently, only (1) College offers master programs. GU programs are based not only on today's socioeconomic demands in the job market but also on local, regional, and international academic standards.

COLLEGE OF ADMINISTRATIVE AND FINANCIAL SCIENCE

Bachelor in Human Resources Management

Bachelor in Accounting and Finance

COLLEGE OF Law

Bachelor in Law

COLLEGE OF ENGINEERING

Bachelor in Interior Design Engineering

Electrical and Electronic Engineering BEng (Hons)-UoN

Mechanical Engineering BEng (Hons)- UoN

COLLEGE OF COMMUNICATION AND MEDIA TECHNOLOGIES

Bachelor in Mass Communication

Bachelor in Advertising & Digital Marketing BA (Hons)-UoN

Master in Mass Communication

1.7 University council

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

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

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



2. STUDENTS' RIGHTS, RESPONSIBILITIES, REGULATIONS

Gulf University ensures the rights of the students to experience excellent learning experiences in a collaborative learning environment with access to learning resources, infrastructure, and facilities. Students are obliged to show academic integrity, follow the code of conduct, and adhere to the policies, procedures, and regulations of the university towards delivering academic and administrative functions. Students' grievance issues are addressed to ensure fairness, honesty, trust, equality, and non-discrimination. For detailed information refer to the following QR Code



3. DISTANCE EDUCATION

Gulf University is committed to providing the best learning experience of distance education mode via a digital platform for its academic and administrative operations without compromising quality. GU is committed to offering academic programs in virtual learning environments that are comparable in academic rigor to programs offered in face-to-face education. GU believes in a detriment approach to ensure that student learning outcomes for each course and the program are not compromised in distance education and all the actions are implemented in a flexible and adaptable manner to serve the interest of the students.

For detailed information refer to the following QR Code.



4. HEALTH AND SAFETY

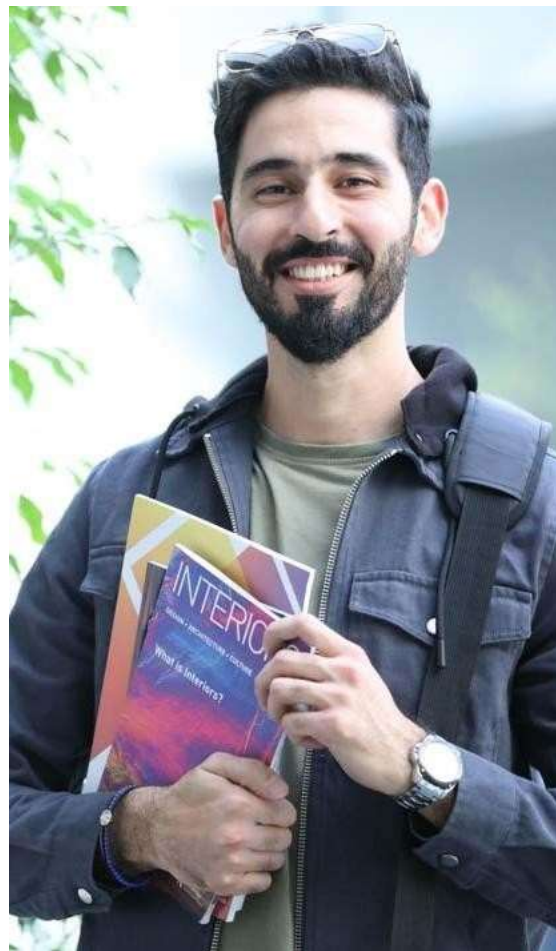
Gulf University provides a safe and healthy environment which is in compliance with prevailing laws concerning hazardous materials, fire prevention, occupational health and safety, accessibility, hygiene, and cleanliness. Health and Safety (H&S) Team at the University is responsible for ensuring health and safety standards. Gu is keen to adhere to following the regulations of the Ministry of Health. For detailed information refer to the following QR Code.



5. ACADEMIC REGULATIONS

5.1.1 Admission Criteria

Gulf University ensures transparency and publicly available procedures for selecting applicants (including those with special needs) it deems best for the academic program through eligibility criteria, placement tests, and interviews which vary depending on different programs. The admission criterion is in full compliance with the Higher Education Council's regulations. The applicant must have a high-school certificate or an equivalent, or a certificate from an applied technical or industrial institute or an equivalent, according to the regulations of the Ministry of Education in the Kingdom of Bahrain. The high- school certificates must be in any of the following branches- Science, Commercial, Industrial, Arts. For detailed information refer to the following QR Code.



5.1.2 Fees

Gulf University is committed to ensuring its fees system is in full compliance with HEC regulations. All fees set by the University are subject to approval by HEC. Information on fees policy and structure are available for students and prospective applicants on the website <https://www.gulfuniversity.edu.bh/>. Students have the opportunity to request an arrangement for their fees payment installments. Also, students who choose to withdraw from one or all course(s) within the add and drop period of the semester, as determined by the University Academic Calendar shall be refunded some tuition fees as stated in the fees policy and structure.

