

BIBF



STUDENT HANDBOOK

University of London EMFSS Programmes

2024-2025



UNIVERSITY
OF LONDON

RECOGNISED
TEACHING CENTRE

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WELCOME MESSAGE



I am delighted to introduce the University of London EMFSS Programmes offered here at the BIBF, 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.

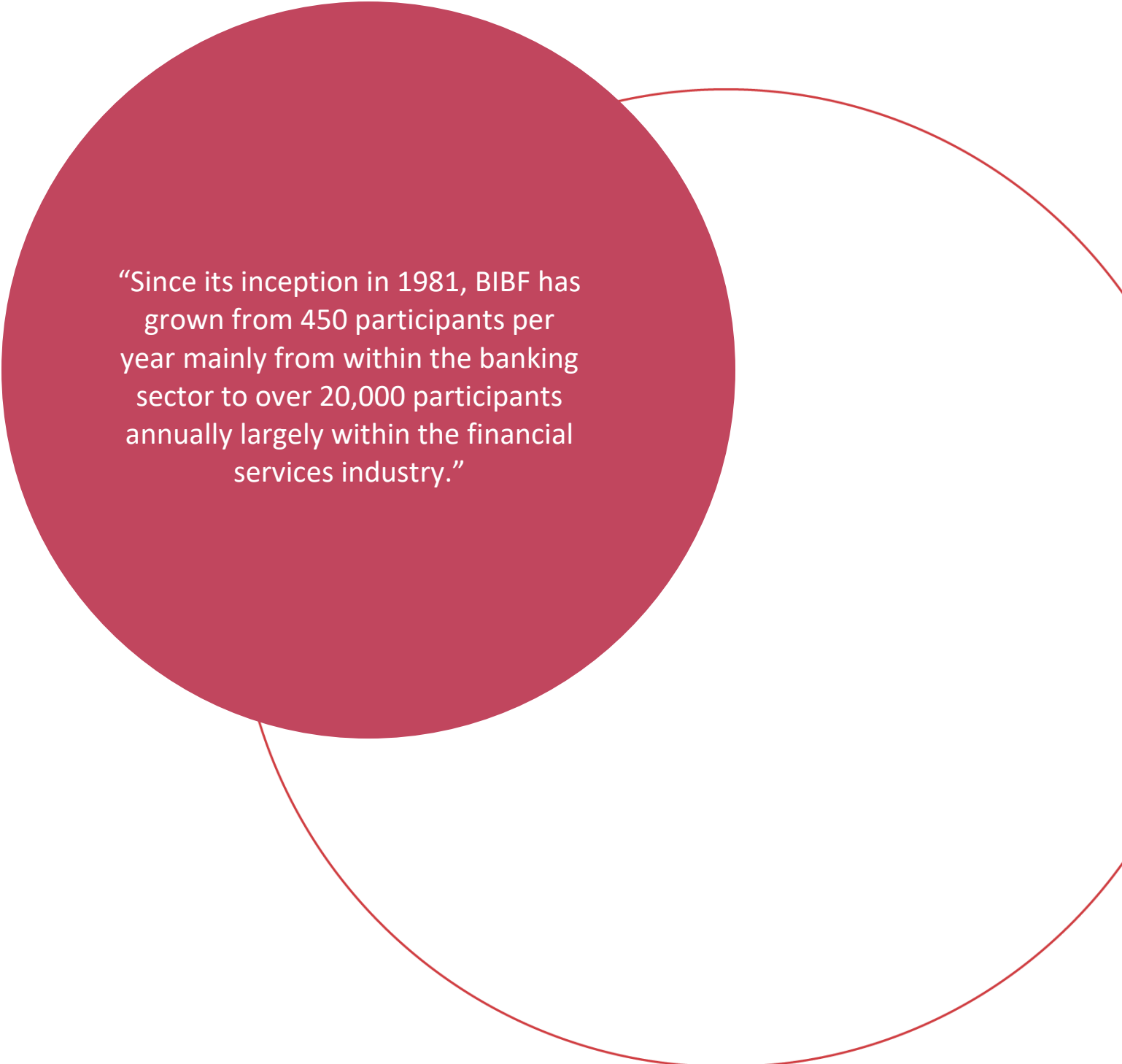
Thanks to the BIBF's relationship with the University of London, students in Bahrain can study for this prestigious degree without leaving Bahrain and for a fraction of the cost of undertaking their studies in the UK. As one would expect of a degree from one of the world's top universities, this programme 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.

