



**UNIVERSITY  
OF LONDON**

**INTERNATIONAL  
PROGRAMMES**

REGISTERED  
CENTRE



# **STUDENT HANDBOOK**

**2019 – 2020**

## Contents

	Page	
1	Welcome to Bahrain Institute of Banking and Finance	3
2	Bahrain Institute of Banking and Finance	4
3	University of London International Programmes	5
4	Staff Details	6
5	Programme Key Dates	7
6	Programme Structure	8
7	Summary Course Outlines	9
8	Student Guidelines	10
9	Enrolment, Progression and Assessment Rules	15
10	Health and Safety	17

## Welcome to Bahrain Institute of Banking and Finance

Dear Applicant,

I am delighted to introduce the University of London BSc in Economics and Management, with academic direction from the London School of Economics and Political Science. As a Registered Centre of the University of London, the BIBF is proud to bring this internationally renowned programme to Bahrain. The University of London is one of the oldest and most distinguished universities in the world and LSE, one of its constituent colleges, has a global reputation for excellence in the fields of economics, management, finance and the social sciences.

Thanks to the BIBF's relationship with the University of London, students in Bahrain are able to study for this prestigious degree without leaving Bahrain and for a fraction of the cost of undertaking their studies in the UK. As one would expect of a degree from one of the world's top universities, this programme is demanding and successful completion requires a high level of effort and dedication.

The BIBF's highly qualified and experienced faculty members provide students with all the support and guidance they need to achieve maximum success.

Previous graduates of this global programme have gone on to hold senior positions in both public and private sectors and have gained admission to some of the world's leading graduate schools, including University of Oxford, University of Cambridge and LSE itself. I am confident that our future graduates of the programme will go on to make a significant mark and will contribute positively to the economic life of Bahrain and beyond.

I look forward to welcoming you personally to the BIBF.

Yours sincerely,  
Dr Ahmed Abdul Hameed Al Shaikh  
Director, BIBF

## **Bahrain Institute of Banking and Finance**

BIBF has an important role to play in supporting the financial sector of Bahrain.

We continue to support all the financial institutions in Bahrain in the development of world class people for the sector. We do this by providing the highest quality of assessment, education, training and development in the region and ensuring that we deliver internationally accredited courses and programmes.

Since its inception in 1981, BIBF has grown from 450 participants mainly from within the banking sector to over 20,000 participants largely within the financial services industry. BIBF delivers training and development solutions across all major business disciplines including Accounting and Finance; Banking; Insurance; Islamic Finance; Information Technology and Management and Leadership expertise. BIBF also has a major emphasis in Academic and Executive development.

BIBF has an international footprint having delivered programmes in Asia, Africa, Europe and the wider Middle East, and educating over 50 different nationalities here in Bahrain. Our faculty is highly qualified and of diverse nationalities, which not only brings diversity in thinking but passion in enriching the participant experience.

BIBF offers a significant variety of programmes including well over 200 morning programmes (Open Courses); tailor made courses based on organisational needs (Customised Courses); specialised programmes taught by external market specialists (External programmes); and Professional qualifications / Degree programmes in partnership with leading international organisations.

Information regarding the range of partners and affiliations BIBF has, can be found at [www.bibf.com](http://www.bibf.com)

## University of London International Programmes

A degree from the University of London is a mark of excellence, respected by employers and universities worldwide. This is because the University of London is one of the world's leading universities, internationally recognised for its high academic standards. This reputation is based on the outstanding teaching and research of its 18 world-class Colleges and 10 specialist institutes.

Since 1858, University of London degrees have been accessible to students all over the world through the University of London International Programmes. Alumni of the University of London International Programmes have gone on to shape our world. These include seven Nobel Prize winners, leaders of Commonwealth countries, government ministers, renowned authors, academics, judges and business leaders. Today, the University of London International Programmes is truly international in character with over 54,000 students in more than 180 countries.

Academic direction for all of the programmes offered through the University of London International Programmes is provided by Colleges of the University. Academics at these Colleges develop the syllabuses, prepare the study materials, and are responsible for the assessment of students. This means that students benefit from the academic rigour and leading-edge research undertaken by the Colleges. It also helps to ensure that University of London qualifications are of the same high academic standard, however they are achieved.

