



Title: Student Enrolment Procedures

Code: GU- PR03SE

Version: 2.1

Date of Issue: 2017

Effective Date: September 2017

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments
of Student Enrolment Policy

1. Purpose

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

2. Scope

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

3. Acronyms

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

4. Definitions

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

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

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

Notional Learning Hours: Notional learning hours describe time allocated to study. This study time can comprise formal classroom instruction, time spent in self-study (for example, reading and revising notes) and time spent on assessment.

Notional learning hours are calculated by those with experience in the subject area by envisaging the time that the average student would spend on tasks required by a course or program.

NQF Credit: A NQF credit is a measurement of learning at specific levels of a National Qualifications Framework. It is assumed that one credit of learning will result from ten ‘notional’ hours of study. Credits are assigned to courses, programs and qualifications. The credits assigned to qualifications comply with Bahrain National Qualifications Framework.

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

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

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

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

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

Visiting Student: A visiting student is an individual, who shall register as a regular student at another higher education institution, but enrolled for some courses at GU for a semester. At the end of the semester, GU shall not be obligated to admit or transfer the visiting student to any of its academic programs.

5. Procedures

5.1 Preamble:

- 5.1.1 GU shall comply the enrolment procedures with HEC regulations in relation to student academic load.
- 5.1.2 Students shall abide themselves by their status, regulations, policies and procedures of the University that may be subject to periodic reviews and amendments.

5.1.3 Students shall pay all fees, and charges related to their enrolment.

5.2 Enrolment Requirements:

- 5.2.1 Students shall enroll and begin studies no later than the last day of Add/Drop Period of courses stated in the University Academic Calendar. However, students may enroll during the “Late Enrolment Period,” upon approval of relevant Deans.
- 5.2.2 Students shall consult their Academic Advisors for enrolment as early as possible (preferably before the registration day(s) stated in the University Academic Calendar), and shall complete the Registration Form, (Form GU-PR03SE-F01).
- 5.2.3 Students shall pay registration or late registration fees as per University Fees Policy.
- 5.2.4 Students shall submit the completed Registration Forms with fees receipts to Unit of Admission and Registration.
- 5.2.5 Unit of Admission and Registration shall upload students’ course load in the electronic system (AIMS), shall retain all Registration Forms in students files with copies sent to relevant Academic Advisors.
- 5.2.6 Students shall maintain minimum class attendance to maintain their enrolment status at the University in a given semester.
- 5.2.7 Students, amending their enrolment for any academic year under any circumstances, shall be in full compliance with University regulations and HEC requirements.
- 5.2.8 GU shall have a formal procedure for students to adjust to the curriculum changes.
- 5.2.9 Students shall follow formal procedures and criteria in cases such as, withdrawal and suspend study.
- 5.2.10 Students in Mass Communications Program shall follow procedures for selection of their study path in the program. Such procedures are stated in Article (5.14) in this document.

5.3 Student Academic Load Criteria:

- 5.3.1 Students shall enroll in regular semesters for no less than 12 credit hours and no more than 19 credit hours, respectively. In summer semester, student shall enroll for no more than 9 credit hours.
- 5.3.2 Students shall have the opportunity to:
- a) enroll in less than (12) credit hours once during his/her study period. In this case, the student is considered as non-regular student and the semester will not be included in the minimum, but in the maximum study period.
 - b) enroll in more than the maximum limit in his/her final semester, but not exceeding (21) credit hours, if:
 - the student’s CGPA is not less than (3.00).

- the student needs (21) credit hours for graduation in that semester.

5.4 Student Attendance:

- 5.4.1 Instructors shall record attendance of their students regularly.
- 5.4.2 If the student absence reaches 10% of total hours of the course, the Instructor shall issue the “First Warning” form (Form GU-PR03SE-F02) and inform the student either with hard or soft copy, and shall send copies to Academic Advisor and Unit of Admission and Registration to retain the form in Student File.
- 5.4.3 If the student absence reaches 15% of total hours of the course, the Instructor shall issue the “Absenteeism Final Warning” form (Form GU-PR03SE-F03), and send it to Unit of Admission and Registration, who shall:
- inform the student either with hard or soft copy,
 - send copies to Instructor, Academic Advisor and the Sponsor (if any),
 - retain the form in Student File.
- 5.4.4 If the student absence exceeds 25%, the Instructor shall prepare the “Withdrawal due to Absence” form (Form GU-PR03SE-F04), shall decide on the type of withdrawal as follows:
- absence with no or unaccepted excuse, the student shall be considered as ‘withdraw’ in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (WF) for that course.
 - absence with accepted excuse, the student shall be considered as ‘withdraw’ in the course, shall not be allowed to attend the final examination, therefore, shall be assigned grade (W) for that course.
- The Instructor shall seek the approval from the HOD followed by sending the completed form to the Unit of Admission and Registration.
- 5.4.5 Unit of Admission and Registration shall issue the form and shall:
- inform the student either with hard or soft copy.
 - send copies to Exam Committee, Academic Advisor and Instructor.
 - retain the form in Student File.
- 5.4.6 The student shall be given opportunity to appeal against compulsory withdrawal decision by submitting an appeal request with the excuse(s) to the Unit of Admission and Registration, (Form GU-PR03SE-F05).
- 5.4.7 The Unit of Admission and Registration shall send the appeal form to relevant Dean, who shall review the case in consultation with relevant