Dr. Ahmed Al Shaikh
Chief Executive Officer
The BIBF



“Since its inception in 1981, BIBF has grown from 450 participants per year mainly from within the banking sector to over 20,000 participants annually largely within the financial services industry.”

ABOUT THE BIBF

The 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, The BIBF has grown from 450 participants per year mainly from within the banking sector to over 20,000 participants largely within the financial services industry. The 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. The BIBF also has a major emphasis in Academic and Executive development.

The 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.

The 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



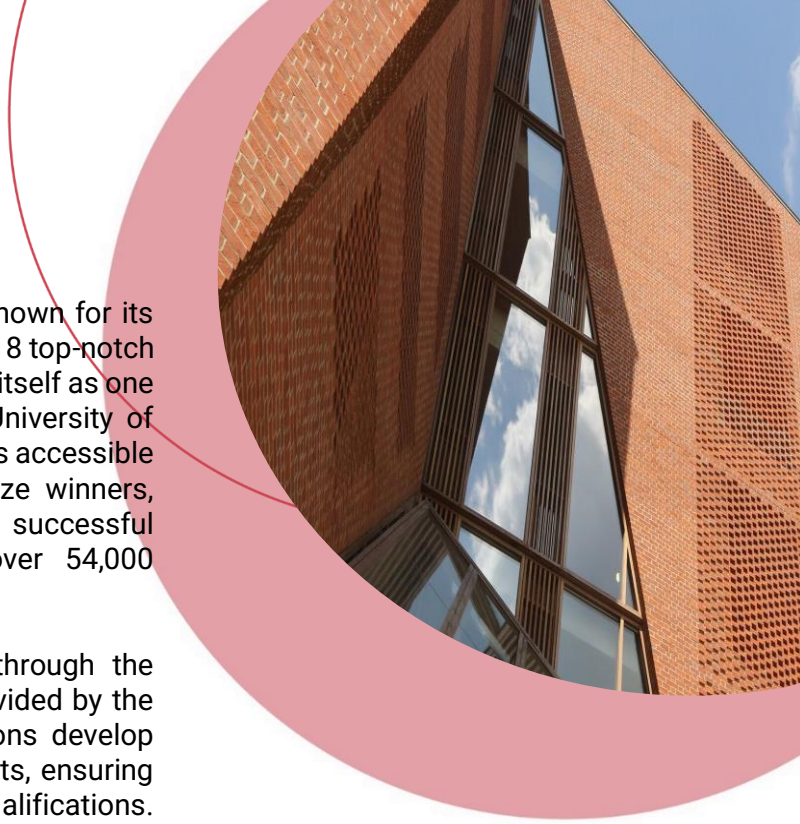
ABOUT UOL & LSE

The University of London is a prestigious institution known for its high academic standards and global recognition. With 18 top-notch Colleges and 10 specialist institutes, it has established itself as one of the world's leading universities. Since 1858, the University of London International Programmes has made its degrees accessible to students worldwide. Its alumni include Nobel Prize winners, influential leaders, accomplished authors, and successful professionals. Currently, the program caters to over 54,000 students from more than 180 countries.

The academic direction for the programs offered through the University of London International Programmes is provided by the Colleges of the University. These esteemed institutions develop syllabuses, create study materials, and assess students, ensuring the same high academic standards across all qualifications. Notably, the London School of Economics and Political Science (LSE) provides academic direction for undergraduate programs in Economics, Management, Finance, and the Social Sciences (EMFSS). LSE, founded in 1895, is a renowned specialist university with a global reach, offering a wide range of social science disciplines and maintaining strong connections with government, policymaking, and business.