In the case of the undergraduate programmes in Economics, Management, Finance and the Social Sciences (EMFSS), academic direction is provided by the London School of Economics and Political Science (LSE). LSE is a small specialist university with an international intake and a global reach. Its research and teaching span the full breadth of the social sciences, from economics, politics and law to sociology, anthropology, accounting and finance. Founded in 1895 by Beatrice and Sidney Webb, LSE has an outstanding reputation not only for academic excellence, but also for extensive engagement with the worlds of government, policymaking and business.

On successful completion of your studies you will be awarded a University of London degree or diploma. The certificate you receive will state that you were registered with the University of London and that examinations were conducted by LSE.

Find out more about the University of London International Programmes at:  
<http://www.londoninternational.ac.uk>

## Staff Details

Name	Extension	Email
BIBF main reception	1781 5555	info@bibf.com
Dr. Ahmed A. Hameed A. Ghani Al Shaikh - Director	5544	ahmed@bibf.com
Amira Karam – Acting Head of Academic and Executive Centre D: +973 1781 5512	5590	akaram@bibf.com
Amal Al Sorani - Head of Marketing and Communication	5533	asorani@bibf.com
Lamya Ebrahiim Hasan - Academic Programme Manager	5509	lamya@bibf.com
Ayah Othman - Academic Officer	6316	aothman@bibf.com
Mariam Assiri - Business Development Officer	6328	assiri@bibf.com
Abdulla Abdulrahman – Academic Officer	5540	abdulla@bibf.com
Muna Abdulkarim – Academic Officer	5504	mabdulkarim@bibf.com
Farooq Abdulqader - Registrar	5581	farooq@bibf.com

### **Full time lecturing staff**

Name	Extension	Email
Nazneen Khan - Lecturer, Academic & Executive Centre	5568	nkhan@bibf.com

### **Part-time lecturing staff**

Name	Email
Ahmed Al Rayes	ahmed.alrayes@gmail.com
Anum Tabish	anumjamal2@gmail.com
Ahmad Khudair	Khudair617@gmail.com
Shereen Alaliwat	s.alaliwat@gmail.com
Helmi Hamdi	helmi_aix@yahoo.fr
Nandita Menezes	nanditamenezes2011@gmail.com
Hind Idris	hind_idris71@hotmail.com
Mrinalini Choudhary	mrinalinic9@gmail.com

## Programme Key Dates

First semester commences in September of each year.  
Examinations commence in May of each year.

Students opting to study their second year at LSE on the general programme will receive information from Student Affairs Coordinator regarding the timing and key dates of the programme.

Students wishing to participate in the LSE summer school programme will receive information from Student Affairs Coordinator regarding the timing and key dates of the programme.

## Calendar for the Academic Year 2019/2020

October 8, 2019 – April 7, 2020

New Academic Year Start – First Day of Classes	Tuesday, 8 October 2019
Prophet's Birthday Holiday*	Sunday, 10th Nov 2019
Mid-Year Break	11 December 2019 – 5 January 2020
Classes Resume – Mid Semester Break is Over	Sun 5 January 2020
Academic Year End – Last Day of Classes	7 April 2020
Revision Month	April 2020
Examination Period	May and June 2020

\*Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calendar.

## Course of Study

The BSc. Economics and Management programme comprises of 12 courses and 13 subjects. For a full time student this course of study requires 3 years. Students must pass at least 10 full courses (and all required courses) in order to graduate.

## Programme Structure

Students have 3-8 years to finish their degree programme. The below structure is based on a full-time schedule.

### BSc in Economics and Management

YEAR 1	
CODE	COURSE NAME
EC1002	Introduction to Economics
MN1178	Business and Management in a Global Context
MT105a	Mathematics 1 (half course)
ST104a	Statistics 1 (half course)
AC1025	Principles of Accounting
YEAR 2	
CODE	COURSE NAME
MN3027	The law of business organisations
MN2177	Core Management Concepts
EC2066	Microeconomics
MN3075	Human Resource Management
YEAR 3	
CODE	COURSE NAME
EC2065	Macroeconomics
IR3026	International Political Economy
MN3141	Principles of marketing
FN2191	Principles of Corporate Finance

Although there are many other modules that students can do online, the above modules are the ones BIBF are offering.

Upon successful completion of the above 12 subjects, students are awarded a University of London BSc degree in Economics and Management.



