



STUDENT HANDBOOK

International Foundation Programme

2024-2025

INTERNATIONAL
FOUNDATION
PROGRAMME

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WELCOME MESSAGE




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 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

GENERAL INFORMATION

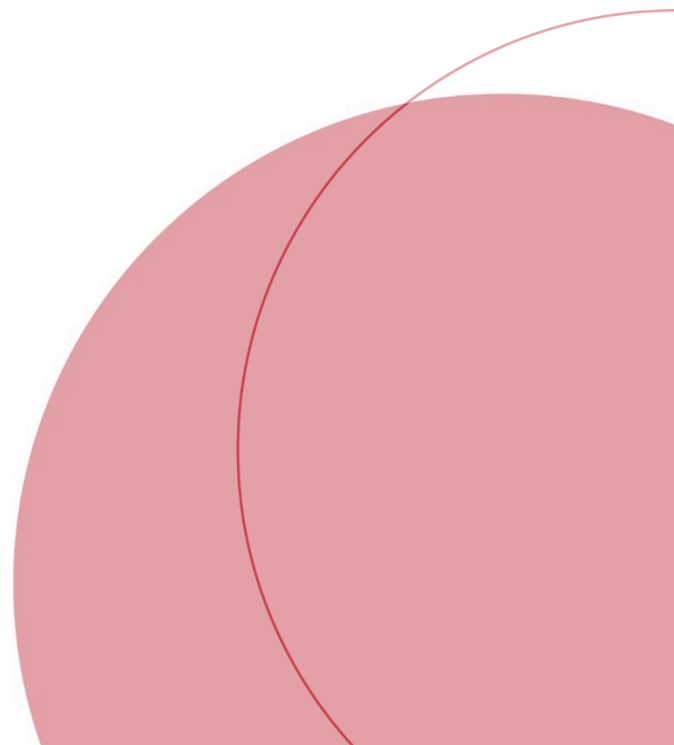
This handbook gives you key information about the International Foundation Programme. We recommend you keep it in a safe place as you will need to refer to it throughout the course, along with the BIBF handbook. It gives you information about your specific programme of study, the sources of support available 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. 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
Dr Haifa Khalaf Head of Academic Centre	5588	halmeer@bibf.com
Ahmed Abdulmoeen Bastaki Manager – UG & PG Academic Programmes	6337	abastaki@bibf.com
Noor Saleh Alzekri Manager - Business Development & Student Affairs	5517	nalzekri@bibf.com
Reema Mohamed Shah International Foundation Programme	5503	rshah@bibf.com
Abdulaziz Khalid Albahri Student Affairs & Complaints	6375	aalbahri@bibf.com
Alya Fadhel Alqassab Bangor University	6312	aalqassab@bibf.com
Latifa Abdulaziz Janahi Bangor University	6341	ljanahi@bibf.com
Rawan Samer Alarayedh Business Development	6347	ralarayedh@bibf.com
Noor Mansoor Darwish Academic Programmes	6376	ndarwish@bibf.com
BIBF Main Reception	5555	cs@bibf.com
BIBF Registration Department	5550	registration@bibf.com
BIBF Quality Assurance Department	6321 – 5589	qa@bibf.com
BIBF IT Support	5593	it@bibf.com
BIBF Emergency & Operations	5594	ops@bibf.com

STUDENT CALENDAR

International Foundation Programme (2024 - 2025) Semester I		
Activity		Date
Registration	Late Registration (+BHD 30)	15 – 26 September 2024
	No Registrations will be accepted after	26 September 2024
	First Instalment Deadline	Upon Registration
	Second Instalment Deadline (+BHD 30)	15 November 2024
Calendar	Student Induction	11 – 12 September 2024
	First Day of Classes	15 September 2024
	Prophet's Birthday Holiday*	15 September 2024
	Mid-term Assessment Week	27 October – 7 November 2024
	National Day Holiday	16 – 17 December 2024
	Last Day of Classes	29 December 2024
	New Year's Holiday	1 January 2025
	Semester I Final Exams	23 December 2024 – 7 January 2025
	Releasing of Results*	29 January 2025
	Appeal Period	30 January – 6 February 2025
Re-sit Exams	Semester I Make Up Exams	19 – 23 January 2025
	Semester I Re-sit Exams	4 – 9 February 2025
	Semester I Re-sit Exam Results*	13 February 2025
	Semester I Re-sit Appeal Period	16 – 20 February 2025
Mitigating Circumstances	Deadline for submitting the MC forms will be based on the attendance policy as per the student's handbook.	