5.1.3 Scholarships

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

5.2 Registration and enrolment

GU ensures that the enrolment policy and criteria are in full compliance with GU and HEC regulations in relation to student academic load. A bachelor program consists of at least 120 credit hours. The duration of study to obtain the baccalaureate degree is not less than (3) years for the credit hour system. 14 teaching weeks are the minimum length of a regular semester, and 7 weeks of teaching are the minimum length of a summer semester. The minimum load of a full-time student is 10 credit hours in a regular semester and the maximum load of a full-time student is 20 credit hours in a regular semester and 10 credit hours in a summer semester. The curriculum organization provides appropriate academic progression year on year within an 8-semester study plan for bachelor programs and within 3 semesters for master programs that ensure course prerequisite mechanism. For detailed information refer to the following QR Code.



5.3 Assessment

Assessment of all the courses is aligned with CILOs. Assessment is valid in that it is designed to enable the measurement of aligned CILOs. Assessment is reliable in that its criteria are clearly articulated, can be understood, and implemented by assessors and verifiers/moderators. Assessment is fair, respecting the dignity and privacy of students including students with special needs. Assessment is credible by implementing measures to ensure students' own work, marking consistency, and precise and accurate capturing of marks. Students are exposed to a range of assessment methods appropriate to the CILOs being assessed. Assessment feedback is provided to students with specific information against relevant assessment criteria about their work and how it could be improved. During the transition to distance education, assessment has been redesigned focusing on project-based assessment, performance-based tasks/activities, authentic assessment, reflective report, etc. under the approach of ongoing assessment. For detailed information refer to the following QR Code.



5.4 Students' academic code of conduct

Gulf University (GU) consistently strives to harness academic excellence and integrity amongst with continuous improvement in quality standards. For this, the University considers academic honesty and integrity as one of important pillars and hence, articulates the academic code of conduct for the students. GU has formal mechanisms to deal with cases of academic misconduct by students or staff. Plagiarism and Academic Misconduct Policy and Procedures are applied consistently on all students' work and assessment. Guidelines on Student Academic Honesty specify the expected academic integrity and honesty of the students. GU subscribes to Turnitin, plagiarism detection software, which provides text similarity reports. There is a clear mechanism to document the plagiarism and misconduct cases in the students' files. Accordingly, disciplinary action is applied at different levels based on a number of previously taken disciplinary actions and records on similar situations. Conduct of Examination Procedures also stipulates the regulations and expected behavior of students reflecting academic integrity during major examinations in the university and online assessment. For detailed information refer to the following QR Code.



5.5 Students' research

The University is committed to supporting the research and scholarly activities of the GU academic community and to supporting and promoting undergraduate students' research, as these provide both academic staff and students at the University with the best possible educational experience, builds their capacity for research, and promotes partnerships with industry and other community institutions.

The University encourages academic staff and students to conduct scientific research, participate in scientific conferences in the field of specialization, publish in refereed and indexed journals, as well as write scientific books or contribute to the authorship.

The Researcher Handbook provides information regarding research policy and procedures and informs researchers and students at the University about various research related topics and services to ensure that research at the University is conducted in accordance with the highest ethical standards and in compliance with HEC regulations.

a) Researcher Handbook can be accessed on:
<https://www.gulfuniversity.edu.bh/en/research>

6. STUDENT SERVICES AND SUPPORT

6.1 Student council

Gulf University encourages students to have an active academic and social life, hence, ensuring that students take part in decision-making at the University. Elected by the students, the Students Council acts as their voice. Maintains a link between students and University Management, represents them in University Council, nominates students for Colleges, Departments Councils and Committees in accordance with university regulations, and also actively takes part in various student activities. Students' participation in activities organized by the Student Council provides them with the opportunity for personal development, gaining experience, and developing leadership and teamwork skills.

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

6.2 Student induction and advising

Gulf University provides students with regular induction throughout their study period. The Unit of Admission and Registration conducts a formal induction to all students as stated in the University calendar, introducing them to university rules and regulations. Also, the Colleges conduct induction to their students every semester.

Gulf University provides students with academic advising. Students are assigned to their academic advisors based on their programs of study. Academic advisors will advise students on course sequence and guide them throughout their program of study.



6.3 Online admission and registration

Gulf University provides online admission (including receiving applications, interviews, and placement tests) and online registration (courses) in a consistent manner. Students have access to online fees payment via Sadaa. Students receive online academic advising during the transition to distance education.

6.4



6.4 Special needs students' support

Gulf University is committed to providing students with special needs with suitable support and resources and ensuring their integration and recognition of achievements. It is important, however, that students who have particular medical or learning support needs are requested to make this known to Gulf University so that appropriate arrangements for reasonable adjustments to support their education and learning can be arranged. The medical reports or certificates of disability from authorized health professionals are submitted to the Head of the Admission and Registration Unit, who informs the Head of the Unit of Student Services.

Some of the services provided for students with special needs include Physical assistance in attending classes, scheduling of classes to most accessible venues, assistance with note taking and writing of examinations, scribe for tests and examinations, additional counseling, mentoring or tutoring extended time for tests and examinations, use of computers for classwork, tests and examinations, and where necessary, adjustments are made to the venue of any assessment, and the format of the assessment.

