

BIBF

معهد البحرين للدراسات المصرفية والمالية

Shaping tomorrow's financial leaders today

BANKING STUDIES DIPLOMA PROGRAM (BSDP)



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What is the Banking Studies Diploma ?

The Banking Studies Diploma Program (BSDP) is a financial service qualification designed to equip you with the essential skills and knowledge to help you “fast-track” your management career. It is a qualification in its own right, providing a firm financial services base from which to go on and specialize. The BSDP also forms a pathway to BA degree from Newcastle University, UK, on campus; and a B.Sc. honours degree through distance learning, through the ifs School of Finance, UK. A brief information is given at the end. Details available at BIBF reception desk.

Aims of the BSDP Professional Qualification

- To provide and enable individuals to apply and use an up-to-date knowledge of the financial services sector
- To develop an ability to analyze and evaluate information relating to the financial services sector
- To raise awareness of the moral/ethical, social, economic and environmental issues within the financial services sector
- To develop the requisite technical and management skills for a managerial career in financial services
- To encourage an understanding of an individual’s role as part of an organization within the financial services sector
- To encourage individuals to recognize and reflect upon the factors and context for strategic decision making
- To develop an awareness and understanding of the ways in which regulation and legislation impact on, and are relevant to, an organization and the financial services industry in general
- To engender an awareness of the need for, and the value of, effective customer service within the financial services sector

Is this diploma for you?

Whether you are a Graduate Management Trainee or seeking promotion to a supervisory or first Management position, the BSDP will provide the foundation for your Management career.

Why should you study BSDP?

- To gain core foundation knowledge of the financial services industry to strengthen your ability to undertake management tasks.
- To assist your decision making.
- To gain an industry recognized qualification.

Admission Criteria

High School (12th Standard) Pass or Intermediate School (10th Standard) Pass with minimum 2 years working experience in financial or commercial enterprises.

Business English (BEP) Level 4 Pass

Courses

Foundation Level

- Managing People in Organizations
- Marketing, Sales and Customer Service
- Introduction to Economics
- Structure of Accounts

Advanced Level

- Management and Organization in Financial Services
- Marketing Management
- Advanced Macroeconomics
- Accounting, Analysis and Planning
- Risk Evaluation and Analysis

Program dates and class timings

The BSDP courses are conducted in two semesters each calendar year

- Term 1 commences in March and ends in July
- Term 2 commences in September and ends in January

Each subject is offered on a specific day of the week, Sunday through Thursday, throughout the teaching year.

Class Timings

For Evening Courses: 6:30 p.m. until 9:00. p.m.

For Morning Courses: 8:00 am until 1:00pm

General Regulations

All applications should be submitted no later than 31st January for Term 1 and 30th July for Term 2.

Fees:

Each course: BD 350.

The fee for each subject includes tuition cost and text book/course materials and a nonrefundable registration fee of BD 15.

Cancellation and Refund Policy:

Refunds do not include the Registration Fees.

Tuition fees will only be refunded in full if withdrawal takes place up to one week prior to commencement of the course.

50% Tuition fees will be refunded, if cancellation/withdrawal occurs within one week of the commencement of the course.

NO tuition fee will be refunded if cancellation/withdrawal occurs after one week of the commencement of the course.

NO tuition fees will be carried over for subsequent years.

Attendance Regulations

All students are required to ensure a MINIMUM attendance of 80% in order to qualify to sit the Final examinations.

Participants with less than 80% attendance should request their employer to verify the reason(s) for absence. Such verification must be in writing and addressed to the Head of Banking Center.

Dress Code and Personal Conduct:

The BIBF is a professional institute and wishes to maintain such standards throughout its programs.

Participants enrolled in the Banking & Finance Learning Center's professional qualifications are expected to dress professionally and behave accordingly. Participants who attend classes dressed in inappropriate attire (jeans, T-shirts, shorts etc) will be requested to leave the premises and return suitably clothed. No participant is to entertain friends on BIBF premises or to be elsewhere other than the classroom or cafeteria during the program timing.