STUDENT CALENDAR

International Foundation Programme (2024 - 2025) Semester II		
Activity		Date
Registration	Late Registration (+BHD 30)	16 – 27 February 2025
	No Registrations will be accepted after	27 February 2025
	First Instalment Deadline	Upon Registration
	Second Instalment Deadline (+BHD 30)	TBA
Calendar	Student Induction	11 February 2025
	First Day of Classes	16 February 2025
	First Day of Ramadan (Ramadan Scheduling)	1 March 2025
	Mid-term Assessment Week	30 March – 10 April 2025
	Eid Al Fitr*	30 March – 2 April 2025
	Labour Day	1 May 2025
	Last Day of Classes	22 May 2025
	Semester II Final Exams	25 May – 5 June 2025
	Semester II Grade Release *	26 June 2025
	Appeal Period	29 June – 3 July 2025
	Eid Al Adha*	6 – 9 June 2025
	Islamic New Year *	26 June 2025
Ashoora*	5 – 8 July 2025	
Re-sit Exams	Semester II Make Up Exams	16 – 19 June 2025
	Semester II Re-sit Exams	7 – 14 July 2025
	Semester II Re-sit Exam Results*	17 July 2025
	Semester II Re-sit Appeal Period	20 – 24 July 2025
Mitigating Circumstances	Deadline for submitting the MC forms will be based on the attendance policy as per the student's handbook.	

CLASS SESSIONS

Sundays and Tuesdays

Session	Day & Date	Notes	Hours
N/A	Sunday, September 15, 2024	Prophet's Birthday*	
1	Tuesday, September 17, 2024		2
2	Sunday, September 22, 2024		2
3	Tuesday, September 24, 2024		2
4	Sunday, September 29, 2024		2
5	Tuesday, October 1, 2024		2
6	Sunday, October 6, 2024		2
7	Tuesday, October 8, 2024		2
8	Sunday, October 13, 2024		2
9	Tuesday, October 15, 2024		2
10	Thursday, October 17, 2024	Make Up for Prophet's Birthday	2
11	Sunday, October 20, 2024		2
12	Tuesday, October 22, 2024		2
13	Thursday, October 24, 2024	Make Up for National Day	2
N/A	Sunday, October 27, 2024	Mid-term Assessment Weeks	
N/A	Tuesday, October 29, 2024		
N/A	Sunday, November 3, 2024		
N/A	Tuesday, November 5, 2024		
14	Sunday, November 10, 2024		2
15	Tuesday, November 12, 2024		2
16	Sunday, November 17, 2024		2
17	Tuesday, November 19, 2024		2
18	Sunday, November 24, 2024		2
19	Tuesday, November 26, 2024		2
20	Sunday, December 1, 2024		2
21	Tuesday, December 3, 2024		2
22	Sunday, December 8, 2024		2
23	Tuesday, December 10, 2024		2
24	Sunday, December 15, 2024		2
Total Hours			48