6.5 IT services

The IT Department at Gulf University provides free Wi-Fi throughout the campus and maintains computers in laboratories and in the library, where students can access university websites, e-library, and e-learning services. Also, the department provides students with personal email accounts, which are considered the official means of communication between students and the University, and students have to access their email, read, and act upon it in a timely manner. The e-services also provide students with access to “Text Matching Software” (Turn-it-In) for plagiarism detection.

IT at GU initiates the use/ installation of Microsoft Teams where online classes are delivered within real-time context. GU already has very good practice in virtual learning via LMS Application (MOODLE) and MOODLE has been integrated with MS Teams.

IT team provides training and support to both staff and students regarding how to deliver online sessions in MS Teams, how to upload materials, how to access and download material on digital platforms, how to conduct online assessments etc.

6.6 Library services

GU library services are available to all students on Sunday-Thursday from 8.00 am-8.00 pm, and on Saturdays from 8.00 am-1.00 pm. Students can access library contents inside the reading hall and each student can borrow up to 3 books for a maximum of 14 days. Library staff (Librarian) provides induction sessions to all new students at the beginning of each semester on library rules, resources (print and electronic) services, facilities, and activities/events organized by the library for example on new arrivals. The library contains thousands of printed books, academic journals, and periodicals related to academic programs, electronic databases providing access to millions of eBooks and academic research articles, and hundreds of Master theses. The e-library section offers the students access to over 5000 e-books and 580 periodicals. Additionally, students are provided with access to the library of the University of Barcelona in Spain, where there are more than 2 million books and journals available. The library also provides students access to “Turn-it-In” software for plagiarism detection.

The library also offers a bookstore service, where students can buy their textbooks at reasonable prices.

For further details, students can contact the library by email:

library@gulfuniversity.edu.bh



6.7 Career development

The Internship and Career Development Office at the Unit of Student Services provides assistance to students on their career prospects that are commensurate with their abilities and organizes training and workshops to enhance employability skills. Also, the office guides students on how to deal with the labor market and begin their professional life with confidence and competence to get appropriate jobs. This office supports students in undertaking internships. Students can contact the office directly through the Unit of Student Services or at the email: careers@gulfuniversity.edu.bh

6.8 Guidance and counseling

Student Counseling Office for developmental and preventive counseling services to assist students in overcoming psychological and social difficulties that they may be challenged with during their study period. This office is also responsible for supporting academically weak students (students on probation) in collaboration with their academic advisors. Students can contact the office directly through the Unit of Student Services or at the email: student.counseling@gulfuniversity.edu.bh



6.9 Campus life

Gulf University ensures campus for all while enriching students' experience with socio-cultural and learning opportunities through events and activities both on and off campus. The well-located campus has spaces for individual and group learning, seminars and presentations, and socializing in open spaces with innovative seating arrangements. The university follows a holistic approach to academics and extra-curricular activities including sports, competitions, student clubs, and foreign trips contributing to all round development of students. Students are encouraged to organize the events whether conducted physically or virtually. Students can contact the Unit directly through the Unit of Student Services or at email: studentaffairs@gulfuniversity.edu.bh

6.10 Infirmary services

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



6.11 Cafeteria and sports facilities

GU provides students with a cafeteria, rest areas and prayer rooms (male and female students), open spaces with innovative seating arrangements. GU also provides water coolers and vending machines throughout the campus. GU provides different sports facilities such as football, basketball, tennis and table tennis, where students can access these facilities through Unit of Student Services. GU also has mutual agreements with some local sports centers where students can access their facilities. The University also composes student athletic teams. students can utilize and practice their sports hobbies in coordination with the sports office at the Unit of Student Services.



6.12 Lost and found service

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



7. ACADEMIC PROGRAMS

7.1 College of Administrative and Financial Science

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

A- Human Resources Management

B- Accounting and Finance

The accounting and Finance program is delivered in English; However, the Human Resources Management program is offered in both English and Arabic tracks. Program facts are as follows:

A- Bachelor in Human Resources Management

CIPD

- Students will develop skills that will enable them to join the profession in the field of Human Resources Management.
- Students will gain a general overview of human resource planning, staffing, employee-labor relations, training and development, strategy, and performance management.
- The program is 4 years in length.
- The number of credit hours required to graduate is 130.
- BHRM is the only program in Bahrain Kingdom accredited by CIPD (Chartered Institute of Personnel and Development) Level 5.
- BHRM is placed at level 8 based on Bahrain National Qualification Framework (NQF) standards.
- BHRM obtained full confidence from The Education and Training Quality Authority (BQA).





Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Applicants with GPA equal to or greater than 70% must sit for and pass placement tests, and if they fail any placement test, they have to enroll in relevant preparatory courses,
- All Applicants with a GPA less than 70% shall directly enroll in the preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- All Applicants with a high school certificate in Art Stream, regardless of their GPA, shall be exempted from the placement test in "Mathematics for Business" and shall be enrolled in the preparatory course "MTH014 Basic Mathematics for Business".
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

- The program prepares students to enter the profession of HRM or to pursue higher studies. The graduates are eligible for the following career opportunities: Human Resources Specialist/Officer, Recruiter, Training and Development Coordinator, Payroll Specialist, Human Resources Coordinator, Performance Management Specialist.
- Graduates can also pursue higher studies in this specialization.

