

# **STUDENT HANDBOOK**

***2023-2024***

***International  
Foundation Programme***

# TABLE OF CONTENTS

WELCOME TO BAHRAIN INSTITUTE OF BANKING AND FINANCE .....	3
BAHRAIN INSTITUTE OF BANKING AND FINANCE .....	5
GENERAL INFORMATION .....	6
MAIN CONTACT DETAILS.....	7
STUDENT CALENDAR .....	8
PROGRAMME OVERVIEW .....	9
POSSIBLE PROGRESSION PATHWAYS .....	13
PROGRAMME GUIDELINES .....	14
ADMISSION, ENROLMENT, PROGRESSION AND ASSESSMENT RULES .....	23
STUDENT CODE OF CONDUCT AND DISCIPLINE.....	27
STUDENT DISCIPLINARY PENALTIES.....	30
STUDENT CODE OF CONDUCT IN EXAMINATIONS .....	31
HEALTH AND SAFETY.....	34

# WELCOME TO BAHRAIN INSTITUTE OF BANKING AND FINANCE

Welcome to the International Foundation Programme offered by Bahrain Institute of Banking and Finance (BIBF). This programme is one of the most prestigious programmes available in the Kingdom of Bahrain and we are very pleased to say that it has been recognised by UK National Recognition Information Centre (NARIC). Upon your completion of the Foundation Programme, you will be offered the chance to enrol in the two of the available programmes offered here at the BIBF. The Bangor Programme and University of London International Programme, enabling you to graduate with a BSc degree issued to you by the Universities from the United Kingdom. You may also wish to enrol to various universities in the United Kingdom.

BIBF is an environment of serious learning where its state-of-the-art facilities offer the best possible aid in the learning process. In addition, the personal contact you have with our highly qualified and diverse faculty make studying here an impactful experience as they are always ready and willing to help with any difficulties you may encounter.

We look forward to working with you and helping to support your learning journey.



**Dr. Ahmed A. Ghani Al Shaikh**  
**CEO, The BIBF**

*“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.”*

# 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)

# GENERAL INFO.

This handbook gives you key information about the International Foundation Programme. We recommend you keep it in a safe place as you will need to refer to it throughout the course, along with the BIBF handbook. It gives you information about your specific programme of study, the sources of support available to you and the standard of achievement expected from you.

Your courses per semester are fixed. Course lecturers will give detailed information (Module Specification and Syllabus) in the first lecture of each course. They will also provide a list of reading material, and information about coursework, assessments, and examinations.

You should also regularly look at the notice boards, in the reception area of the Academic and Executive Centre and the one located right opposite of the café for further details about the programme.

BIBF has a very dynamic and user-friendly website: [www.bibf.com](http://www.bibf.com). Here you can find important information about your faculty and courses. You can download brochures, course catalogues, course calendars, application, and registration forms etc. Here you also have the access to many of the other important documents like Student Handbook and BIBF Codes of Malpractice, Appeals and Students Complaints etc.

We hope you enjoy your studies with us, and that you work hard and progress to your chosen degree at the BIBF.

## MAIN CONTACT DETAILS

NAME	EXTENSION	EMAIL
BIBF Main Reception	5555	cs@bibf.com
Dr Ahmed A. Ghani Al Shaikh CEO	5544	ahmed@bibf.com
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# STUDENT CALENDAR

## International Foundation Programme (2023-2024) Semester I

Activity		Date
Registration	Registration	31 August 2023
	Late Registration (+BHD 30)	17 September 2023 – 1 October 2023
	No Registrations will be accepted after	1 October 2023
	First Instalment Deadline	Upon Registration
	Second Instalment Deadline (+BHD 30)	TBA
Calendar	Student Induction	6 September 2023 – 7 September 2023
	First Day of Classes	17 September 2023
	Prophet's Birthday Holiday*	27 September 2023
	Mid-Semester Break	29 October 2023 – 8 November 2023
	National Day Holiday	16 December 2023 – 18 December 2023
	Last Day of Classes	27 December 2023
	New Year's Holiday	1 January 2024
	Semester I Final Exams	4 January 2024 – 18 January 2024
	Releasing of Results*	February 2024
	Appeal Period	2 weeks after the release of the provisional grades
Re-sit Exams	Semester I Make Up Exams	TBA
	Semester I Re-sit Exams	TBA
Mitigating Circumstances	Deadline for submitting the MC forms will be based on the attendance policy as per the student's handbook.	



# PROGRAMME OVERVIEW

The BIBF Foundation Year Programme aims to provide students with a Bahrain High School diploma or other qualification below the standard entry qualification for a UK degree programme with the basic knowledge and skills required for degree-level study. The level of attainment is benchmarked against the UK's Qualifications and Curriculum Authority (QCA)'s 'A' level standard. The programme is recognised by NARIC UK. Moreover, the International Foundation Programme has been successfully placed at Level 5 of the National Qualification Framework (Listing ID: IL15-008).

Introductory modules in subjects related to Math, Study Skills, English, and Business will form the basis for more in-depth and specialized study in later years of the Diploma programme. Subject-specific study is combined with modules emphasizing the acquisition and practice of the personal and study skills which students will find essential to their success in the Diploma and beyond.