Mondays and Wednesdays

Session	Day & Date	Notes	Hours
1	Monday, September 16, 2024		2
2	Wednesday, September 18, 2024		2
3	Monday, September 23, 2024		2
4	Wednesday, September 25, 2024		2
5	Monday, September 30, 2024		2
6	Wednesday, October 2, 2024		2
7	Monday, October 7, 2024		2
8	Wednesday, October 9, 2024		2
9	Monday, October 14, 2024		2
10	Wednesday, October 16, 2024		2
11	Monday, October 21, 2024		2
12	Wednesday, October 23, 2024		2
N/A	Monday, October 28, 2024	Mid-term Assessment Weeks	
N/A	Wednesday, October 30, 2024		
N/A	Monday, November 4, 2024		
N/A	Wednesday, November 6, 2024		
13	Monday, November 11, 2024		2
14	Wednesday, November 13, 2024		2
15	Monday, November 18, 2024		2
16	Wednesday, November 20, 2024		2
17	Monday, November 25, 2024		2
18	Wednesday, November 27, 2024		2
19	Monday, December 2, 2024		2
20	Wednesday, December 4, 2024		2
21	Monday, December 9, 2024		2
22	Wednesday, December 11, 2024		2
N/A	Monday, December 16, 2024		
23	Wednesday, December 18, 2024		2
24	Thursday, December 19, 2024	Make Up for National Day	2
Total Hours			48

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	Set 1	Code	Set 2
BST100	Emerging Business Trends	STA100	Introduction to Statistics
MAT100	Introduction to Mathematics for Business and Finance	AWP100	Academic Writing and Presentation Skills
BEN100	Business English	ECO100	Introduction to Economics
ACS100	Academic Study Skills	ACF100	Principles of Accounting & Finance

INTENDED PROGRAMME LEARNING OUTCOMES

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

A – KNOWLEDGE AND UNDERSTANDING	
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 – INTELLECTUAL SKILLS	
1	Analyse and evaluate information 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.
C – PRACTICAL SKILLS	
	Not applicable
D – TRANSFERABLE SKILLS & PERSONAL QUALITIES	
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.

UNITS OVERVIEW

Academic Study Skills (ACS100)

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 (BST100)

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 (BEN100)

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 (ECO100)

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 (MAT100)

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 (AWP100)

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 (STA100)

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 (ACF100)

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, and discussed in class by the lecturer.

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

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
90% and above	Pass with Distinction
80 – 89%	Pass with Merit
70 – 79%	Pass Credit
50 – 69%	Pass
0 - 49%	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

Mandatory midterm examinations or assessments will be conducted for each of the listed modules, excluding the (Academic Study Skills and Academic Writing & Presentation Skills module). The weight of the assessment will differ from one module to another. The dates will be communicated to all students via email

END OF SEMESTER EXAMINATIONS

There will be mandatory End of Semester Examinations carried out by the end of the semester. The weight of the assessment will differ from one module to another. The dates will be communicated to all students via email.

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 ASSESSMENTS

BIBF's policy is that marked assessments 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 appeals. If you have concerns about your marks, start by discussing them with the course lecturer who assessed you. If your concerns persist, you should raise the matter with the Quality Assurance Department, who will guide you on the next steps. All appeals must be submitted online by filling out the Appeal/Review Form, along with a fee of BD 25 (per module), to the Quality Assurance department no later than 5

working days after the publication of the results. It is your responsibility to provide evidence to support valid grounds for the appeal. Please note that students cannot appeal against the academic judgment of the examiner. For more information on the 'grounds for appeal', refer to the Appeal/Review Form.

BIBF's QA Code of Practice– CH05-02-02 Malpractice, Appeals and Complaints describes the procedure for the hearings of appeals. <https://www.bibf.com/appeal-form/>

ATTENDANCE GUIDELINE AND MITIGATING CIRCUMSTANCES

What happens when I am absent for a class?

We would like to emphasize the significance of attendance and punctuality at the BIBF. 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. Each student has a specific maximum number of absences allowed for any reason. **No mitigating circumstances are allowed for attendance, unless during exceptional circumstances.**

Please refer to the information provided below:

48 Sessions Class	
Number of Absence	Warning Level
4 sessions	Student receives 1st Warning Letter
6 sessions	Student receives Final Warning Letter
10 sessions	The student receives a Declaration Letter , indicating that they have reached the maximum number of absences for that module.
11 sessions	Student is withdrawn from the module.

24 Sessions Class	
Number of Absence	Warning Level
2 sessions	Student receives 1st Warning Letter
3 sessions	Student receives Final Warning Letter
5 sessions	The student receives a Declaration Letter , indicating that they have reached the maximum number of absences for that module.
6 sessions	Student is withdrawn from the module.