B- Bachelor in Accounting and Finance



- Students will gain a solid ground in accounting and financial skills at the theoretical and practical levels.
- Students will gain a general overview of accounting and financial planning, financial transactions, financial strategies, budgets, auditing, cost, and managerial accounting.
- The program is 4 years in length.
- The number of credit hours required to graduate is 130.
- BAFS Accredited by ACCA (Association of Chartered Certified Accountants) and ICMA (Institute of Management Accountants).
- BAFS placed on Bahrain National Qualification Framework (NQF) level 8.
- BAFS Obtained full confidence in the Academic Program Review conducted by The Education and Training Quality Authority (BQA).

Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Applicants with a GPA equal to or greater than 70% must sit for and pass placement tests, and if they fail any placement test, they have to enroll in relevant preparatory courses,
- All Applicants with a GPA less than 70% shall directly enroll in the preparatory courses relevant to the Program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- All Applicants with high school certificates in Art Stream, regardless of their GPA, are exempted from placement tests in "Mathematics for Business" and shall be enrolled in the preparatory course "MTH014 Basic Mathematics for Business".
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

- The program prepares students to enter the profession of accounting & finance in private and public sectors or to pursue higher studies. The graduates are eligible for the following career opportunities in the field of accounting & finance: Accountant, Bookkeeper, Financial Analyst, Auditor, Tax Consultant, Forensic Accountant, Budget Analyst, Investment Banker, and Stockbroker.
- Graduates can also pursue other professional accounting designations such as CFA, CPA, ACCA, and CIMA or equivalent.
- Graduates can also pursue higher studies in this specialization.



7.2 College of Engineering

The College of Engineering offers the following bachelor programs:

- A- Interior Design Engineering
- B- Electrical and Electronic Engineering
- C- Mechanical Engineering

All programs are delivered in English, and the facts are as follows:

A- Bachelor in Interior Design Engineering



- The Bachelor in Interior Design Engineering program is unique since it integrates engineering knowledge and skills with design aspects, processes, and competencies. The program's interdisciplinary nature combines areas such as art, design, engineering, and technology related to the interior design of built environment.
- Students acquire a strong foundation in the basic principles and elements of design, drawing, and color in order to develop a nonverbal design language, visual logic, and fluency of expression.
- Students acquire critical thinking skills about design problems.
- Students develop dialogues between interior designers and architects through knowledge of architectural history, spatial relationships, organization methods and materials, construction codes and building systems.
- The program is 4 years in length.
- The number of credit hours required to graduate is 136.
- The Institution of Engineering and Technology (IET)-UK has granted international accreditation to the Interior Design Engineering Program.
- BIDE Obtained full confidence in the Academic Program Review conducted by The Education and Training Quality Authority (BQA).



Entry Requirements:

- High-school certificates (Science, Industrial, and Commercial branches only), and applied Technical or Industrial Institutes certificates, with a GPA of no less than 70%.
- Applicants with a GPA equal to or greater than 70% must sit for and pass in placement tests, and if they fail, they have to enroll in relevant preparatory courses.
- Applicants with a GPA less than 70% shall directly enroll in preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

The program prepares work-ready graduates with 21st-century skills to be significant members of the engineering design team of interior design offices, architecture & construction firms, interior fit & furniture production, and engineering consultation bureaus for building services. Career opportunities for Program Graduates:

- Interior and Spatial Design Engineer
- Furniture and Product Designer
- Production and Construction Consultant for Interior Design Projects
- Exhibition Designer
- Ambience Designer (Lighting, Acoustics, etc.)
- Space Planning and Project Consultant
- Professional in Building Information Modeling for Detailing and Project Management
- Building Services Engineering Consultant
- Graduates can also pursue higher studies in this specialization.



B- Electrical and Electronic Engineering BEng (Hons)



- Receive an engineering degree from the University of Northampton while studying in Bahrain.
- Explore the opportunity to complete one or two semesters in the UK campus, University of Northampton.
- Get hands-on and experiential learning through state-of-the-art labs and workshops.
- Access learning resources of the University of Northampton and Gulf University while studying in Bahrain.
- Enrich the learning experience through highly qualified, experienced, and diverse faculty from both universities.
- Experience high-quality education in the UK system at affordable cost with scholarships up to 30% on course fees.
- National Partnership with reputed companies in the Kingdom of Bahrain, such as Bahrain Fab Lab.
- Obtaining membership with Professional bodies such as IEEE.



Entry Requirements:

- High-school certificates (Science, Industrial, and Commercial branches only), and applied Technical or Industrial Institutes certificates, with a GPA of no less than 70%.
- Applicants with a GPA equal to or greater than 70% must sit for and pass in placement tests, and if they fail, they have to enroll in relevant preparatory courses.
- Applicants with a GPA less than 70% shall directly enroll in preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

The program creates opportunities for careers in a number of different sectors including manufacturing, pharmaceutical, automotive, aerospace, IT and telecommunications, energy and utilities.