The BIBF International Foundations Programme comprises of the eight following subjects:

Code	Semester I	Code	Semester II
<b>BST100</b>	Emerging Business Trends	<b>STA100</b>	Introduction to Statistics
<b>MAT100</b>	Introduction to Mathematics for Business and Finance	<b>AWP100</b>	Academic Writing and Presentation Skills
<b>BEN100</b>	Business English	<b>ECO100</b>	Introduction to Economics
<b>ACS100</b>	Academic Study Skills	<b>ACF100</b>	Principles of Accounting & Finance

## Intended Learning Outcomes

Upon successful completion of this programme, students should be able to demonstrate:

<b>A – KNOWLEDGE AND UNDERSTANDING</b>	
1	Demonstrate knowledge of key principles and concepts related to business and finance, including the institutional, ethical, social, regulatory and professional contexts of business operations.
2	Demonstrate knowledge of the fundamental technical language and practices used in business and finance.
<b>B – INTELLECTUAL SKILLS</b>	
1	Analyse and evaluate information in order to make informed decisions.
2	Construct coherent arguments supported with sufficient and relevant evidence from multiple sources and using appropriate citation.
3	Apply knowledge of business and finance practices to solve problems and issues arising from familiar and some unfamiliar situations.
<b>C – PRACTICAL SKILLS</b>	
	Not applicable
<b>D – TRANSFERABLE SKILLS &amp; PERSONAL QUALITIES</b>	
1	Apply numerical skills and techniques, including the ability to work with financial and statistical data.
2	Communicate effectively using spoken and written English.
3	Use basic software and IT packages for business and study, including Microsoft Excel, Word, PowerPoint and information search engines.
4	Manage time and undertake independent and self-directed learning.
5	Work co-operatively in groups with others.

### ***Academic Study Skills***

This unit is designed to ensure that students have the necessary academic study skills that will enable them to function efficiently and with confidence in an English medium academic environment. The unit focuses on several topics including understanding yourself as a learner, study techniques, academic reading & writing, academic integrity and avoiding plagiarism.

### ***Emerging Business Trends***

This module provides students with a basic understanding of the business environment, emerging business trends and ethical and social responsibility concepts. It will focus on introducing the students to entrepreneurship, managing, and organizing business, employee behaviour and motivation.

### ***Business English***

This unit is designed to ensure that students have the necessary English language skills, both receptive and productive, to be able to function effectively and with confidence in an English medium academic environment.

### ***Introduction to Economics***

This unit provides students with a more general introduction to the concepts and principles of economics, in preparation for the more specialized introductory micro- and macroeconomics modules taken at year one in university. The topics covered in the unit include subjects like economic problems, market structures, data of macroeconomics and money and monetary systems.

### ***Introduction to Mathematics for Business & Finance***

The aim is to provide students with knowledge of mathematical tools and techniques required for solving business related problems. This module focuses on numerical skills students will need at the next levels of study. The unit focuses on several topics including working with numbers, algebra, linear equations, and probability.

### ***Academic Writing & Presentation Skills***

To ensure that students can produce academic work such as essays, projects, and presentations of satisfactory quality and to develop and encourage a proactive, independent approach to academic study. During this unit, you will take a journey through the different stages related to writing an extended research paper starting from finding a topic to presenting your findings to an audience.