## Course Outlines and Study Materials

This section contains course outlines for all the modules on offer in the 2014-2015 academic year. More detailed subject guides, and syllabi will be provided by BIBF at the start of each course. These outlines can also be found online at: <http://www.londoninternational.ac.uk/courses/undergraduate/lse/bsc-economics-management#structure>

You may purchase all required textbooks from BIBF. BIBF only charges students for the costs incurred to acquire the textbooks from book vendors in Bahrain.

Students will also have access to other textbooks, journals and reference material [University of London's online Library](http://www.londoninternational.ac.uk/community-support-resources/current-students/online-library), which can be reached at: <http://www.londoninternational.ac.uk/community-support-resources/current-students/online-library>

Additionally, each course will have specific resources available to you through the Virtual Learning Environment (VLE). You can access this VLE at: <https://my.londonexternal.ac.uk/london/portal> using the username and password provided to you by University of London International Programmes.

### The Student Portal:

Why should I use the Student Portal?

The Student Portal has been designed to:

- provide you with a single point of access to all of the resources relevant for your studies with the University of London
- encourage collaboration with other students from all over the world and to foster a feeling of community
- encourage you to study in a way that is similar to students in London
- give you an insight as to our expectations and to enhance your learning experience

What is in the Student Portal?

One username and password is required to log in to the Student Portal which will give you access to:

- the VLE
- the Online Library
- your University of London email address other important resources
- Specification and Regulations (PSR).

The Student Portal and VLE will form an essential part of your study experience with the University of London, therefore you should log in to the Portal as soon as possible and engage with the learning materials and opportunities in the VLE on a regular basis.

You should have received your login details for the online Student Portal with your official offer, which was emailed to the address that you gave on your application form. As soon as you register, you will automatically be granted access to the VLE, Online Library and your fully functional University of London email account.

# Student Guidelines

## Introduction

Students should also refer to the University of London student handbook as well as the Strategies for Success Manual provided by the University of London International programmes. It is important that students are aware of all the policies, procedures, rules and regulations of both BIBF and University of London. If students have any questions they should ask administrative staff at the BIBF for clarification.

## Transfer Students

Where an applicant wishes to claim exemptions from any subject on the basis of prior learning, or transfer from another degree-level programme, the APL application form must also be completed and the APL fee paid in addition to the programme form and fee. This can be done through the University of London International Programmes website: <http://www.londoninternational.ac.uk/applications-admissions/accreditation-prior-learning>

A non-refundable application fee for accreditation of prior learning (per course/half course) £80/£40

## Fee structure

### 1<sup>st</sup> Year

No.	Fees Description	Fees directly paid by students to University of London	Fees paid to BIBF
1	Application	GBP 88	BD 30
2	Registration	GBP 874	-
3	Tuition	-	BD 4,000 (BD 1,000/subject)
4	Books	-	Varies (approximately BD 100)
5	Examination	GBP 264 per module	-
6	Invigilation	Determined by British Council	-
Total to each party		GBP 2,018	BD 4,030

Fees for books will vary from course to course. Please check with BIBF for details. Copies of all required reading will also be kept in the BIBF library for reference and may not be checked out.

BD 500/- deposit fee required upon admission to the programme. This fee is to be paid when accepting admission as a deposit that will be offset against the foundation year or the first semester of the programme.

The Tuition fee per year is BD 4,000 /- (BD 1000 per module). Students may opt to pay in instalments of BD 1000 at the beginning of September.

In case of drop out from the programme, 50% of the fee will be refunded at a maximum of the first two weeks of the start of the semester minus all fees allocated to the University of London International Programmes. Thereafter, no refund will be made. Refund claims will not be accepted without presenting the original receipt.

In case of temporary withdrawing from the course due to medical, family or work reasons, no refund will be made. However, students can join the programme the following year to continue their study. Student must inform the Student Affairs Coordinator in writing whether he/she is withdrawing from the programme temporarily or permanently. Please note that in this case they have to pay the latest fee applicable at that time. And also if there is any change in course structure during this break they have to study the latest one. It is not the responsibility of BIBF to offer the previous course structure. For more information please contact the Student Affairs Coordinator.

These fees apply to the academic year 2018/2019. BIBF reserves the right to change the fee structure without notice

## Assessment

Exams take place annually in the months of May and June.