Upon successful completion of the program, students receive a University of London degree or diploma. The certificate acknowledges their registration with the University of London and the examinations conducted by LSE.

For more information about the University of London International Programmes, visit their website:
<http://www.londoninternational.ac.uk>



MAIN CONTACT DETAILS

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BIBF IT Support	5593	it@bibf.com
BIBF Emergency & Operations	5594	ops@bibf.com

STUDENT CALENDAR

University of London EMFSS Programmes B.Sc. Data Science and Business Analytics 2024-2025

Activity		Date
Registration	UoL & BIBF Initial Registration Opening	30 May 2024
	UoL Continuing Registration Opening	4 September 2024
	BIBF – New Applicant Registration Deadline	28 September 2024
	UoL Initial & Continuing Registration Deadline	1 November 2024
	VLE Opening Date	1 August 2024
Calendar	Student Induction	11 – 12 September 2024
	First Day of Classes	15 September 2024
	<i>Prophet's Birthday *</i>	15 September 2024
	Mid-year Mock Exams	November 2024 (<i>as per Timetable</i>)
	Mid-year break	16 December 2024 – 4 January 2025
	<i>New Year *</i>	1 January 2025
	Classes Resume	5 January 2025
	First Day of Ramadan (Ramadan Scheduling)	1 March 2025
	Last Day of Classes	30 March 2025
	Eid Al Fitr*	30 March – 2 April 2025
	Eid Al Adha*	6 – 9 June 2025
	Islamic New Year *	26 June 2025
	Ashoora*	5 – 8 July 2025
Exams	Re-sit Examinations (October Sitting)	9 October – 8 November 2024
	First Attempt Examinations (May Sitting)	Assessment resources - University of London
	Examination Results	Assessment resources - University of London
Mitigating Circumstances	<ul style="list-style-type: none"> Mitigating Circumstances for Examinations are handled by UoL: Mitigating circumstances - University of London Mitigating Circumstances for Classes are handled by BIBF: https://www.bibf.com/academics/mitigation/ Deadline for submitting the MC forms will be based on the attendance policy as per the student's handbook. 	

STUDENT CALENDAR

University of London EMFSS Programmes B.Sc. Economics & Management 2024-2025		
Activity		Date
Registration	UoL & BIBF Initial Registration Opening	30 May 2024
	UoL Continuing Registration Opening	4 September 2024
	BIBF – New Applicant Registration Deadline	28 September 2024
	UoL Initial & Continuing Registration Deadline	1 November 2024
	VLE Opening Date	1 August 2024
Calendar	Student Induction	3 October 2024
	First Day of Classes	6 October 2024
	<i>Prophet's Birthday *</i>	15 September 2024
	Mid-year Mock Exams	8 – 12 December 2024
	Mid-year break	16 December 2024 – 4 January 2025
	<i>New Year *</i>	1 January 2025
	Classes Resume	5 January 2025
	First Day of Ramadan (Ramadan Scheduling)	1 March 2025
	Final Mock Exams	13 – 17 April 2025
	Eid Al Fitr*	30 March – 2 April 2025
	Eid Al Adha*	6 – 9 June 2025
	Islamic New Year *	26 June 2025
	Ashoora*	5 – 8 July 2025
Exams	Re-sit Examinations (October Sitting)	9 October – 8 November 2024
	First Attempt Examinations (May Sitting)	Assessment resources - University of London
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PROGRAMME OVERVIEW

The BIBF currently offers two programmes from the EMFSS suite:

- B.Sc. Economics and Management, and
- B.Sc. Data Science and Business Analytics

Each course of an Economics, Management, Finance and Social Sciences (EMFSS) programme is called a 100 course, 200 course and 300 course. Two half courses of 15 credits each are equivalent to ONE full course of 30 credits.

Students may register for a maximum of four new full courses (120 credits) in an academic year. The only exception to this is if the student is a finalist and meet the requirements outlined in section 7.4 of the programme regulations (linked below).