12 Sessions Class	
Number of Absence	Warning Level
N/A	Student receives 1st Warning Letter
2 sessions	Student receives Final Warning Letter
3 sessions	The student receives a Declaration Letter , indicating that they have reached the maximum number of absences for that module.
4 sessions	Student is withdrawn from the module.

7 Sessions Class	
Number of Absence	Warning Level
N/A	Student receives 1st Warning Letter
N/A	Student receives Final Warning Letter
2 sessions	The student receives a Declaration Letter , indicating that they have reached the maximum number of absences for that module.
3 sessions	Student is withdrawn from the module.

6 Sessions Class	
Number of Absence	Warning Level
N/A	Student receives 1st Warning Letter
N/A	Student receives Final Warning Letter
2 sessions	The student receives a Declaration Letter , indicating that they have reached the maximum number of absences for that module.
3 sessions	Student is withdrawn from the module.

**Please note that each session accounts for 2 hours.*

Mitigating Exceptional Circumstances

Students eligible to apply for this form of mitigation are those experiencing the following circumstances, and the form should be submitted within 48 hours of the incident. This information should be made known to the center before the withdrawal letter is sent.

Chronic Illness or Surgery

Evidence Required: a sick leave certificate as well as a comprehensive medical report. The medical report should clearly outline the history of the chronic illness, or reason for hospitalization/surgery on the specific date. Both documents are required to support your request for an excused absence. Should there be any special accommodations required as a result of the chronic illness / surgery please attach them in this form

Death of Close Family Relative

Evidence Required: In addition to attaching the death certificate, kindly provide the degree of their 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.

Please submit the request in the link: <https://www.bibf.com/academics/exceptional-mitigation/>

What happens when I am absent for an assessment?

For each module, a student is permitted to makeup

No. of makeups		Assessment Type
1 Make Up Opportunity		Coursework*
1 Make Up Opportunity		Final Exam/Final Assignment

**Coursework means Test 1, Test 2 and Assignment, or any assessment done during the semester excluding the final.*

You will need to submit a mitigating circumstances request for your assessment.

Access the Mitigating Circumstances Request form using the provided link:
<https://www.bibf.com/academics/mitigation/>

1. Complete the form by providing all the necessary details, including any supporting evidence that can substantiate your case.

2. Please ensure that you include any relevant documentation or evidence to support your request.

Once you submit your request, your case will be discussed, and you will be provided with a decision letter *accordingly*.
Please note that without a request form, we cannot process your claim, and you will be considered Absent from the class or assessment. Submission of any documents/request via email is not accepted.

3. Your deadline to submit the mitigating circumstances form for assessments is 48 hours.

Missing a Test

Accepted Mitigating Circumstances

Upon acceptance of the mitigating circumstances request, you will be allowed to take an assessment that contributes to your total coursework weight without your grade being capped at a pass.

Rejected Mitigating Circumstances

If your mitigating circumstances request is rejected, and your total coursework is a fail, you will have the option to sit for a coursework re-sit. However, your total coursework grade will be capped at a passing grade after the re-sit.