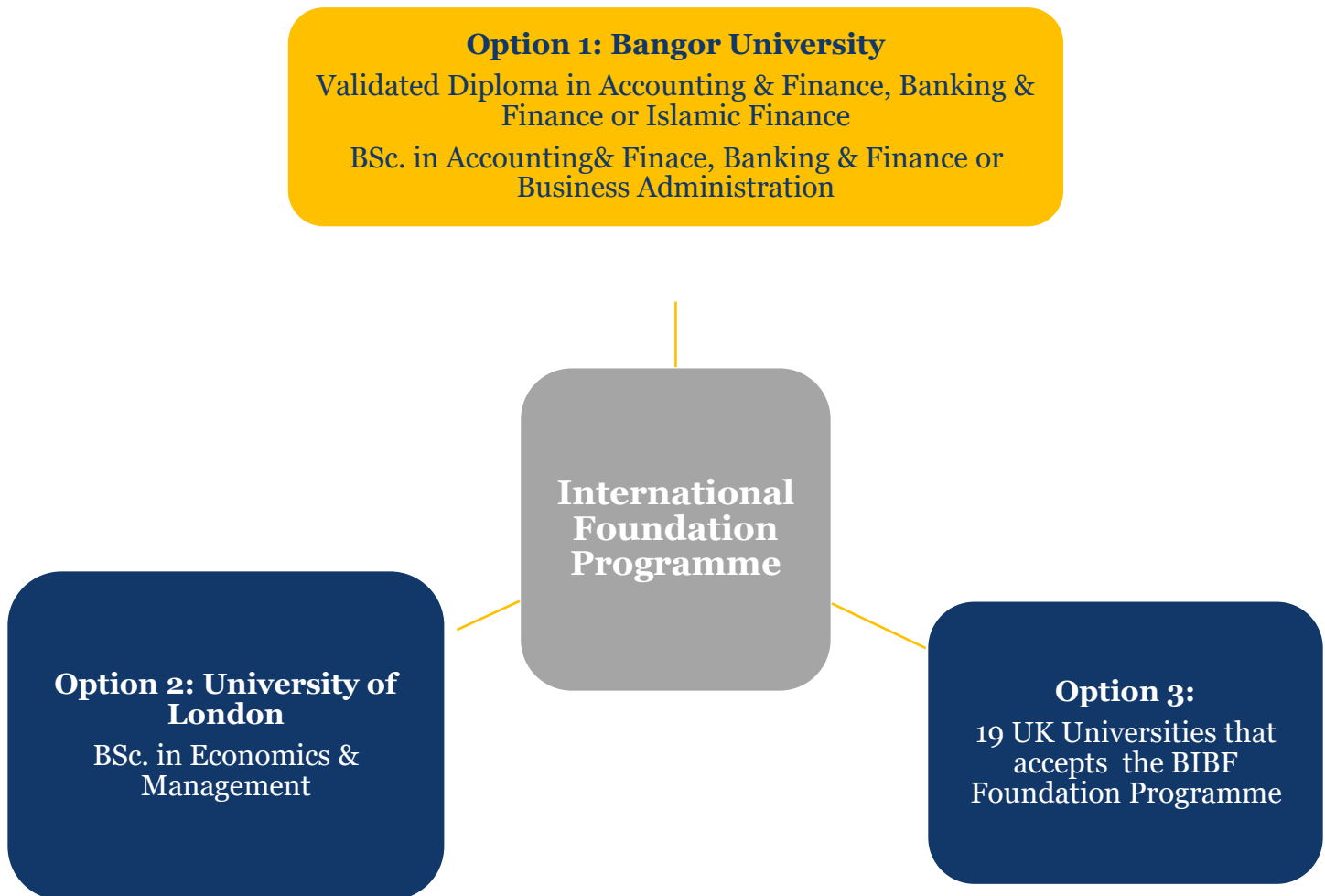
### ***Introduction to Statistics***

This course is intended towards developing the statistical skills students will need to progress to the next levels. The unit focuses on several topics including descriptive statistics, inferential statistics, variables, and index numbers.

### ***Principles of Accounting & Finance***

The module covers the basic principles of the theory and practice of Financial Accounting, Management Accounting and Financial Management, both for non-specialist students and as a foundation for further study in the area. It covers the basic principles and underlying concepts and the ways in which accounting statements and financial information can be used to improve the quality of decision-making.

# POSSIBLE PROGRESSION PATHWAYS



Students who successfully complete the International Foundation Programme will be eligible to progress to the undergraduate degree programmes running at the BIBF, namely: Bangor University Programmes in Accounting, Banking and Finance, or Islamic Finance, as well as the University of London Programme in Economics & Management. Students may progress to other degree programmes, generally in the stream of social sciences, provided they achieve the qualifying grades required by the other institution/university.

# PROGRAMME GUIDELINES

## Assessment

Students' achievement in general in each subject taken will be assessed on the following bases. However, coursework weight distribution may vary within different modules and students' achievement in each subject will be assessed as mentioned in the module specifications.

IFP - Assessment	
Coursework / Group Project	20%
Midterm Examination	20%
End of Semester	60%
<b>Total</b>	<b>100%</b>

The overall pass mark in any one subject is 50%

All marks/grades are provisional subject to the approval by the examination board. All assessment shall be conducted in the English language.

The following evaluation scale will be used to classify the performance of the student at the end of the programme: -

Score	Evaluation
<b>90% and above</b>	Pass with Distinction
<b>80 – 89%</b>	Pass with Merit
<b>70 – 79%</b>	Pass Credit
<b>50 – 69%</b>	Pass
<b>0 - 49%</b>	Fail

\*To calculate the averages referred above, all decimal marks are rounded to the nearest integer (e.g., 69.5% is rounded to 70% and 69.4% rounded to 69%).

## Mid-Term Examination

There will be mandatory midterm examinations or assessment for each of the outlined modules listed above, aside from the (*Project Writing & Presentation Skills module*). These would carry 20% of your overall result weightage per module. The dates have been already set (refer to the student calendar Pg.8).

## End of Semester Examinations

There will be mandatory End of Semester Examinations carried out by the end of the semester, which will carry 60% of your overall result weightage per module. You will have to achieve a minimum of 50% to be considered for a “pass”. The dates of the Final Exams have been already set (refer to the student calendar Pg.8).

## Submission of Assignment

All assignments must be submitted electronically or as instructed by the course lecturer. The electronic copy must be submitted through the ‘Turnitin’ software on the web. To access Turnitin, contact the relevant course lecturer for course ID and password. The time and date on which you submit the assignment electronically will be recorded automatically, and this process will provide us with confirmation that you have submitted in compliance with the assignment deadline. If you do not submit your assignment before the assignment deadline, you will be deemed to have missed the deadline. Please note that Turnitin contains plagiarism detection software, which is available to the course lecturer. We reserve the right to use this software on all submitted assignments.

**All assignments must be submitted on time (to be considered evaluation from full marks). Late submission will be penalized: 10% deduction of marks for work submitted within the following 3 days and a grade of zero for any assignment that is submitted later than that without an approved/legitimate reason.**

## Return of Marked Work

BIBF's policy is that marked work will normally be returned with written comments within two weeks of the submission date.

## Results of Examination

Official results will be released after the approval of the exam boards. Students will be notified of their results through email at the end of each semester.