The B.Sc. 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 12 full courses (and all required courses) to graduate.

The B.Sc. Data Science and Business Analytics 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 12 full courses (and all required courses) to graduate.

It is crucial that students refer to the University of London Programme Regulations and Programme Specification for information on programme structure, progression rules, assessment criteria and much more here:

- Programme Specification Economics and Management: [BSc Economics and Management programme specification 2024-2025 \(london.ac.uk\)](https://www.london.ac.uk/programmes/economics-and-management/specification-2024-2025)
- Programme Specification Data Science and Business Analytics: [Data Science and Business Analytics Programme Specification 2024-25 \(london.ac.uk\)](https://www.london.ac.uk/programmes/data-science-and-business-analytics/specification-2024-25)
- EMFSS Programme Regulations 2024-25: [EMFSS Programme Regulations 2024-25 \(July update\) \(london.ac.uk\)](https://www.london.ac.uk/programmes/emfss/regulations-2024-25)

PROGRAMME KEY DATES

First semester commences in October of each year.

Examinations commence in May/June of each year.

Other Assessments have deadlines mentioned at the beginning of the Academic Year

Students opting to study at LSE on the general programme must register their interest with the Academic Administrative Officers to raise enquiries on key dates for applications and registrations.

Students wishing to participate in the LSE summer school programme will receive information from Academic Administrative Officers regarding the timing and key dates of the programme.

PROGRAMME STRUCTURE > B.SC. ECONOMICS & MANAGEMENT

Students have 3-6 years to finish their degree programme. The below structure is based on a full-time schedule.

MODULE CODE	MODULE NAME	MODULE LEVEL	CREDITS
YEAR 1			
EC1002	Introduction to Economics	100	30
MT105A	Mathematics 1	100	15
ST104A	Statistics 1	100	15
AC1025	Principles of Accounting	100	30
MN1178	Business and Management in a Global Context	100	30
YEAR 2			
MN2177	Core Management Concepts	200	30
EC2066	Microeconomics	200	30
Mn3027*	The Law of Business Organisations*	200	30
MN3211 *	Human Resource Management *	300	30
YEAR 3			
FN2191*	Principles of Corporate Finance	200	30
EC2065	Macroeconomics	200	30
IR3210 *	International Political Economy *	300	30
MN3141 *	Marketing Management *	300	30

IMPORTANT NOTE: * Modules are electives and can be subject to change depending on the student's interests and availability during the academic year so long as the electives meet the programme structure criteria.

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

The course outlines for all the modules on offer in the 2024-25 academic year will be provided to you by the BIBF at the start of each course and can also be found here: [BSc Economics and Management | University of London](#)

PROGRAMME STRUCTURE > B.SC. DATA SCIENCE & BUSINESS ANALYTICS

Students have 3-6 years to finish their degree programme. The below structure is based on a full-time schedule.

MODULE CODE	MODULE NAME	MODULE LEVEL	CREDITS
YEAR 1			
EC1002	Introduction to Economics	100	30
MT1186	Mathematical Methods	100	30
ST1215	Introduction to Mathematical Statistics	100	30
MN1178	Business and Management in a Global Context	100	30
YEAR 2			
ST2187	Business Analytics, Applied Modelling and Prediction	200	30
ST2195	Programming for Data Science	200	30
ST2133	Advanced Statistics: Distribution Theory	200	15
ST2134	Advanced Statistics: Statistical Inference	200	15
IS2184*	Information Systems Management *	200	30
EC2020*	Elements to Econometrics *	200	30
YEAR 3			
ST3189	Machine Learning	300	30
ST3188	Statistical Methods for Market Research	300	30
IS3183*	Management and social media*	300	30
IS3167*	Management and Innovation of E-Business*	300	30

IMPORTANT NOTE: * Modules are electives and can be subject to change depending on the student's interests and availability during the academic year so long as the electives meet the programme structure criteria.

Upon successful completion of the above 12 subjects, students are awarded a University of London BSc degree in Data Science and Business Analytics.