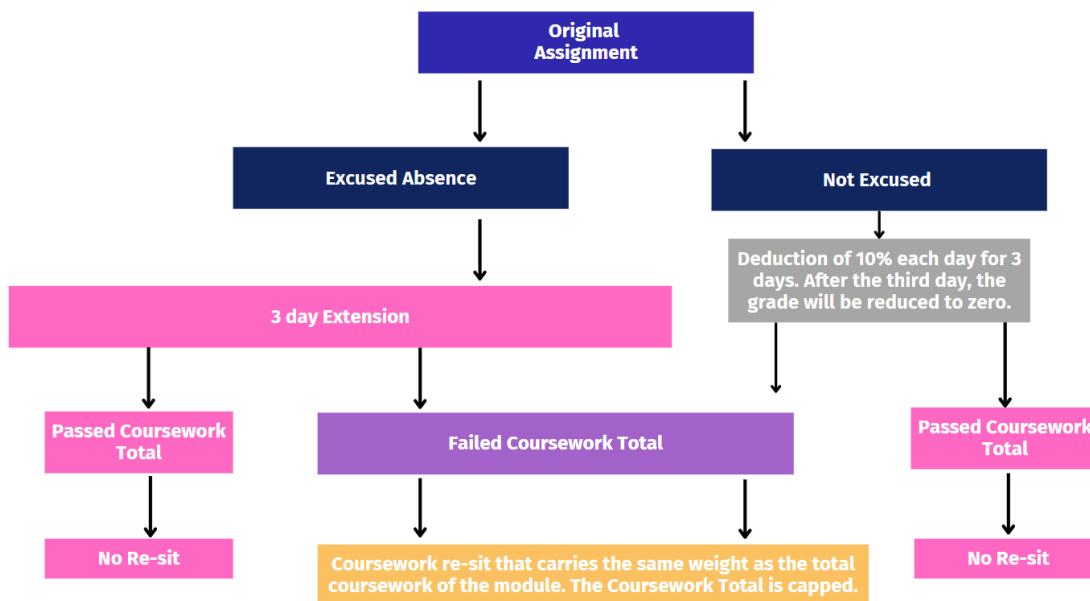
Missing an Assignment Deadline

Accepted Mitigating Circumstances

Upon acceptance of the mitigating circumstances request, you will be granted a 3-day extension from the original deadline date.

Rejected Mitigating Circumstances

If your mitigating circumstances request is rejected, you will incur a deduction of 10% each day for 3 days. After the third day, the grade will be reduced to zero.



What is considered acceptable and what is not?

Accepted

Sudden Serious Illness/Hospitalization

Evidence Required: 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: 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: 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 BIBF Programme.

VISA Interview the

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.

List of Approved Medical Centers

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

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 the IFP Student's Announcement Group. The student email and WhatsApp will be used for communicating the following:

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

It is the sole responsibility of the student to ensure that their contact information is updated with the BIBF at all times. To receive more IFP announcements, you can reach out via **WhatsApp at 1781 5503**.

Additionally, ensure you join the group through this link: <https://chat.whatsapp.com/HkWQtu6LM7GIOKrAiL1uwT>

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:

- Latifa Janahi, Senior Officer (ljanahi@bibf.com)
- Abdulaziz Albahri, Senior Officer (aalbahri@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 are academically qualified for the BIBF International Foundation Programme but do not meet the standard 75% score or the minimum English language requirement. These students must agree to and adhere to the conditions outlined in their Conditional Acceptance Contract. The Institute will collaborate closely with conditionally admitted students to create a plan for meeting the specified conditions. Upon fulfilling these requirements, students are granted full admission to the program.

Students can hold conditional acceptance status for only one semester. Regular status is attainable only after achieving the academic standards outlined in the conditional acceptance. Conditional Acceptance Contracts are provided to students upon completion of various assessments, such as Verbal Interviews. Once enrolled, the Institute monitors students' grades to ensure they meet the minimum passing grade or other standards specified in the conditional acceptance letter.

SUMMARY OF HOURS AND CREDITS

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

* The aforementioned credits are as per the approved NQF Level 5.

PROGRESSION RULES

1. Students need to pass all modules to be accepted in Bangor Diploma Programmes or University of London.
2. To progress to Year 1 of the Bangor Programme, a minimum IELTS score of 6.0 with at least 5.5 in each band or a 60% score in Business English is necessary. The University of London requires an IELTS score of 6.0 with a minimum of 5.5 in each band as well.
3. Progression to Year I DSBA requires 90% in MAT100 and STA100, and a minimum overall of 85%.