The graduates are contributing to the following career opportunities in the field of Electrical & Electronic Engineering:

- CAD engineer
- Signal Processing Engineer
- Power Electronics Engineer
- Aerospace engineer
- Automotive engineer
- Electrical/Electronic Design Engineer
- Site engineer
- Project engineer
- control system engineer
- solar/renewable Energy Engineer
- Mechatronics Engineer
- Quality assurance/quality control engineer
- Power system engineer
- Machine learning and programming
- Engineering problem-solving and programming
- Embedded Systems Engineer
- Planning engineer
- Production engineer
- Telecommunications Engineer Engineering supervisor
- Research and Development Engineer
- Our graduates are also encouraged to pursue postgraduate studies in Electrical & Electronic engineering or related fields.



C- Mechanical Engineering BEng (Hons)



- Receive an engineering degree from the University of Northampton while studying in Bahrain.
- Explore an opportunity to complete one or two semesters in the UK campus, University of Northampton.
- Get hands-on and experiential learning through state-of-the-art labs and workshops.
- Access learning resources from the University of Northampton and Gulf University while studying in Bahrain.
- Enrich the learning experience through highly qualified, experienced, and diverse faculty from both universities.
- Experience high-quality education of the UK system at affordable cost with scholarships up to 30% on course fees.
- National Partnership with reputed companies in the Kingdom of Bahrain, such as Bahrain Fab Lab.
- Obtaining membership from Professional bodies such as IEEE.



Entry Requirements:

- High-school certificates (Science, Industrial, and Commercial branches only), and applied Technical or Industrial Institutes certificates, with a GPA of no less than 70%.
- Applicants with a GPA equal to or greater than 70% must sit for and pass in placement tests, and if they fail, they have to enroll in relevant preparatory courses.
- Applicants with a GPA less than 70% shall directly enroll in preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.

Careers:

The program creates opportunities for careers in a number of different sectors, including the Aerospace industry, Automotive industry, Chemicals industry, Construction industry, Defense industry, Fast-moving consumer goods industry, Marine industry, Materials and metals industry, Oil and gas industry, pharmaceuticals industry, Power generation industry, Rail industry, and utility industry.

The graduates are contributing to the following career opportunities in the field of Mechanical Engineering:

- CAD engineer
- Aerospace engineer
- Automotive engineer
- Mechanical Design Engineer
- control system engineer
- solar/renewable Energy Engineer
- Mechatronics Engineer
- Thermal Engineer (HVAC)
- Manufacturing Engineer
- Site engineer
- Materials Engineer
- Project engineer
- Quality assurance/quality control engineer
- Planning Engineer
- Production Engineer
- Engineering supervisor
- Research and Development Engineer
- Our graduates are also encouraged to pursue postgraduate studies in Mechanical engineering or related fields.



7.3 College of Communication and Media Technologies

The College of Communication and Media Technologies offers the following programs:

- A- Bachelor in mass communication
- B- Bachelor in advertising and digital marketing
- C- Master in mass communication

The bachelor and master programs of mass communication are delivered in Arabic; However, the Advertising and Digital Marketing program is offered in English. Program facts are as follows:

A- Bachelor in Mass Communications



- Program is 4 years in length.
- The number of credit hours required to graduate is 130.
- The Mass Communication program is the only Arabic program outside the UK accredited by CIPR (Chartered Institute of Public Relations).
- BMC Obtained full confidence in the Academic Program Review conducted by The Education and Training Quality Authority (BQA).

Entry Requirements:

- Secondary school certificate or the certificate of an institute after the high-school, or its equivalence.
- Applicants with a GPA equal to or greater than 70% must sit for and pass placement tests, and if they fail in any placement test, they have to enroll in relevant preparatory courses.
- Applicants with a GPA equal to or greater than 70% must sit for a placement test in Mass Communication (out of 60 points) and must attend a specialized interview (out of 40 points). The marks scored by the Applicant in the placement test and interview shall be added together, and a minimum total mark of 65% is required to enroll in the program courses. If the Applicant scores less than 65%, s/he shall enroll in the Preparatory Course (COM012A Introduction to Mass Communications).
- Applicants with a GPA less than 70% shall directly enroll in preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.



Careers:

The program aims to provide the graduate with the necessary knowledge in the field of media to meet the needs of the labor market of national cadres in Bahrain and the Gulf Cooperation Council countries in various areas of media, especially the following:

- Government and private companies and radio and television institutions (programmer – screenwriter – news editor – director – television cameraman – producer of short films – editor – presenter – reporter).
- Press institutions (news editor – press reporter – photojournalist – press director).
- Public relations departments in public and private institutions (public relations employee – a specialist in corporate communication management – event organizer).
- Media websites.
- News agencies.
- Advertising companies.
- Specialist in managing social media platforms.
- And other renewable media and public relations professions.