Continuing Professional Development Program

All subjects within the BSDP qualifications can be taken as "stand alone" Continuing Professional Development (CPD) subjects. Applicants seeking to improve their knowledge in a specific subject area e.g. Marketing, can enroll in the Marketing, Sales and Customer Service and Marketing Management courses.

Such applicants must first ensure that they meet the admission criteria.

Pathway Forward to Newcastle University, UK

BIBF's BSDP provides pathway forward to degree programs of the Newcastle University, UK. As per Memorandum of Agreement (MOA) signed between BIBF and the University of Newcastle upon Tyne, UK, BSDP participants from BIBF will be eligible for admission to their on-campus degree programmes, under conditions as follows:

Candidates who successfully complete the Advanced Level BSDP and achieve a credit average of 80 – 89% (Pass with Merit) and an English Language proficiency of IELTS 6.5 or equivalent will be considered for direct entry to Stage II (second year) of BA Accounting and Finance, BA Business Management, and BA Marketing and Management at the University of Newcastle upon Tyne.

Candidates who successfully complete the Foundation Level BSDP and achieve a credit average of 70 - 79% (Pass with Credit) and an English Language proficiency of IELTS 6.5 or equivalent will be considered for admission in to BA Accounting and Finance, BA Business Management, BA Economics, BA Economics and Business Management, BA Financial and Business Economics, BA Marketing and Management at the University of Newcastle upon Tyne.

The Newcastle University supports its students, including foreign students, with career advice, entrepreneurship development, and employability training services.

How do I register?

Registration guidance will be provided by BIBF.

Pathway Forward to ifs School of Finance/ University of Kent/ University of Manchester, UK

BIBF's BSDP provides pathway forward to diploma and degree programs of the ifs School of Finance/ University of Kent / University of Manchester, UK. BSDP participants will be eligible for admission to their distance learning programs, under conditions as follows:

Professional Diploma in Financial Services (PDFSM)

Awarded by ifs School of Finance, UK

Admission Requirement

On successful completion of BIBF Foundations term the student must hold 3 distinctions / merits or a combination of the two out of the 4 subjects, namely:

- **Structure of Accounts**
- **Introduction to Economics**
- **Managing People in Organizations**
- **Marketing Sales and Customer Service**

* Exceptions can be made under special circumstances, subject to BIBF Admissions Committee decisions.

Fee

- Per subject BD Equivalent to £ 600* (at the current exchange rate)
- Non-refundable BIBF registration fee (per subject) BD 50
- ifs annual membership fee BD Equivalent to £ 85*
- BIBF tuition fee BD 350 per subject

*Total subjects 4

Diploma in Higher Education in Financial Markets and Management (DipHE)

Awarded by ifs School of Finance and the University of Kent, UK.

Admission Requirement

Students completed PDFSM, or

Students completed BIBF Advanced Diploma with at least 2 merits

Fee

- Per subject £ 665.00*
- ifs annual membership fee £ 85.00*
- BIBF tuition fee BD 350 per subject

*Total subjects 4

BSc (Hons) in Financial Markets and Management/Associateship

Awarded by ifs School of Finance and the University of Manchester, UK.

Admission Requirement

Diploma of Higher Education in Financial Markets and Management, as validated by the University of Kent, or equivalent, subject to approval.

Fee

- Per subject Distance Learning £ 665.00*
- ifs annual membership fee All ifs/UoM £ 85.00*
- UoM registration fee All ifs/UoM £80.00*
- BIBF tuition fee BD 350 per subject

*Total Subjects 4

How do I Register?

Registration guidance will be provided by BIBF.