## Appeal/Review

The BIBF has formal procedures for appealing. If you have concern about the marks, first discuss with your course lecturer who assessed you. If you remain concerned, you should discuss the matter with the Student Affairs Coordinator who will advise you about the next step. All appeals must be submitted in writing (fill in the Appeal/Review Form), with a fee of BD 25 (per module), to the Student Affairs Coordinator no later than 10 working days after the date of publication of the results. The onus is on you to provide evidence to establish valid grounds for the appeal. It should be noted that students cannot appeal against the academic judgment of the examiner. For details on 'grounds for appeal', read Appeal/Review Form.

**BIBF's QA Code of Practice– CH05-02-02 Malpractice, Appeals and Complaints describes the procedure for the hearings of appeals.**



## Mitigating Circumstances

Students who do not fulfil a requirement of their course, for example by missing a final examination, with an appropriate extenuating circumstance and with supporting documentation, may request a claim for Mitigating Circumstances in writing to the Student Affairs Coordinator, using the Mitigating Circumstances Claim Form.

If approved, student will be allowed to sit for the missed exam as a first attempt in the following semester or at the next available opportunity.

If a student missed the main final examination without being able to provide supporting documentation to be attached with the mitigating circumstances claim, then the student will be allowed one re-sit attempt (subject to exam board approval). The re-sit exam marks will be capped at the minimum pass mark except for students with an accepted mitigating circumstances claim.

Remember it is important to discuss your application with the Student Affairs Coordinator before submitting it. Please note that he/she cannot make the decision and can only give some advice.

### ***FINAL EXAM AND ASSIGNMENTS***

- ✓ Mitigating Circumstances must be formally reported to Student Affairs Coordinator by filling in the Mitigation Circumstances Form within 3 working days from the exam/assignment date, which has been affected.
- ✓ It is the student's responsibility to properly fill out the 'Mitigating Circumstances Form' and provide the original evidence, such as medical certificate, police report or official death certificate of the close relative etc.
- ✓ Only serious personal illness or problem with original evidence will be considered for Mitigating Circumstances claims.
- ✓ Mitigating Circumstances claims must be provided with a medical report.
- ✓ Only one MC claim is accepted per assessment.

### **What is considered acceptable and what is not?**

#### **Accepted:**

#### **Sudden Serious Illness/Hospitalization**

**Evidence Required for Attendance:** A sick leave note from one of the approved medical centers on the day of your absence is considered sufficient for documentation purposes. *Kindly review the list of approved medical hospitals from which we accept in page 4.*

**Evidence Required for Assessment:** a sick leave certificate as well as a comprehensive medical report from a doctor. The medical report should clearly outline the illness or reason for hospitalization

on the specific date of the missed assessment. Both documents are required to support your request for an excused absence.

### **Serious Accident**

**Evidence Required for Attendance and Assessment:** To provide sufficient documentation for an absence related to an accident, please submit an official traffic police report. Please note that a picture of the accident alone will not be considered sufficient. Additionally, ensure that the report is dated on the same day as the absence to validate its relevance to your situation.

### **Death of Close Family Relative**

**Evidence Required for Attendance and Assessment:** In addition to attaching the death certificate, kindly provide a description of the person's relationship to you. Please note that for the request to be considered valid, the deceased individual must be an immediate family member. This information will assist us in understanding the context of your request and enable us to assess the situation appropriately.

### **Rejected:**

#### **Traffic Rush**

Ensuring that you arrive on time is your responsibility. The grace period of 15 minutes applies exclusively to 8:00 AM classes only. For all other classes, it is expected that you be present in the classroom promptly at the designated start time. Furthermore, it is expected that you be present in the exam hall on time for all your assessments.

#### **Paid employment**

All BIBF's programmes are classified as full-time, which means that work or any other form of employment cannot be considered an acceptable reason for missing a class or assessment. Additionally, we are unable to accommodate class or assessment scheduling based on individual work schedules.

#### **Family Holiday/Travel/Event**

Traveling for leisure purposes is not an accepted reason for an excused absence, and no documentation, including tickets or travel arrangements, will be accepted, or deemed valid evidence. Furthermore, attending weddings or any other events is not considered an acceptable reason for missing any class or assessment.

#### **Visiting Family in the Hospital**

Visiting or accommodating family members will not be considered as an acceptable reason for an absence.

#### **Having an Exam for Another Programme**

This policy also applies to external exams such as the IELTS exam, driver's license test, or any other exams that are not part of the BIBF Programme.

#### **VISA Interview**

Even if the timing of a visa interview clashes with your class schedule, please note that visa interviews will still not be considered as an acceptable reason for absence.

## **Computer Related Problems and Corrupted Files/Wrong File/Submission Assignment via Email**

Failure to meet the deadline due to uploading the wrong file or submitting a corrupted file will not be accepted as an excuse. It is essential that all assignments are submitted exclusively through Turnitin on MyClass. Any other form of submission will be deemed unacceptable.

### **Not aware about exam timetable etc.**

It is the responsibility of all students to be aware of their exam date and time and to arrive at the exam hall punctually. Not being aware or forgetting the exam schedule will not be considered an acceptable reason for missing any assessment.

### ***SUBMISSION DEADLINE***

- All claims must be submitted within 3 working days from the date of the missed final exam/tests. No MC applications will be accepted if submitted after the deadline.