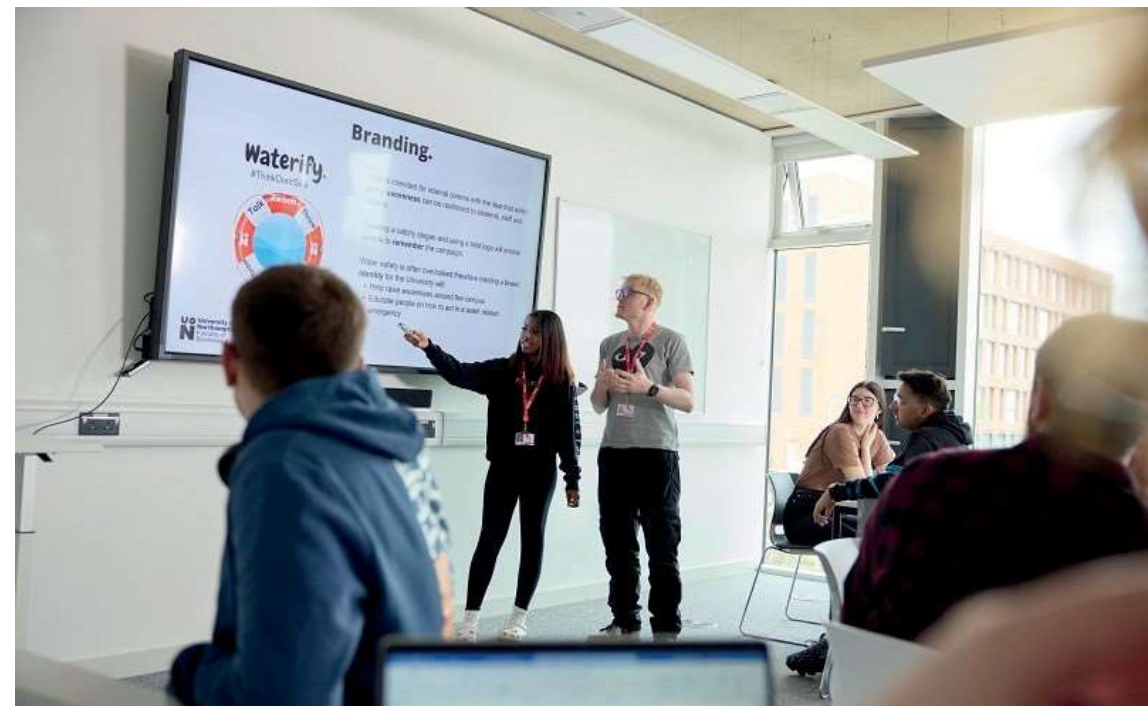


B- Advertising and Digital Marketing (Hons)

- Receive a bachelor degree from the University of Northampton while studying in Bahrain.
- Explore the opportunity to complete one or two semesters in the UK campus, University of Northampton.
- Get hands-on and experiential learning through state-of-the-art labs and workshops.
- Access learning resources from the University of Northampton and Gulf University while studying in Bahrain.
- Enrich the learning experience through highly qualified, experienced, and diverse faculty from both universities.
- Experience high-quality education in the UK system at affordable cost with scholarships up to 33% on course fees.
- Obtaining membership with Professional bodies such as DMI.
- BADM placed on Bahrain National Qualification Framework (NQF) level 8.
- BADM accredited by CIPR (Chartered Institute of Public Relations- UK).
- BADM accredited by DMI (Digital Marketing Institute- UK).

Entry Requirements:

- High-school certificates (Science, Industrial, and Commercial branches only), and applied Technical or Industrial Institutes certificates, with a GPA of no less than 70%.
- Applicants with a GPA equal to or greater than 70% must sit for and pass in placement tests, and if they fail, they have to enroll in relevant preparatory courses.
- Applicants with a GPA less than 70% shall directly enroll in preparatory courses relevant to the program, exempted from this if the applicant has a minimum of one year of work experience related to the program.
- Applicants may be exempted from the test in the English Language if they show valid evidence of proficiency in the English Language in any of the following: TOFEL (IBT 79 or PBT 550), IELTS (5.5), FCE (60%), or an equivalent.
- Applicants transferred from similar programs shall be exempted from placement tests provided that their Course Equalization and Credit Transfer show that they have passed similar tests or studied courses similar to the preparatory courses at GU. Otherwise, they shall sit for relevant placement test(s).
- All Applicants are required to go through an interview conducted by the Admission Committee.



careers:

The program aims to provide the graduate with the necessary knowledge in the field of media to meet the needs of the labor market of national cadres in Bahrain and the Gulf Cooperation Council countries in various areas of media, especially the following:

- Government and private companies and radio and television institutions (programmer – screenwriter – news editor – director – television cameraman – producer of short films – editor – presenter – reporter).
- Press institutions (news editor – press reporter – photojournalist – press director).
- Public relations departments in public and private institutions (public relations employee – a specialist in corporate communication management – event's organizer).
- Media websites.
- News agencies.
- Advertising companies.
- Specialist in managing social media platforms.
- And other renewable media and public relations professions.



C- Master in Mass Communications

This program is designed to build a comprehensive understanding of contemporary media trends and strategies and pursue profession and research with ethics and cultural sensitivity. The program also attracts working professionals in the media sector to enhance their practical skills and create interactive media solutions in the digital era.