- There is one exam per course.
- For most courses you sit a three-hour paper (or a two-hour paper for each half course).
- These are unseen written examinations. Written by academics at LSE.
- Pass mark is 40% or higher.
- These are set and marked by our academics to ensure your work is assessed to the same standard as College-based students at LSE. Examinations are at the British Council.
- Students will be charged a fee by the British Council.
- Examinations are double marked at LSE and there are no academic appeals.

## Mitigating Circumstances

Mitigating Circumstances are any serious circumstances beyond a student's control which may have adversely affected their academic performance.

You may bring any mitigating circumstances to the attention of the University of London International Programmes by contacting the Senior Assessment Manager: Examinations at the following address:

Senior Assessment Manager: Examinations  
Student Assessment  
Ground Floor  
Stewart House  
32 Russell Square  
London  
WC1B 5DN  
United Kingdom

You must contact the University with details of any mitigating circumstances you wish to be considered within three weeks of the last examination in the session concerned. The University will not normally consider mitigating circumstances if you do not contact us within this period.

It is important for you to provide any formal certification you may have in relation to your circumstances.

Mitigating circumstances include but are not limited to:

- Medical conditions
- Personal and domestic circumstances
- Accidents and incidents
- Disturbances during examinations
- Serious administrative or procedural errors in relation to the delivery of examination services

All submissions of evidence related to mitigating circumstances are acknowledged and considered **but action is not always taken**. Circumstances where action may not be taken include but are not limited to:

- Ongoing medical conditions (unless they suddenly become worse)
- Work related assignments or postings
- Circumstances for which no official documentation is provided
- Mitigating circumstances that are not brought to the University's attention within three weeks of the last examination in the session concerned
- Circumstances where it is deemed that a student's overall position would not be improved as a result of a better performance

You may receive academic compensation as a result of your submission such as having an attempt at an examination discounted, without losing an attempt. Any significant decisions made in relation to the evidence you submit will be communicated to you via your Notification of Results document.

**It is important to note that students will not be offered any refunds of payment for tuition either from BIBF or the University of London International Programmes related to the course and provided instruction.**

**It is also important to note that work will not be re-marked as a result of any submission of evidence related to mitigating circumstances and that marks will not be added. The Examiners do not attempt to estimate the mark that you might have obtained had the mitigating circumstances not arisen; it is not possible to make any such assessment. Failed attempts at examinations will not be changed to passes.**

All matters related to the submission of evidence of mitigating circumstances are treated confidentially and are reported anonymously to the Boards of Examiners.

Enquiries related to the University's policy on mitigating circumstances may be forwarded to the Senior Assessment Manager: Examinations at the address quoted above.

## **Registration**

All students are required to register for the correct number of modules at the correct level.

This must be done in two stages:

1. Register online with the University of London at:  
**<http://www.londoninternational.ac.uk/courses/undergraduate/lse/bsc-economics-management>**
2. Register for classes with BIBF in the Academic and Executive Centres administrative offices

If there is any confusion always seek the Programme Officer advice:

Kawthar Husain  
+973 1781 6316  
khusain@bibf.com

It is also student's responsibility to ensure that their personal details (email and phone) are correct and up to date on BIBF record all the times.

## Attendance and Punctuality

BIBF expects students to attend classes regularly and to arrive punctually. If students miss classes, this will create problems for them, for fellow students and for the lecturer as when the student does attend they will not be able to participate fully. Late arrival to class is disruptive and disrespectful to others in the class. BIBF's attendance policy states that any student with less than the 80% required minimum attendance in a course will not be for a certificate of attendance from BIBF. Without a certificate of attendance from BIBF, the Ministry of Education **WILL NOT** recognise your University of London awarded degree.

If students feel that they have good reason for non-attendance or lateness, they should set out the reasons on a Mitigating Circumstances Form and submit it within 3 working days **with evidence** to the Student Affairs Coordinator; so that the Mitigating Panel can consider and decide whether the reason is acceptable. **It is important to note that exam attendance is not covered by this policy**

Where appropriate this information will be shared with the corporate or private sponsor. You must also attend seminars, workshops and other prescribed activities for the course.

## Cancellation of Lectures

Every effort will be made to notify you via E-mail if a lecture or tutorial has to be cancelled. Therefore it is very important for you to have your latest e-mail with us. If a lecture is cancelled it will be made up at a later date (usually on a Thursday). Student will be given suitable notice of the rescheduled lecture.