### ***Important Notes***

- In the case of submitting claims relevant to missing classes and maintaining 75% attendance, students must submit the claim the following day of attending classes. No Mitigating Circumstance applications will be accepted if submitted after the deadline. A maximum of 10% of sessions with mitigating circumstances claims will be accepted per course.

### ***SUPPORTING DOCUMENTATION***

- It is the student's responsibility to properly fill out the Mitigating Circumstances Form and formally report to the Administrative Officer along with original supporting evidence.
- All evidence such as medical certificate, police report or official death certificate of the close relative etc. must be official documents which have been signed and stamped as appropriate.
- If the Mitigating Circumstance is related to illness, then students must ensure submitting supporting evidence from the list of approved Medical Centres mentioned below only:
  - Middle East Medical Center (Hidd)
  - Al Kindi Medical Center
  - Dream Ream Medical Center
  - DKH Medical Center
  - First Med Medical Center
  - Middle East Hospital
  - International Medical Center
  - Al Resala Medical Center

- Bahrain Specialist Hospital
- American Medical Center
- Royal Bahrain Hospital
- Al Kindi Hospital
- Bahrain Medical Center
- Dar Al Hayat Medical Center
- Al Hilal Medical Center- Riffa
- Health Zone Medical Center
- Dan Medical Center
- Ibn Al-Nafees Hospital
- American Mission Hospital
- Middle East Medical Center
- Aster Medical Center
- Al Rayan Medical Center
- Al Amal Hospital
- Al Dossary Medical Centre
- Aster Medical Center - Sanad
- Bahrain Specialist Hospital Clinics
- Dar Alshifa Medical Center
- Shefaa Al Gazera Medical Center
- Kims Bahrain Medical Center – um alhasam
- Linnas Medical Center
- RBH Medical Center
- Al Hilal Multi Specialty Medical Center/ Salmabad
- Al Hilal Multi Specialty Medical Center -Manama
- Al Salam Specialist Hospital
- KIMS Bahrain Medical Center - Muharraq
- Tulip Medical Center
- Public Health Centres

## Attendance and Punctuality

- BIBF takes attendance and Punctuality very seriously and expects students to attend classes regularly and to arrive punctually.

- If students miss classes, this will create problems for them, for their 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 75% required minimum attendance in a course will not be eligible to sit the examination for that course.
- Please remember that any student arriving more than 15 minutes after the start of a class will be marked as absent.
- If students feel that they have good reason for non-attendance or lateness, they **must set out the reasons on a Mitigating Circumstances Form and submit it the first day they return to the classes with evidence** to the Student Affairs Coordinator; so that the Mitigating Panel can consider and decide whether the reason is acceptable.
- A maximum of 10% of sessions with mitigating circumstances claims will be accepted per course.
- 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.
- Students will receive warnings based on their total number of absences. It is crucial to keep track of your absences to avoid potential withdrawal. Furthermore, the level of warning issued will vary based on the total number of sessions scheduled for your class. Please refer to the information provided below:

24 Sessions Class	
Warning Level	Number of Absence
First Warning	2 sessions
Final Warning	3 sessions
Declaration	4 sessions
<b>Withdrawal</b>	5 sessions

12 Sessions Class	
Warning Level	Number of Absence
First Warning	N/A
Final Warning	1 session
Declaration	2 sessions
<b>Withdrawal</b>	3 sessions

7 Sessions Class	
Warning Level	Number of Absence
First Warning	N/A
Final Warning	N/A
Declaration	1 session
<b>Withdrawal</b>	2 sessions

6 Sessions Class	
Warning Level	Number of Absence
First Warning	N/A
Final Warning	N/A
Declaration	1 session
<b>Withdrawal</b>	2 sessions

## Laptop Requirement

Students of BIBF are required to carry their laptops when attending all classes until instructed otherwise.

## Official Communication Methods

It is important to note that the Centre's main mode of communication will be through the student email created, which can be recognized as "STU-000\*\*\*\*\*@edu.bibf.com". Another mode of official communication will be via SMS/Phone call on the student or sponsor's telephone number provided.

The student email will be used for communicating the following:

- Cancellation of Lectures,
- Student Attendance Warnings,
- Official University Updates,
- Student Inquiries and Requests,
- Student Grades.

Therefore, it is very important for you to have your latest phone numbers and information with us.

## Using BIBF Classes After Formal Sessions

Students who would like to use the BIBF classrooms for study purposes after or before their lecturer hours will need to contact:

- Reema Shah, Academic Officer ([rshah@bibf.com](mailto:rshah@bibf.com))
- Ayah Othman, Senior Academic Officer, ([aothman@bibf.com](mailto:aothman@bibf.com) )
- Noor Al Zekri, Assistant Manager ([nalzekri@bibf.com](mailto:nalzekri@bibf.com))

# ADMISSION, ENROLMENT, PROGRESSION AND ASSESSMENT RULES

## Admission Requirement

High school diploma 'Shahadat Al-Thawayya AlAama' (or comparable qualification) from a public or private school following twelve years of education and evidence of English language proficiency:

- IELTS score 6.0
- TOEFL score 550 (paper-based) or 80 (internet based).

The Shahadat Al-Thawayya Al-Aama is considered comparable to the General Certificate of Secondary Education ((GCSE), grades A\*-C) standard in the UK6.