The course outlines for all the modules on offer in the 2024-25 academic year will be provided to you by the BIBF at the start of each course and can also be found here: [BSc Data Science and Business Analytics | University of London](#)

REGISTRATION PROCESS

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 through the Student Portal.
2. Register for classes with BIBF in the Academic and Executive Centres administrative offices.

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

NAME	PHONE NO.	EMAIL
Ayah Othman – Data Science & Business Analytics	1781 6316 * (also available through Whatsapp)	aothman@bibf.com
Fahad Khalid – Economics & Management	1781 6319	fkhalid@bibf.com

It is also student's responsibility to ensure that their personal details (email and phone) are correct and up to date.

COURSE MATERIALS & ACCESS INFORMATION

Students will learn using study material and online learning resources that are designed for active learning. They will also be able to connect with students around the world via the “**VIRTUAL LEARNING ENVIRONMENT**” (VLE).

When a student completes the registration process with the University, they will be provided with access to the Student Portal. This can be accessed through the University of London email account and other key resources including the VLE, the Student Guide and the 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.

WHY SHOULD THE STUDENTS USE THE STUDENT PORTAL?

The Student Portal has been designed to:

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

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.

Further to the tools provided by LSE and UoL, the BIBF plays its vital role as the Recognised teaching centre, and therefore, students will also be provided with their own student ID, student email address corresponding to the BIBF, which will provide them with access to various learning tools such as:

- The BIBF MyClass platform: where the classes/session may be recorded, additional teaching materials may be shared, and formative assessment may be conducted.
- The BIBF E-library: to access various e-books, journals, and referential materials.

The main features of the BIBF MyClass platform include its integration with Microsoft 365, which provides students with access to the Microsoft Suite (such as Word, Excel, PowerPoint, etc.), it allows for hybrid classes through the usage of the BigBlueButton, it has interactive content with H5P and SCORM, as well as its security with HTTPS.

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.**

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 later (usually on a Thursday). Student will be given suitable notice of the rescheduled lecture.

ASSESSMENT INFORMATION AND POLICIES

Exams take place annually in the months **of May and June while re-sit examinations are offered in October**. The assessment timetable will be shared by UoL and will be made available to the students through the Student Portal during the **January/February 2024**.

GENERAL POLICIES TO REMEMBER:

- You can assess a maximum of six courses (180 credits) across the October exam session and the following May exam session, with no more than five of these (150 credits) assessed in the May session, and no more than three of these (90 credits) assessed in the October session.
- All examinations are scheduled using an online delivery method. You must ensure that your device is kept up to date and complies with University Computer Requirements [Computer requirements | University of London](#).
- Each full course is assessed by one three-hour unseen written examination. Each half course is assessed by one two-hour unseen written examination. The exceptions to this are:
 - The following courses are assessed by one three-hour and fifteen minutes unseen written examination, including reading time:
 - AC1025 Principles of accounting
 - AC2091 Financial reporting
 - AC2097 Management accounting
 - AC3143 Valuation and securities analysis
 - EC1002 Introduction to economics
 - EC2020 Elements of econometrics
 - EC2065 Macroeconomics
 - EC2066 Microeconomics
 - EC3016 International economics

- EC3099 Industrial economics
- EC3115 Monetary economics
- EC3120 Mathematical economics
- The following course is assessed by a project report and evaluation form:
 - IS3159 Research project in digital innovation
- The following courses are assessed by coursework in addition to three-hour unseen written examinations:
 - IS1060 Introduction to information systems
 - IS2182 Innovating digital systems and services.
 - IS2184 Information systems management
- The following courses are assessed by coursework in addition to two-hour unseen written examinations:
 - ST2187 Business analytics, applied modelling and prediction.
 - ST3188 Statistical methods for market research
 - ST3189 Machine learning
 - ST2195 Programming for data science

The following weights are attributed to each assessment element:

Course	Assessment element 1	Assessment element 2
<i>IS1060 Introduction to information systems</i>	Coursework 25%	Three hour unseen written examination 75%
<i>IS2182 Innovating digital systems and services</i> <i>IS2184 Information systems management</i>	Coursework 40%:	Three hour unseen written examination 60%
<i>ST2187 Business analytics, applied modelling and prediction</i> <i>ST3188 Statistical methods for market research</i> <i>ST3189 Machine learning</i>	Case study coursework 30%	Two hour unseen written examination 70%
<i>ST2195 Programming for data science</i>	Case study coursework 50%	Two hour unseen written examination 50%

- You are responsible for submitting your coursework, and for ensuring that your work is submitted on or before the deadline for that course.
- If you submit your coursework late you may be issued with a penalty.
- For courses that are assessed by more than one element of assessment the mark is a weighted average. Unsubmitted elements of assessment will receive a mark of 0. You do not need to pass each element of assessment to pass the course overall.

For more information regarding assessment policies, we urge students to visit and refer to the UoL Programme Regulations: [EMFSS Programme Regulations 2024-25 \(July update\) \(london.ac.uk\)](https://www.london.ac.uk/programmes/emfss-programme-regulations-2024-25)

MITIGATING CIRCUMSTANCES FOR ATTENDANCE AT THE BIBF

Students who do not fulfil a requirement of their course by failing to attend their classes, may request a claim for Mitigating Circumstances in writing to the Academic Admin Officer, using the Mitigating Circumstances Claim Form. If approved, student will be marked as "Excused" given their circumstance.

It is important to remember to discuss the application with the Academic Admin Officer before submitting it. Please note that he/she cannot make the decision and can only give some advice.

Mitigating Circumstances Claims must be formally reported to Academic Admin Officer by filling in the Mitigating Circumstances Claim Form within 3 working days from the date which has been affected.

It is the student's responsibility to properly fill out the 'Mitigating Circumstances Claim Form' and provide the original evidence, such as medical certificate, police report or official death certificate of the close relative etc.

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 listed further below.*

Serious Accident

Evidence Required for Attendance: 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: 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.

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.

Below is the the list of approved Medical Centres mentioned below only:

1. Middle East Medical Center (Hidd)
2. Al Kindi Medical Center
3. Dream Ream Medical Center
4. DKH Medical Center
5. First Med Medical Center
6. Middle East Hospital
7. International Medical Center
8. Al Resala Medical Center
9. Bahrain Specialist Hospital
10. American Medical Center
11. Royal Bahrain Hospital
12. Al Kindi Hospital
13. Bahrain Medical Center
14. Dar Al Hayat Medical Center
15. Al Hilal Medical Center- Riffa
16. Health Zone Medical Center
17. Dan Medical Center
18. Ibn Al-Nafees Hospital
19. American Mission Hospital
20. Middle East Medical Center
21. Aster Medical Center
22. Al Rayan Medical Center
23. Al Amal Hospital
24. Al Dossary Medical Centre
25. Aster Medical Center - Sanad
26. Bahrain Specialist Hospital Clinics

27. Dar Alshifa Medical Center
28. Shefaa Al Gazera Medical Center
29. Kims Bahrain Medical Center – um alhasam
30. Linnas Medical Center
31. RBH Medical Center
32. Al Hilal Multi Specialty Medical Center/ Salmabad
33. Al Hilal Multi Specialty Medical Center -Manama
34. Al Salam Specialist Hospital
35. KIMS Bahrain Medical Center - Muharraq
36. Tulip Medical Center
37. All Public Health Centers

MITIGATING CIRCUMSTANCES FOR EXAMINATIONS FOR UOL

Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance.

These 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.

Students may bring any mitigating circumstances to the attention of UoL by submitting a query using the 'Ask a question' button on the student portal homepage. The student must also provide the Academic Admin Officer with the enquiry or submission number for reference.

Students must contact UoL and BIBF with details and supporting evidence of any mitigating circumstances if the student wishes for it to be considered:

- within three weeks of your last assessment in the session concerned
- before the submission deadline of any assessed coursework, project or dissertation.

UoL will not normally consider mitigating circumstances if the student does not contact the University within these periods. It is important for students to provide any formal certification in relation to the circumstances.