FEES STRUCTURE

1. A non-refundable BD 30/- application fee
2. New Fees starting 2024-2025 intake, onwards: A one-off Registration payment at the time of registration BHD 100/-
3. The Tuition fee per semester for the BIBF International Foundation programme BD 2,500/- (BD 625 per course). This excludes Books and/or Lab Fees.
4. In case of drop out from the programme, 50% of the fee will be refunded at a maximum of the first two weeks of the start of the semester. Thereafter, no refund will be made.
5. Refund claims will not be accepted without presenting the original receipt.
6. In case of temporary withdrawing from the course due to medical, family or work reasons, no refund will be made. However, subject to the approval, students can join the programme later to continue their study.
7. Student must inform the Admin Officer in writing whether he/she is withdrawing from the programme temporarily or permanently. Please note that in this case they must pay the latest fee applicable at that time. And, if there is any change in course structure during this break, they must study the latest one. It is not the responsibility of BIBF to offer the previous course structure. **For more information, please contact the Business Development Manager.**
8. A non-refundable fee of BHD 25 per subject will be charged for re-sit exams. Furthermore, a fee of BHD 25 is applicable for appeal requests, and will only be refunded in the event of a grade change.

9. These fees apply to the academic year 2024-2025. BIBF reserves the right to change the fee structure without notice.

RE-SIT GUIDELINES

Failing a Coursework

What is meant by the term “Coursework”?

Coursework refers to any form of assessment conducted within the semester, such as mid-term, tests and assignments/projects.

What happens if I fail a specific test or an assignment?

If you fail a specific test or assignment, you cannot retake that particular test or assignment. You must calculate your total coursework to determine your eligibility for a coursework re-sit assessment.

How to calculate my total coursework?

To calculate your total coursework, sum up all assessments completed within the semester, including tests and assignments.

What happens if my total coursework is above a passing grade (pass)?

If your total coursework grade is a pass or higher, you are not eligible to take the coursework re-sit. This policy is in place because the re-sit is designed to raise your grade to a passing level and not higher.

What happens if my total coursework is below a passing grade (fail)?

If your total coursework falls below a passing grade, you will have the opportunity to sit for one re-sit assessment that accounts for the total weight of your coursework. This assessment will cover all the topics included in your coursework.

What happens if my new coursework grade is lower than my original coursework grade?

If your new total coursework grade is lower than your original total coursework grade, the higher grade will be taken into consideration.

Failing an Overall Grade

What is meant by the term “Overall Grade”?

Overall Grade refers to the sum of all your grades, which includes the total coursework and the final assessment grade.

What happens if my Overall Grade is below a passing grade (fail)?

If your Overall Grade is below a passing grade, you will need to identify whether you are eligible for the final assessment re-sit, in other words, if the reason why you have failed your overall grade is due to failing your final assessment. As during that stage, only the final assessment re-sit is offered.

How can I identify whether I am eligible for a Final Assessment Re-sit?

The grade release email you received includes a PDF attachment that provides a detailed breakdown of your grades.

Course / Code	Introduction to Mathematics for Business and Finance / MAT100		
Student ID		Year/Semester	/ Semester I
Name		Final Grade	47.00

Sr.	Assessment	Type	Status	Weight	Mark as per weight	Grade
1	Test 1	Course Work	Approved	40.00	21.60	Pass
2	Test 2	Course Work	Approved	40.00	26.80	Pass
3	Final Exam	Final Exam	Approved	60.00	20.40	Fail
4	Coursework Capped to Pass	Resit Course Work		40.00		

1. To be eligible for the final assessment re-sit, you must have failed your overall grade, including failing the final exam/assessment.
2. If your final assessment is a pass but you have failed your total coursework, you are not eligible to re-sit the final assessment.

*Please refer to the **red** box.

If you have failed overall grade due to failing your total coursework, but you passed your final assessment, you will be required to retake the module.

How to identify whether the final assessment re-sit will help you pass?

Opting for the re-sit will limit your maximum grade for the Final Assessment to a passing score. Let's say, for instance, you have a re-sit for Introduction to Statistics due to failing the overall and final exam. Since the Final Exam holds a weight of 60% in the overall grade for Introduction to Statistics, your highest achievable score in the Final Exam Re-sit would be 30%.

Please ensure that you will be able to pass by combining your final exam re-sit grade (which is just the pass grade) with your coursework, such as assignments and mid-term exams. If you have obtained very low scores in your coursework, there's a chance that you won't be able to pass solely through the final exam re-sit. In such cases, you will be required to renroll in the module.