- An official Statement of Graduation from Secondary School General Certificate.
- Valid Passport Copy
- Valid International Identification Card Copy (CPR Copy)
- Two Passport Photographs
- A certified Medical Report from a Public Health Care Provider.

## Conditional Admission

Conditional Admission may be offered to applicants who may be academically qualified to be admitted into the BIBF International Foundation Programme but fail to meet the admission requirement of a 75% score or who do not meet the minimum English language requirement. These admitted students are required to agree and follow the stipulations set forth in their Conditional Acceptance Contract. The Institute will work closely with the conditionally accepted students to develop a progression plan for meeting the required stipulations. Once the students fulfil the requirements, they are granted full admission into the progressive programme. The student could have conditional acceptance status for only one semester. A regular status can be obtained only after achieving a good academic standard set in the conditional acceptance.

Students receive their Conditional Acceptance Contract upon completing various methods of assessments set by the Institute (for example, through either Verbal Interviews, etc.) Once the student is enrolled, the Institute monitors the students' grades to ensure that the students receive a minimum of "Pass" or as per the required standards set in the conditional acceptance letter otherwise.

## Summary of Hours and Credits

<b>Duration</b>	1 year
<b>Semesters</b>	2
<b>Length of semester</b>	12 weeks
<b>Hours per subject per week</b>	4 hours
<b>Credits per subject</b>	15 credits
<b>Total No of Credits (8 subjects x 15 credits)</b>	120 credits

## Progression Rules

1. Students need to pass all modules to be accepted in Bangor Diploma Programmes or University of London.
2. Progression rules apply between levels and not between semesters.
3. Students will be barred from registering for any module unless they have passed its pre-requisite(s).
4. Students with IELTS scores less than 6.0 or receives less than 60% in Business English and 50% in Academic Writing and Academic Presentation Skills, will not be permitted to progress to Year 1 of the Bangor Programme. An IELTS score of 6.0 is required by University of London.

## Re-sit and Make-up Guidelines

1. The overall pass mark for **IFP is 50%**
2. The maximum mark awarded after a re-sit (coursework or final) in a failed module will be capped at the minimum pass mark for the module.
3. There will be a total of **five assessment periods** per year, as follows:
  - a) **Coursework assessments** will take place during the Mid-Term Break.
  - b) **Coursework make-up/re-sit assessments** will be arranged by the lecturer.
  - c) **Final exams** will be conducted after the completion of the semester.
  - d) **Final exam make-ups** will be scheduled after the Final exam period has concluded.
  - e) **Final exam re-sits** will be held after the release of grades.
4. Students who are absent, or failed to submit an assessment, and of which their mitigating circumstance request is rejected, or they did not submit a request, will be considered to have used an attempt and will **receive a mark of zero**.
5. **Each student will be permitted to make up only one assessment per module. Consequently, it is important to note that submitting a mitigating circumstance form will only allow a student to make up either a test, assignment, or final exam, but not more than one of these assessments.**



## Coursework Assessments

### Approved Mitigating Circumstances

1. Students who have been granted approved mitigating circumstances will be provided with an assessment opportunity (make-up), which will be organized by the lecturer during the *Coursework make-up/re-sit assessments* period.
2. If you have an **approved mitigating circumstance** because you missed a coursework assessment, **you will only be provided with one last opportunity to attempt the assessment.**
  - a. If you fail this opportunity, you will not be granted any further chances to re-sit the assessment. It is important to note that mitigating circumstances, in the case of coursework assessments will only prevent your overall grade from being capped at a pass mark.

### Failed or Rejected Mitigating Circumstances

1. Students who have failed an assessment or received a rejected mitigating circumstances will be provided with one last opportunity (re-sit), which will be organized by the lecturer during the *Coursework make-up/re-sit assessments* period.
  - a. If you fail the opportunity, you will not be granted any further chances to re-sit the assessment.
2. Please be aware that if you opt to take the opportunity, your overall grade will be capped to a pass mark.

## Final Assessments

### Approved Mitigating Circumstances

1. Students who have been granted approved mitigating circumstances will be provided with a make-up exam opportunity, which will be organized during the *Final exam make-up* period.
  - a. If you have an approved mitigating circumstance because you missed a final assessment, your make-up will be considered as your first attempt.
  - b. In the event of failing your first attempt, you will be provided with an opportunity to re-sit the exam during the *Final exam re-sit* period, and your overall grade will be capped to a pass mark.

### Rejected Mitigating Circumstances

1. Students who have a rejected mitigating circumstances will be provided with one last opportunity to re-sit the final examination during the *Final exam re-sit* period.
2. Students who re-sit a final assessment due to a rejected mitigating circumstances will have their overall module mark capped at the minimum pass mark.
  - a. In the event of failing the re-sit attempt, you will not be provided with another opportunity.

## Failed

1. Students who have failed their **overall module grade** after attempting either the **Final exam** or **Final exam make-up** will be provided with one last opportunity to re-sit the final examination during the **Final exam re-sit** period.
2. Students who re-sit a final assessment due to a failed mark will have their overall module mark capped at the minimum pass mark.
  - a. In the event of failing the re-sit attempt, you will not be provided with another opportunity.