All submissions of evidence related to mitigating circumstances are acknowledged and considered, but action is not always taken. However, it should be noted that 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 the student's overall position would not be improved because of a better performance.

Academic compensation, such as having an attempt at an examination discounted without losing an attempt, may be received because of the submission. Any significant decisions made in relation to the evidence submitted will be communicated to the student via the Notification of Results document.

It should be noted that no refunds of payment for tuition, either from BIBF or the University of London International Programmes related to the course and provided instruction, will be offered to students.

Furthermore, it should be noted that work will not be re-marked because of any submission of evidence related to mitigating circumstances, and marks will not be added. The estimation of the mark that the student might have obtained had the mitigating circumstances not arisen is not attempted by the Examiners, as 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 reported anonymously to the Boards of Examiners.

More information can be found here: [Submitting Evidence of Mitigating Circumstances - University of London](#)

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

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

According to the University of London's Assessment Offence Procedures and Under the General Regulations of the University, plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced and is therefore presented as your own. Another person's work includes any source that is published or unpublished, including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries, and results.

Plagiarism is an assessment offence.

Most plagiarism cases will receive at least a penalty mark of zero, with harsher penalties available for further or particularly serious offences.

It is crucial that the student fully credits the work of others in their written work. If somebody else's work, appears without full acknowledgement, there is the possibility that the student could end up receiving credit for that work. This is dishonest and undermines the integrity of the work. This is plagiarism.

More information on the University's assessment offence policy can be found here: [Assessment Offence Procedures - University of London](#)

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.

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.

PROGRAMME PROGRESSION & DEGREE RULES

1. Students must pass (or have been granted RPL for) at least two full 100 courses (or equivalent) before they are permitted to register for any 200 or 300 courses.
2. In the academic year the student enters to complete the degree, students are allowed to register and enter assessments for a maximum of five new courses in the May exam session, but only if they are not required to enter for any resit assessments to complete the degree. This is strictly only permitted if this enables the students to attempt to complete the degree within the academic year.
3. If you enter for first attempt assessments in an exam session, you must also select all failed compulsory courses for assessment in that session.
4. If your last assessment takes place in the May exam session, the date of award will be 1 August in the year of the last assessment that contributes to the award. If your last assessment takes place in the October exam session, the date of award will be 1 December in the year of the last assessments that contributes to the award.
5. 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.
6. A final average classification mark will be calculated from the marks obtained. This will be calculated using the programme structure as follows:
 - a. 15 credit half courses taken at points 5-12 each produce a single mark. This mark is the percentage mark for the course.
 - b. 30 credit full courses taken at points 5-12 each produce two identical marks. This is the percentage mark for the course, used twice for classification.
 - c. Courses taken at points 1-4, if together worth at least 30 credits, together produce two identical classification marks. These two marks are the average percentage mark of courses used twice for classification; for calculation 30 credit courses are given twice the weight of 15 credit course.
 - d. Courses taken at points 1-4, if worth 15 credits, produce a single mark. This mark is the percentage mark for the course.
 - e. RPLs do not produce classification marks.
7. 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 the table below) based on nine marks, and, where appropriate, the aggregate of those nine marks.
8. 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.

9. 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"> • five first class marks • four first class marks and an aggregate of 590
Upper Second Class Honours	Awarded to students who have achieved one of the following sets of marks: <ul style="list-style-type: none"> • five upper second class marks • four upper second class marks and an aggregate of 515
Lower Second Class Honours	Awarded to students who have achieved one of the following sets of marks: <ul style="list-style-type: none"> • five lower second class marks • four lower second class marks and an aggregate of 440
Third Class Honours	Awarded to students who have achieved: <ul style="list-style-type: none"> • five third class marks
Pass Classification	Only awarded to students having passed 10 or 10½ courses.

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 5540**.

Nurse office is located on the first floor, in the case of an emergency call **1781 5540**.

NAME	PHONE NO.
Yusuf Dakheel	1781 5559
Abdulla Abdulrahman	1781 5540

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.