HOD and shall either approve or decline the appeal, followed by sending the decision to Unit of Admission and Registration.

- 5.4.8 The Unit of Admission and Registration shall inform the student with the final decision and retain the form in Student File.

5.5 Drop/Add Courses:

- 5.5.1 Students shall complete their registration forms (Form GU-PR03SE-F01) in consultation with their Academic Advisors in order to drop and/or add courses during the Drop/Add Period stated in the University Academic Calendar (2 weeks from the first day of classes in normal semesters, one week from the first day of classes in summer semester).
- 5.5.2 Academic Advisors shall confirm that students' academic load meet the stated maximum and minimum limits.
- 5.5.3 Once approved by the Advisors, students shall submit the form to the Unit of Admission and Registration with fees receipt (in case of added courses).
- 5.5.4 The Unit of Admission and Registration shall adjust student course load in the system (AIMS) accordingly, and shall inform Finance Department for fees refund (in case of drop courses) as per GU Fees Policy.
- 5.5.5 The Unit of Admission and Registration shall retain the forms in relevant students' files, and shall inform relevant Instructors and Academic Advisors.

5.6 Repeat Courses:

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

Registration shall consider the highest mark in the CGPA and shall designate the repeated course with the letter (R) in AIMS.

5.7 Curriculum Changes:

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

5.8 Suspend Study:

- 5.8.1 The student, that wishes to suspend his/her study within the allowable limit of maximum 2 semesters, shall submit the completed form (Form GU-PR03SE-F06) to his/her Academic Advisor for review and recommendations, followed by seeking recommendations from HOD and approval from Dean.
- 5.8.2 Upon receiving approval from Dean, the student shall submit the form to Unit of Admission and Registration.
- 5.8.3 The Unit of Admission and Registration shall upload the suspension of study decision in the system (AIMS), shall retain the form in Student File with copy sent to Academic Advisor.

5.9 Withdrawal from a Course:

- 5.9.1 Student, who wishes to withdraw from course(s) that s/he enrolled in during the Withdrawal Period, shall submit the withdrawal form (Form GU-PR03SE-F07) to his/her Academic Advisor.
- 5.9.2 The Academic Advisor shall consult the relevant Instructor(s), shall confirm that student academic load after withdrawal meets the stated minimum limit.
- 5.9.3 Once approved by the Academic Advisor, the student shall seek recommendations from HOD and approval from Dean, followed by submitting the form to Unit of Admission and Registration.

5.9.4 The Unit of Admission and Registration shall upload the withdrawal decision in the electronic system (AIMS) with Grade (W) for the withdrawal course(s), shall retain the form in student file with copies sent to Academic Advisor, relevant Instructor(s), HOD and Dean.

5.10 Semester GPA and Cumulative GPA Calculations:

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

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

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

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

5.10.3 Student has to pass courses with a mark not less than 60% (Letter Grade D).

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

- 5.10.5 Student’s GPA for a specific semester shall be calculated as follows:
- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses in that specific semester.
 - Add all these multiplications together and divide by the total number of credits of all the completed courses in that specific semester.
 - The final result is the student’s semester GPA.

- 5.10.6 Student’s CGPA for a specific semester shall be calculated as follows:
- Multiply each earned numeric grade points by the number of respective course-credits of all the completed courses over the semesters.

- Add all this multiplications together and divide by the total number of credits of all the completed courses over the semesters.
 - The final result is the student's Cumulative GPA.
- 5.10.7 The earned numeric grade points for the following cases shall be excluded from calculations of both the student's semester GPA and Cumulative GPA:
- Preparatory courses, which the student has passed according to GU admission policy and procedures.
 - Courses, that the internally transferred student has passed in previous program and are non-transferred to the new program.
 - Transferred courses from other Institutions.
 - Any extra course(s) that student(s) independently choose to enroll in outside the study plan (study over-plan).