## Overall Grade

1. Even if the individual assessments result is a fail, you will still be able to progress if your overall grade is a pass.
2. If the overall grade is a fail, you will not be eligible to progress from the module, and consequently, will need to re-enroll in the module.
  - a. Where a student re-enrolls the module, s/he will forfeit any unused assessment attempts associated with the first registration and will be liable for the normal module fee.
  - b. A student who has re-enrolled twice for a module in the programme and failed to achieve a pass mark after exhausting all re-sit attempts, will normally be excluded from further re-enrolment.
  - c. A student who re-enrols for the programme will acquire the same re-sit opportunities as at initial enrolment.
3. All decisions related to progression and assessments are subject to the exam board approval.

## Programme Award Rules

1. Students must achieve a minimum pass mark and gain 120 credits (all 8 modules) to obtain the certificate.
2. The maximum duration for the programme is normally 1 year for full-time students and three years for part-time students.
3. The final awards will be classified as either Pass, Merit or Distinction.

## Postponement and Discontinuation Studies

In case of postponement or discontinuation of studies, students are required to put their request in writing by filling a “Special Cases Request Form”. Contact Programme Coordinator for advice.

Students will still be able to claim credits for the modules they already passed without re-enrolment if they register the following academic year or the one after only (within 3 years’ period).

## Confidentiality and Academic Records

Student records will be shared with the student's sponsor/guardian when required.

## STUDENT CODE OF CONDUCT AND DISCIPLINE

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

Students enrolled in the foundation 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 behaviour 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 behaviour, 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 foundation 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 is 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:**

- faded jeans,
- jeans with holes,
- shorts,
- leggings,
- short skirts/dresses,
- stretch trousers and skirts,
- Flip flops
- Crop tops
- Any inappropriate or revealing clothes.

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

## **Classroom Behaviour**

All students have a right to learn without the interference from others. Faculty members of BIBF have the authority to protect this right by creating and maintain an environment that is instrumental to learning. Examples of classroom misbehaviour such as but not limited to the following:

- Engaging in behaviour that disrupts or interferes with the learning environment. Behaviour such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behaviour to the learning process.
- Unpermitted usage of mobile phones or social media,
- Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.

## **Usage of Mobile Phones**

Your Mobile handsets are your-after class companions. As a BIBF student you must refrain from using it in class as this can be disruptive. Taking phone calls and texting in class will not be permitted. Remember that being inattentive in class will hinder your progress and might also hinder your colleagues' learning experience. Students causing such disturbances may be subject to penalties.

## **Usage of Social Media**

Social Media could work as a double-edged sword which might not transmit accurate information to the general public. The use of social media may violate the privacy of the lecturers and students. Accordingly, you are not allowed to take any sort of footage of class interaction without permission or consent. Comments and other postings made or facilitated by you on social media may also reflect on the BIBF and you should therefore remain mindful of avoiding communications that would or could damage the BIBF reputation or the reputation of its staff and students. Students whose use of social media is suspected by the BIBF of constituting misconduct may be subject to investigation or other disciplinary action and may be expelled from their programme of study.

## Plagiarism

Plagiarism is a very serious academic offence and is known as using material without the acknowledgement of another person's words or ideas and submitting them for assessment as though it were one's own work. This includes copying materials from the internet, rewriting published material without acknowledging the source and the translation of materials. Self-plagiarism is also another form of plagiarism re-using your own work for which credit has already been achieved at the Institute or elsewhere.

While the accepted percentage of similarity will be announced by your respective lecturers, it is important to note that Turnitin will be used to identify and detect plagiarism in your work. Therefore, it is advised for all students to remain within the accepted/green score of similarity which is between 1% - 24%.

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 QA Guide: Reference It Right.**

## Academic Integrity

Students submitting their assignments, projects, and any other academic work must do so with the commitment to the fundamental values upheld by the BIBF, which are honesty, trust, fairness, respect, and responsibility. Hence, it is prohibited that students have political, religious or any other sensitive contents as a part of their assignments, class discussions or presentations.

## Student Representative

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.

## **STUDENT DISCIPLINARY PENALTIES**

If a student is found responsible for violation(s) of the BIBF's student Code of Conduct, the following disciplinary penalties/actions may be imposed:

1. Attention notices verbally, or in writing.
2. Properly taking out the student from the classroom/lecturer hall.
3. Evicting the student from the BIBF building or denying his/her access therein.
4. Depriving the student to utilize the services of the BIBF facility or more, for the period specified in the conviction decision.
5. Depriving the student from exercising a student activity or more for the period specified in the conviction decision.
6. Serving the student with Warning classed as First, Second and Third (Final).
7. Subjecting the student to a fine for not less than the value of the things that the student intentionally damaged.
8. Deeming the student, a "Fail" in an Examination or in a "Course".
9. Cancellation the student s registration for a course or more in the Semester during which the violation uncured.
10. Depriving the student temporarily or permanently from the financial assistance.
11. Stopping the student from study for a Semester or more, in conjunction with denying the student to recover (refund) study fees.
12. Final discharge (dismissal) from the Institute.
13. Cancellation the resolution by which the degree was offered, a decision in this respect shall not be concluded unless cheating and forgery to obtain the certificate is proved.