This program integrates in-depth knowledge with advanced practical skills, helping you apply your learning to real-life scenarios, which will pave the way to being a leader in your workplace. At the same time, it enables you to enhance and develop critical thinking and other transferable skills through exposure to different types of media, including, video, print, audio, digital, multimedia tools, web technologies, social media, and search engine analytics to connect with the target audience. Additionally, you will be introduced to a wide range of extracurricular activities, including field visits, guest speakers, off-campus workshops, educational trips, and student exchange.

Entry Requirements:

- The applicant must hold bachelor degree or equivalent from other accredited university from HEC in Bahrain.
- The bachelor's degree must be in the same major as the master's.
- The grade must not be less than "Very Good" (3.0 out of 4.0 according to the points system) or the equivalent in other grading systems. The University shall retain proof of the equivalence in the case that the grading system at the institution that issued the qualification differs from that at GU.
- The applicant with a grade less than "Very Good" (3.00 out of 4.00 according to the grade points system) or the equivalent in other grading systems shall be given conditional admission (if he/she meets other admission criteria) in the following cases:
- Applicant with work experience must provide proof that he/she has a minimum of one year of work experience related to the program. The proof must be formally endorsed and stamped by the relevant organization/ institution where the work experience was gained.
- Applicants without work experience shall enroll in a preparatory program that includes a certain number of preparatory courses.
- The applicant must have a certificate of English language examination to a specific degree according to the TOEFL "Paper-Based Test" (PBT) 525 and "International English Language Testing System" (IELTS) 6.0 (with a minimum of 6.0 in writing and 5.5 in all other sub-skills), or first "Cambridge English" (FCE) 60%.



careers:

Career Opportunities of the Master in Mass Communication Graduates include:

- Academic member in the media fields.
- Researcher in the various media fields.
- Communications Consultant in both governmental and private institutions.
- Leader in managerial positions in various media organizations.



7.4 College of Law

The College of Law offers a Bachelor in Law program in Arabic. Program facts are as follows:

Bachelor in Law

The Bachelor in Law program is designed with a new direction, philosophy, learning outcomes, curriculum and teaching and learning methods. The program is considered unique and distinguished from other law programs offered in Bahrain and the region because it introduces three different tracks: business, information technology and real estate, all while reflecting contemporary issues and global paradigm shifts. It responds to the dynamic labor market needs which no longer requires traditional law graduates. Industries now seek to hire legal professionals who can conduct, organize, and manage legal transactions related to information technology, business and real estate sectors, which has evolved drastically. The practical nature of the program provides an opportunity to gain hands on experience and stay actively engaged with classmates and legal professionals.





Entry Requirements:

- Applicants must have a high school diploma or its equivalent in accordance to the regulations of the Ministry of Education in the Kingdom of Bahrain.
- Applicants must have a GPA of 70% or above in high school.
- Applicants with a cumulative GPA equal to or greater than 70% must pass the placement tests. Otherwise, they will enroll in the relevant preparatory courses.
- When registering for the preparatory course(s), students are not allowed to register for the program's courses, but they are allowed to register for the university's general courses (provided that there are no prerequisites for such courses). After passing the preparatory courses, students can register for the program's courses.
- All preparatory courses count for (3) credit hours.
- Applicants must attend an interview (out of 50 points) conducted by at least two law program faculty members. The interview consists of structured questions aimed at knowing the students' legal studies aspirations, perceptions towards ethics, fairness, and justice, and the necessary basic communication skills for legal education. A minimum of 65% is required in the interview to enter the program's courses. If the applicant's score is less than 65%, then the applicant must be registered in the preparatory course (LAW012A Introduction to Legal Studies).
- Applicants will take the placement test and in case of failure they will be registered in the relevant preparatory course(s) as shown below:
- Arabic language skills: The passing score for the Arabic language proficiency test is 65%. If the applicant's score is less than 65%, he/she must register in the preparatory course (Basics of Arabic Language Skills) ARB011.
- Computer skills: The passing score for the computer skills placement test is 65%. If the applicant's score is less than 65%, he/she must enroll in the preparatory course (computer skills CS011).
- English language skills: The passing score for the English language proficiency test is 65%. If the applicant obtains a score from 40% to less than 65%, he/she must enroll in the next Preparatory Course (Foundation English 2) (ENG016 Foundation English 2).

Careers:

The Bachelor in Law program is designed to prepare work-ready graduates with the skills needed in the twenty-first century. Graduates are expected to join the following positions

- Lawyer
- Financial Legal Advisor
- Real Estate Legal Advisor
- IT Legal Advisor
- Legal Advisor in Business
- A legal mediator in matters of information technology/ real estate/and business.
- Arbitrator
- Legal analyst
- Prosecutor
- Financial Legal Services Consultant/Advisor
- Electronic Investigations Officer

The specialized nature of the program provides broader career options for law graduates in the fields of financial services, marketing, human resources, and real estate development. Therefore, career opportunities will not be narrow in the field of law and legal affairs only but will expand to include other institutions and sectors.



8.