Let's consider two examples to illustrate this:

Example 1

Introduction to Statistics

Student Name	Test (20%)	Test (20%)	Re-sit Final Exam (60%)	Total
Mohamed	10	10	30	50%

In this example, the final exam re-sit offers the possibility of achieving a passing overall grade.

Example 2

Introduction to Statistics

Student Name	Test (20%)	Test (20%)	Re-sit Final Exam (60%)	Total
Sara	2	3	30	35%

*In this example, the final exam re-sit **does not** offer the possibility of achieving a passing overall grade.*

In this example, please be aware that the maximum score you can achieve for the re-sit is 30%. This is due to the assessment weight being 60% and the re-sit being capped at a pass, which accounts for 50% of the weight of the final assessment.

The below will specify the specific weight allocated to the Final Exam, which does vary across different modules:

Module	Original Final Exam Weight	Capped to Pass Weight
Introduction to Mathematics	60%	30%
Emerging Business Trends	40%	20%
Academic Study Skills	25%	12.5%
Business English	60%	30%
Introduction to Statistics	60%	30%
Introduction to Economics	40%	20%
Principles of Accounting & Finance	60%	30%
Academic Writing and Presentation Skills	70%	35%

After sitting for the Final Exam Re-sit assessment, your Re-sit Final Assessment grade will be capped at a pass.

How to register for the Final Assessment Re-sit?

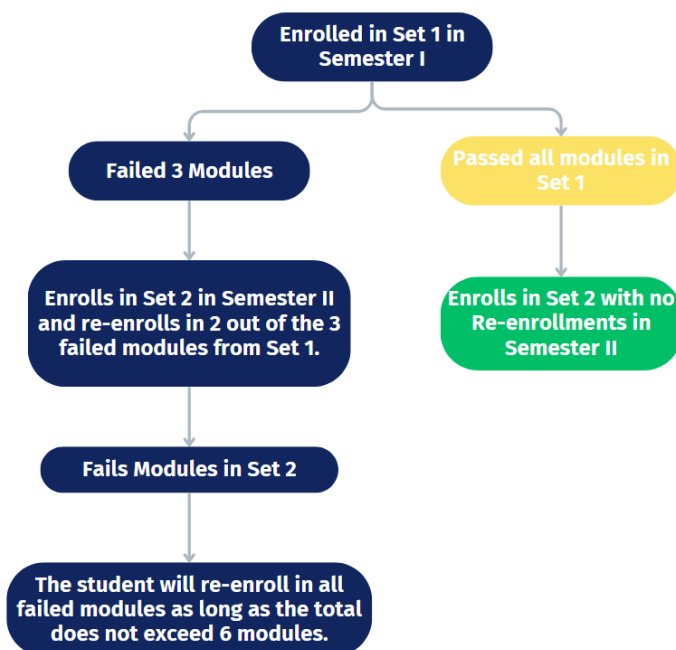
Please make sure to register for the re-sit and note that there is a payment of BHD25 per module. Upon selecting the modules, you need to re-sit, you will be directed to the payment page.

The re-sit registration link: [Re-sit Exams Registration - BIBF Academics Degrees](#)

If a student's grade continues to be a fail even after the re-sit, they are mandated to re-enroll, as they cannot advance to Year 1 without successfully completing it.