## Students' Progress Report

Students will be given formative assessment throughout the course in order to prepare them for their final examinations. Students will receive regular updates on their progress from lecturers during classes, tutorials, and office hours. Students will also be given an additional mock examination near to revision time that will be assessed by markers at the London School of Economics.

## Conduct and Discipline of Students

It shall be the duty of all students of the BIBF to behave responsibly and with respect to others at all times.

Students enrolled in the diploma programme at the BIBF are expected to conduct themselves as expected from other students attending courses of study at BIBF. Regulations in BIBF Students Code of Conduct will apply relating to student conduct. Any information from a student found to be deceptive (deliberately misleading) or incorrect will be treated as malpractice and dealt with according to malpractice policy.

The BIBF defines misconduct as behavior which, in its broadest sense, constitutes improper interference with the functioning or activities of the BIBF, or those who work and study in the institution. The BIBF may take disciplinary action in relation to behavior, which affects members of the public which is not honest and peaceable and which damages the standing of the institution. We expect from all of you who are enrolled in the diploma programme to seriously follow the guidelines for Code of Conduct and Discipline given in this Students Handbook:

- Respect the lecturers, staff and fellow students
- Respect the BIBF academic and professional environment
- Wear suitable clothing as explained in the below section 'Dress Code'
- Keep noise to minimum during office hours
- Do not tamper BIBF property

Remember that BIBF belongs to all of us and it's our mutual responsibility to keep its professional and disciplinary integrity at the highest level. We need and expect your conscious efforts in this regard.

## Dress Code

The BIBF is a professional institute offering a range of academic and professional qualifications to students whose ages range from High School graduates, University entrants, postgraduates to professionals. As such we require our students to wear appropriate clothing, e.g. business suits, national dress, or other suitable modest attire.

The following attire are unacceptable:

- jeans with holes
- shorts
- leggings
- short skirts/dresses
- stretch trousers and skirts
- flip flops
- sleeveless

Students who are unsuitably dressed will not be allowed to enter the BIBF premises.

## Plagiarism

Plagiarism is a very serious academic offence. Copying from any source without the knowledge of the author or owner is plagiarism as it is wrongly claimed that ideas or materials are yours.

If a member of the teaching staff suspects that plagiarism has occurred, you will be asked to justify your actions. And if plagiarism is identified, depending on the extent of the offence, penalties will be applied. Details of the plagiarism guidelines can be seen in BIBF Student Handbook, Appendix 4: Plagiarism Guidelines.

The International Programmes employs the use of online plagiarism detection software and your work may be submitted to this service. The software helps Examiners to identify poor academic practice or potential plagiarism in students' work.

## Assignment and Presentation Contents

Students are not allowed to have political, religious or any other sensitive contents as a part of their assignments, class discussions or presentations.

## Student Representatives

There is a formal mechanism within the BIBF for you to make your voice heard. At the start of each academic year, student representatives are nominated and elected by their peers, for a maximum of one academic year, to represent their interests on Student Liaison Committee. This committee is chaired by the Head of Academic and Executive Centre, with representation from members of the teaching staff. The committee meets at least once in each semester. Student representatives are invited to raise any issues, suggestions relating to courses, facilities or anything else they may need to address in order to improve their experience within BIBF. If you have any issues or concerns that you wish to raise at the Student Liaison Committee, you can contact any Student Council members. Student council members also arrange and coordinate many extracurricular activities for the student body.

# Enrolment, Progression and Assessment Rules

## Enrolment

1. Minimum 2 courses provided student has met all pre-requisite conditions.
2. Maximum 5 courses provided student has met all pre-requisite conditions.

## Progression Rules

1. Progression rules apply between levels and not between years.
2. Students will be barred from registering for any module unless they have passed its pre requisite(s).
3. Students must pass 11 out of the 12 courses attempted in order to receive the BSc degree.

## Examinations and results

1. All exam scripts are returned to the University of London for marking.
2. Results will be processed as quickly as possible after the Examiners' Final Meetings and thereafter your marks or grades obtained at the examination will be sent to you.
3. Students who have passed an examination are not permitted to re-enter the examination in order to achieve a better result.
4. If you have been successful at the final examination, a certificate under the seal of the University will be delivered to you within three months after receipt of your results.