GENERAL
INFORMATION

8.1 Campus directory

| Management | | |
|-----------------------------|------------------------|-----|
| President | Prof. Mohamed Alfiras | 400 |
| Vice President | Dr. Hesham Elmarsafawy | 410 |
| COO | Dr. Zuhair AlAni | 411 |
| Manager of President Office | Ms. Mariam Abdulla | 401 |
| President Secretary | Ms. Rula Ali | 402 |

| College of Engineering | | |
|---|----------------------|-----|
| Dean | Dr. Osama AlBawi | 100 |
| College Coordinator | Ms. Mariam Enad | 101 |
| Head of Interior Design Program | Dr. Azzel AbdulKalam | 102 |
| Faculty Member | Dr. Omar Elberh | 103 |
| Faculty Member | Prof. Nouzad Aziz | 104 |
| Head of Electrical & Electronic Eng. Pro. | Dr. Walid Hfesa | 105 |
| Head of Mechanical Engineering | Dr. Oula Fatha | 106 |

| College of Communication & Media Technologies | | |
|---|---------------------|-----|
| College of Comm. & Media Technologies | Dr. Sherif Badran | 200 |
| College Coordinator | Ms. Fatima Alhanna | 201 |
| Head of Mass Comm. Department | Dr. Naglaa ElGammal | 202 |

| College of Law | | |
|---------------------|---------------------|-----|
| Dean | Prof. Firas Mohamed | 300 |
| College Coordinator | Ms. Wadood Alaradi | 301 |

| College of Administrative & Financial Sciences | | |
|--|---------------------|-----|
| Dean | APS College | 500 |
| College Coordinator | Ms. Fatima Yund | 501 |
| Head of Human Resources Program | Dr. Mahmoud AlZogbi | 502 |
| Head of Accounting & Finance Program | Dr. Miquel Sol | 503 |
| Chair of Research Council | Dr. Tamer Alhachab | 504 |
| HRM Faculty Members | Hall 1 | 505 |
| HRM Faculty Members | Hall 2 | 420 |

| Library | | |
|-------------------|---------------------|-----|
| Library | Ms. Danolene Tagade | 404 |
| Library Reception | Mr. Yousef Alhachab | 405 |

| Quality Assurance & Development Center | |
|--|-----|
| Dr. Rumpa Roy | 430 |
| Mr. Mohd Akbar | 431 |
| Ms. Fahema Ali | 432 |
| Dr. Tanvir Hussein | 433 |
| Ms. Shereen Murad | 434 |

| Admissions & Registration Unit | |
|--------------------------------|-----|
| Ms. Baraa Alsanarai | 420 |
| Ms. Lana Nayef | 421 |
| Mr. Thamer Kadhim | 422 |
| Ms. Rabab Alzenji | 424 |
| Ms. Zainab Ahmed | 425 |

| Finance Department | |
|--------------------|-----|
| Ms. Bayan Nooh | 415 |
| Mr. Syed Sager | 416 |
| Ms. Mohd Alaradi | 419 |

| Public Relations Department | |
|-----------------------------|-----|
| Ms. Fatema Almajed | 440 |

| Student Services Unit | |
|-----------------------|-----|
| Mr. Abdulla Enad | 311 |
| Ms. Wafaa Alsuwaidi | 312 |
| Mr. Ali Abdulla | 313 |

| Facilities Management Department | |
|----------------------------------|-----|
| Mr. Mohd Alshaikh | 315 |
| Mr. Ishaq Albasri | 316 |
| Mr. Siraj Mammy | 317 |

| Human Resources Department | |
|----------------------------|-----|
| Mr. Mohammed Alsaati | 357 |
| Mr. Noor Marshad | 356 |

| IT Department | |
|-------------------------------|-----|
| Mr. Ali Mansoor | 123 |
| IT Helpdesk - Husain Alsaffar | 111 |
| Mr. Mohd Kolachi | 112 |
| Ms. Zainab Albasri | 113 |

| Other Numbers | |
|---------------|-----|
| Security | 348 |
| Nurse | 350 |
| Reception | 345 |
| Kenan Solo | 304 |

8.2 Emergency contacts

A) During work hours:

| <i>Name</i> | <i>Department</i> | <i>Contact Number</i> |
|--------------------------------|-------------------------|-----------------------|
| <i>Mr. Abdulla Emad</i> | <i>Student Services</i> | <i>3548 4050</i> |
| <i>Ishaq Abdulla Abdulaziz</i> | <i>Maintenance</i> | <i>3641 4200</i> |
| <i>Security Staff on duty</i> | <i>Security</i> | <i>3972 1827</i> |

B) After work hours

| <i>Designation</i> | <i>Contact Number</i> |
|-------------------------------|-------------------------|
| <i>Security Staff on duty</i> | <i>+973 - 3972 1827</i> |

C) Emergency authorities

| <i>Title</i> | <i>Tel. No.</i> |
|------------------|-----------------|
| <i>Ambulance</i> | <i>999</i> |
| <i>Fire</i> | <i>999</i> |
| <i>Police</i> | <i>999</i> |
| <i>Accidents</i> | <i>199</i> |



+973 17620092



info@gulfuniversity.edu.bh



[gulf_university](https://www.instagram.com/gulf_university)



+973 66727901



gulfuniversity.edu.bh/en/



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