BANKING STUDIES DIPLOMA PROGRAM (BSDP)**PROFESSIONAL QUALIFICATIONS REGISTRATION FORM**Organization Sponsored Self Sponsored **PERSONAL DETAILS**

First Name _____

Middle Name _____

Last Name _____

Name _____

Nationality _____ CPR No. _____ Gender Male Female

Position _____ Department _____ Off Tel: _____

P.O. Box _____ Fax _____ Home Tel: _____

Mobile _____ Email _____

EMPLOYMENT DETAILS

Training Manager's Name _____ Position _____

Organization _____ P.O. Box _____

Office Tel. _____ Fax _____ Email _____

Banking Studies Diploma Subjects

Foundation Term	Select
Managing People in Organizations	<input type="checkbox"/>
Marketing, Sales and Customer Service	<input type="checkbox"/>
Introduction to Economics	<input type="checkbox"/>
Structure of Accounts	<input type="checkbox"/>
	<input type="checkbox"/>

Advanced Level	Select
Management and Organization in Financial Services	<input type="checkbox"/>
Marketing Management	<input type="checkbox"/>
Advanced Macroeconomics	<input type="checkbox"/>
Accounting, Analysis and Planning	<input type="checkbox"/>
Risk Evaluation and Analysis	<input type="checkbox"/>

 Copy of High School Certificate Enclosed**Fees** : BD 350/- for each subject including non-refundable registration fee of BD 15/-**Examination re-sit fee** : BD 25/- per subject (non-refundable)**Cancellation Refund Policy** : Refunds do not include the Registration Fees. Tuition fees will only be refunded in full if withdrawal takes place up to one week prior to commencement of the course. 50% Tuition fees will be refunded, if cancellation/withdrawal occurs within one week of the commencement of the course. NO tuition fee will be refunded if cancellation/withdrawal occurs after one week of the commencement of the course. NO tuition fees will be carried over for subsequent years.**Attendance Regulation** : All students are required to ensure a MINIMUM attendance of 80% in order to qualify to sit the Final examinations. Participants with less than 80% attendance should request their employer to verify the reason(s) for absence. Such verification must be in writing and addressed to the Head of Banking Center.**I hereby accept the above terms and conditions**

Signature of Applicant _____ Date _____

Signature of Training Manager & Company Stamp _____ Date _____

Please return this completed form to :

The Registrar, The Bahrain Institute of Banking & Finance – BIBF

P.O. Box 20525, Manama, Kingdom of Bahrain.

Tel: +973 17 815555 / 17 815581/ 17 815579 Fax: +973 17729928/17916420 E-mail: infodesk@bibf.com Website: www.bibf.com

IMPORTANT NOTICE:

All courses are subject to demand. The Institute reserves the right to cancel or postpone courses at short notice at no loss or liability where, in its absolute discretion, it deems this necessary.

CANCELLATION AND REFUND OF FEES:

Refunds do not include the Registration Fees. Tuition fees will only be refunded in full if withdrawal takes place up to one week prior to commencement of the course. 50% Tuition fees will be refunded, if cancellation/withdrawal occurs within one week of the commencement of the course. NO tuition fee will be refunded if cancellation/withdrawal occurs after one week of the commencement of the course. NO tuition fees will be carried over for subsequent years.

VISA PROCEDURES:

GCC nationals and residents do not require a visa for the Kingdom of Bahrain. All others should have an entry visa, which BIBF can arrange. Should you wish that the Institute obtains an entry visa for you, please mail or Fax (+973 17 916420) our Information Desk, a copy of your passport at least 15 days prior to the course/program starting date. Visa costs will be charged to the participant.

ACCOMMODATION & TRANSPORTATION:

Hotel accommodation and transportation costs are the participant's own responsibility. Should you wish that the Institute arrange accommodation for you, please Fax (+973 17 916420) our Information Desk or Email infodesk@bibf.com for assistance.

About BIBF

BIBF is a leading professional training Institute in Bahrain and the Gulf Region. It was founded in 1981 to provide training for the banking community in Bahrain. Since then it has evolved into an internationally recognised training and development organization. The Institute provides education and training in Banking, Corporate Finance, Capital Markets, Risk Management and Compliance, Treasury, Insurance, Islamic Finance, Leadership and Management, Accounting and IT. BIBF enjoys strategic relationships with international professional bodies like ifs School of Finance, DePaul University, Bentley College, University of Wales, CFA, PRMIA, ACI, CIMA, CPA, ICA, ACAMS.



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