## Programme Award Rules

1. 11 out of 12 modules must be passed. Students are not permitted to substitute elective credits for compulsory credits.
2. The maximum duration for the programme for full-time student is 4 years and part-time student is 8 years.
3. Undergraduate degrees are awarded with First Class Honours, Upper Second Class Honours, Lower Second Class Honours, Third Class Honours or Pass, depending on the marks gained.
4. Graduates will be invited to attend a presentation ceremony in London.

## Degree Classification

1. 200 and 300 courses normally carry more weight than 100 courses. Marks for 200 and 300 courses are counted individually and in some cases as an average, depending on the number of 100 courses taken and the number of APLs granted. 100 courses count for up to two marks only.
2. If you are eligible for the award of a degree through the Standard Route, you will be classified according to the classification scheme (given in 5.4 below) on the basis of nine marks, and, where appropriate, the aggregate of those nine marks.
3. The nine marks on which the classification is based are drawn from the following.
  - a. The marks for all 200 and 300 courses considered individually.
  - b. If eight 200 and 300 courses and four 100 courses have been attempted, the ninth mark is the average of the best three 100 courses.
  - c. If seven 200 and 300 courses and five 100 courses have been attempted, the eighth mark is the average of the best two 100 courses, and the ninth mark is the average of the next best two 100 courses.

4. The minimum requirements for the classification scheme, based on the nine marks used for classification, are as follows:

First Class Honours	Awarded to students who have achieved one of the following sets of marks: <ul style="list-style-type: none"> <li>• five first class marks</li> <li>• four first class marks and an aggregate of 590</li> </ul>
Upper Second Class Honours	Awarded to students who have achieved one of the following sets of marks: <ul style="list-style-type: none"> <li>• five upper second class marks</li> <li>• four upper second class marks and an aggregate of 515</li> </ul>
Lower Second Class Honours	Awarded to students who have achieved one of the following sets of marks: <ul style="list-style-type: none"> <li>• five lower second class marks</li> <li>• four lower second class marks and an aggregate of 440</li> </ul>
Third Class Honours	Awarded to students who have achieved: <ul style="list-style-type: none"> <li>• five third class marks</li> </ul>
Pass Classification	Only awarded to students having passed 10 or 10½ courses and therefore have been classified one class lower as set out in 4.7, 4.8 and 4.10 above



## Health and Safety

BIBF's management considers the safety of staff, students, visitors, premises, assets and information to be a very important matter and therefore any breach of safety rules or procedures shall be subject to disciplinary action as stipulated in the BIBF Students Code of Conduct.

Many of the BIBF staff members as listed below are trained in first aid procedures and should be contacted if a situation arises that requires first aid treatment. In the event of any emergency requiring an ambulance, call the General Services Supervisor on 5511.

<u>Name</u>	<u>Phone Ext.</u>
Ahmed Al Alawi	5528
Muqtada Al Oraibi	5502
Huda Al Sayed	5534
Khulood Thaqafi	5521
Nasser Al Khayat	5579
Mariam Assiri	6328
Zainab Bucheery	6312

A fully stocked first aid box is located in the First Aid Room in the syndicate room area of the first floor.

### General Health and Safety Information

- Death, major injury, disease and dangerous occurrences must be reported immediately to the Programme Coordinator, BIBF Director and the Head of Operations.
- All accidents and incidents must be reported to the Head of Operations.
- Any staff or student who has a disability which may impact on their health and safety whilst on BIBF premises should inform the Head of Operations so that appropriate measures can be taken.
- Cutlery, crockery and equipment used in the preparation or serving of food/drinks must be clean. Drinking water should be clean and fresh. Eating and drinking is prohibited in classrooms and all public areas except the cafeteria.
- Staff must ensure that their workspace and office are kept clear of food waste and used cutlery or crockery.
- Floors must be kept clean, dry and free from trip hazards such as cables or protruding power sockets.
- Temperatures in all classrooms, offices and public areas will be maintained at a comfortable level and rooms will be adequately ventilated.
- Adequate lighting levels will be maintained as appropriate to each workspace.
- Pest control will be carried out on a regular basis. To avoid contact with pesticides, pest control will take place outside normal operating hours and staff and students will be given advance notice of the timing and the areas that will be affected.
- Disorderly or indecent conduct, including fighting on BIBF premises, is prohibited and will be subject to disciplinary measures in accordance with the QA Code of Practice, Chapter XII.
- Smoking is not permitted within the BIBF building.
- Fire exits and exit routes must be kept clear. In particular no combustible materials should be stored or left near exits or on exit routes.