# STUDENT CODE OF CONDUCT IN EXAMINATIONS

## Attending Examinations

1. It is your responsibility to ensure that you attend examinations in accordance with the published examination schedule. BE ON TIME.
2. You must bring any photographic ID to the examination room and display it on your desk.
3. You must occupy the seat assigned to you by the invigilator.
4. You will be permitted to enter the examination room up to 20 minutes after the start of the examination. No-one will be permitted to enter the room after 20 minutes. And 10 minutes for tests – Ratio is 10 minutes for each hour of an exam/test.
5. You will not be permitted to leave the examination room until 40 minutes after the official start of the examination.
6. You will not be permitted to leave the examination room during the last 15 minutes of the examination. If you finish early, you must remain quietly in your seat so as not to disturb other candidates.
7. If you leave before the end of the examination, you should do so quietly so as not to disturb other candidates.

## Equipment and Materials Permitted in Examination

1. You must bring all your own equipment and stationery. You are not permitted to borrow from or share with other candidates.
2. Only non-programmable calculators are permitted, and only where specified as permissible on the examination paper cover sheet. Invigilators may check your calculator and confiscate it if s/he deems necessary.
3. You are **not** permitted to use a mobile phone as a calculator.
4. Mobile phones and programmable watches must be switched off and left in the specified area/room designated by the invigilator for the duration of the examination. Preferably, leave your phone and personal belongings in your car as it is **YOUR** responsibility. BIBF will **NOT** be responsible for any lost/damaged gadgets. Having a mobile phone or any other prohibited gadget during the exam/test could lead to investigation.

5. Electronic devices such as laptops, CD or MP3 players, digital diaries, smart watches etc. are **NOT** permitted inside the examination room.
6. Except in the case of open book examinations, **NO** reading material is permitted in the examination room.
7. You are **NOT** permitted to bring your own notepaper/notepad to an examination, even if it is blank.

## Starting the Examination

1. The invigilator is the official timekeeper. You will be instructed that you may begin the examination by the invigilator.
2. You must **not** turn over the examination paper, **nor** read any material, until authorised to do so by the invigilator.
3. No reading time is allowed. (Unless stated otherwise).
4. You should ensure that you have the correct question paper by checking the details on the cover page of the exam question paper.

## During the Examination

1. You will **NOT** be able to leave the exam room for comfort breaks/Restroom visits. If you have a medical case that you need to disclose, please inform the coordinator beforehand.
2. You will be provided with an answer book in which you should write the answers to the examination questions, including any workings or rough notes.
3. You should read and follow the instructions on the question paper and answer book carefully.
4. If you wish, you may ask for additional papers by raising your hand. **DO NOT CALL OUT.**
5. You must complete all the information required on the front covers of all your answer books and additional papers. No names should be written anywhere on/in the answer book unless stated otherwise.
6. You are not permitted to communicate or attempt to communicate with other candidates during the examinations.
7. If you need any help or have any problem, you should raise your hand and ask the invigilator. **DO NOT CALL OUT.**
8. You must not leave the examination room without the invigilator's permission. Any candidate who leaves without permission will **not** be allowed to re-enter the room.



9. Smoking, eating, and drinking are **NOT** allowed, except for water.
10. You **must** always follow the invigilator's instructions.

## At the End of the Examination

1. You **must** stop writing **immediately** when instructed to do so by the invigilator, failure to do so may result in your paper being declared null and void.
2. **You must** ensure that the question paper and answer book are handed to the invigilator at the end of the examination. Any answer book removed from the examination room will be declared **void** and will **not** be marked.
3. You will be required to sign your name when handing the booklet to the invigilator.
4. You are **not** permitted to leave the examination room until authorised to do so by the invigilator.

## Academic Malpractice

1. If you are **suspected** of any cheating/malpractice during an examination, you will be allowed to complete the exam without being notified, **BUT** a report will be filed, and the case will be investigated meticulously.
2. If evidence is acquired by an invigilator, s/he will confiscate and retain any evidence and will report the situation to the Examination Centre for **immediate** action.
3. Academic malpractice includes any behaviour that could be construed as cheating or likely to bring unfair advantage, and any breach of this Code of Conduct.

# 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 Senior Manager of Operations on **1781 5559** or officers on **1781 5594**.

Nurse office is located on the first floor, in the case of an emergency call **1781 5622**.

<b>NAME</b>	<b>PHONE NO.</b>
<b>Yusuf Dakheel</b>	1781 5559
<b>Huda Al Sayed</b>	1781 5534

A fully stocked first aid box is in the library with librarian Huda Al-Sayed.

## General Health and Safety Information

1. Death, major injury, disease, and dangerous occurrences must be reported immediately to the Programme Coordinator, BIBF Director and the Head/Senior Manager of Operations & IT.
2. All accidents and incidents must be reported to the Head/Senior Manager of Operations & IT.
3. Any staff or student who has a disability which may impact on their health and safety whilst on BIBF premises should inform the Head/Senior Manager of Operations & IT so that appropriate measures can be taken.
4. 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.

5. Staff must ensure that their workspace and office are kept clear of food waste and used cutlery or crockery.
6. Floors must be kept clean, dry, and free from trip hazards such as cables or protruding power sockets.
7. Temperatures in all classrooms, offices and public areas will be maintained at a comfortable level and rooms will be adequately ventilated.
8. Adequate lighting levels will be maintained as appropriate to each workspace.
9. 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.
10. 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.
11. Smoking is not permitted within the BIBF building. (Smoking is allowed only in the designated smoking room).
12. Fire exits and exit routes must be kept clear. No combustible materials should be stored or left near exits or on exit routes.