5.11 Student Dismissal:

- 5.11.1 The relevant Academic Advisor and HOD shall call the student with less than 2.00 CGPA in his/her first semester of study at GU to discuss his/her current academic situation and provide advice on possible consequences for low CGPA.
- 5.11.2 The Unit of Admission and Registration shall issue an academic warning to the student when his/her CGPA falls below 2.00 in the first subsequent semester. The student has to improve his CGPA in next two subsequent semesters.
- 5.11.3 The Academic Advisor shall refer student(s) to relevant Department Councils for dismissal from the University in the following cases:
- a. student's CGPA is less than (2.00) for (2) consecutive semesters and the student received academic warning and failed to comply.
 - b. the student failed in any course (3) times.
 - c. the student discontinued for more than (2) semesters without approved excuse(s) by the University Council.
 - d. the student exceeded the maximum study period.
- 5.11.4 Department Council shall review the case(s) and student's excuse(s), and shall recommend either approval of dismissal or possible exemption from dismissal.
- 5.11.5 College Council shall review the case(s) with Departmental recommendations and shall either decide on dismissal and send decision(s) to University Council for endorsement, or shall recommend exemption from dismissal for 1 or 2 semesters provided that it is within the maximum study period of the student.
- 5.11.6 University Council, upon receiving College Council decision and/or recommendations, shall review the case(s) and decide either endorse the dismissal decision, or exempt the student(s) from dismissal for 1 or 2 semesters provided that this shall not lead to exceed the maximum study period of the relevant student(s).
- 5.11.7 The following special cases of low CGPA dismissal shall be considered for students that are not exceeding the maximum study period:

- a. student GPA in the last semester of the academic warning period is (2.5), the University Council, upon recommendations from relevant College Council, shall exempt the student from dismissal for 1 semester to improve his/her CGPA, otherwise, s/he shall be dismissed from the University.
- b. student completed 75% of total credit hours of the program of study and regardless of the CGPA, s/he shall be exempted from dismissal as long as not exceeding the maximum study period, otherwise, s/he shall be dismissed from the University

5.12 Credit Hours System and Credit Accumulation

5.12.1 Credit Hours System

Gulf University applies American Credit Hours System, where specific number of credit hour(s) is (per week) allocated for each course that is included in the academic program study plan to earn the degree. One Credit Hour is equal to Four NQF Credits.

- According to HEC regulations, a bachelor program consists of minimum 120 credits. However, bachelor programs offered at GU range from 130 to 136 credit hours, which consist of University and College Requirements, Program Core and Elective Courses.
- The study period is distributed over 4 years with average of 15 Credit Hours per regular semester, where the academic year consists of two regular semesters and an optional summer semester.
- The duration of regular semester ranges from 14 to 16 weeks. However, GU applies a 15-week duration of regular semester and 7/8-weeks duration for the optional summer semester.
- The weight of the course(s) (Credit hour/s) contributes both to the Student's semester GPA and Cumulative GPA.

5.12.2 Credit Accumulation

- At the end of the semester, a regular student (full-time) is expected to spend an average number of Notional Hours (Number of Course Credit Hours multiply by 40) in teaching, learning and assessment activities. The involvement in teaching, learning and assessment activities take several forms such as:
 - On-campus hours: attending lectures, tutorials, labs, workshops, independent working in labs, studios workshops and Library), tests, examination, projects etc.
 - Off-campus hours: homework, visiting libraries outside the campus, field visit, workplace engagement, assignments, research, projects etc.

- A student shall accumulate minimum 30 credit hours (120 NQF credits) in a specific level to move forward to the subsequent level.
- The four-year program at GU is distributed over NQF levels as follows;
 - First Year is equivalent to NQF Level 5
 - Second Year is equivalent to NQF Level 6
 - Third Year is equivalent to NQF Level 7
 - Forth Year is equivalent to NQF Level 8
- A student shall accumulate total program credit hours (all NQF levels) in order to be eligible for a Bachelor Degree.

5.13 Visiting Student:

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

5.14 Study Path Selection for Students in Mass Communication Bachelor Program

- 5.14.1 Students passed their 3rd Semester of study are eligible for path selection process.
- 5.14.2 The student shall receive the 'Survey of Study Path Selection' form (Form GU-PR03SE-F08) from Unit of Admission and Registration and shall list his/her initial path choice priorities, followed by submitting the form to relevant Academic Advisor for review and guidance.

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

6. Responsibilities

Students are responsible for:

- Following this document appropriately.

Academic Advisors are responsible for:

- Implementing this document appropriately.

Heads of Departments are responsible for:

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

Deans are responsible for:

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

Unit of Admission and Registration is responsible for:

- Appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- Systematic review of the effectiveness of this document as custodian.

7. Related Policies

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

8. Related Procedures

- Academic Advising Procedures
- Students Induction Procedures

9. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Standards Handbook