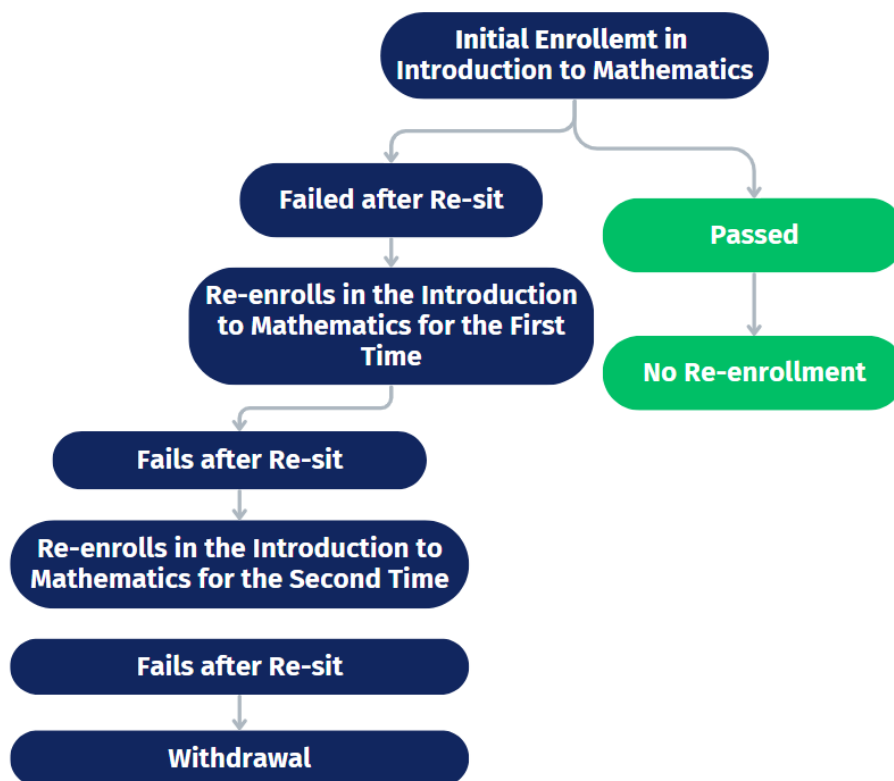
For students progressing to modules from the following set after failing modules in their first set (Set 1 to Set 2 or vice versa), they can re-enrol in a maximum of 2 modules.

If a student is only re-enrolling, they have the option to enrol in up to 6 modules.



*Please note that you cannot carry forward the modules you need to re-enroll into Year 1 since progression to Year 1 is only possible after successfully passing all modules in the International Foundation Programme.

Students are allowed a maximum of two re-enrollment attempts per module. Upon utilising all re-enrollment opportunities, students must withdraw from the program. Please refer to the below illustration example:



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 the event of postponement or discontinuation of studies, students must submit their request in writing by completing a "Special Cases Request Form." Please make sure to reach out to the Business Development Manager - Ms. Noor AlZekri (17815517/nalzekri@bibf.com). Students will retain the ability to claim credits for modules they have successfully completed without needing to re-enroll if they register in the academic year immediately following or the subsequent one (within a 3-year 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 adhere to the same standards of conduct as other students attending courses at the 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 the BIBF Malpractice Guidelines.

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 reserves the right to take disciplinary action regarding behavior that impacts the public, lacks honesty and peacefulness, and harms the reputation 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

Students are expected to adhere to specific standards of classroom etiquette. Classroom etiquette refers to the way students should act when class is in session, and we'd like to discuss conventions related to being respectful in class, participating fully and more:

Be Respectful

Being respectful is vital in every class meeting and outside of class as well, and the behaviors described below are ways to demonstrate the respect you have for your lecturers and your fellow learners in the classroom.

Address the Lecturer Correctly

It is important to be familiar with the lecturer's name so that you can ask a question or address him/her when needed. If a lecturer has a PhD or some form of a doctorate, you will most likely refer to him/her as Dr. or "Professor" along with his/her first/last name.

If the lecturer does not have a doctorate, you can generally use Mr. or Ms. along with the lecturer's first/last name.

Using Cell Phones during Class Hours

Turning off your phone during class is best to avoid disrupting the lecture. If you can't turn it off, it should be set to silent/vibrate so that it does not make any sound during the class, which would disrupt the class.

In rare circumstances where you may need to take an important call, such as in an emergency, you should ask the instructor if you may leave to take the call.

Stay on Task

Students can converse before the lecturer gets into class or before the class begins. However, all side conversations should end once the lecturer starts the session.

Throughout the class, if you fail to hear something the lecturer says, you can ask the lecturer questions by raising your hand, but do not get into a conversation with a nearby classmate, which can be very distracting and disrespectful towards the lecturer and your classmates.

Be on time and stay the entire class

When students come to class late, it can distract the lecturer and other students. 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. Leaving early is very similar to coming to class late. As it can be distracting to go to class late, it is also very distracting to get up and leave before the class is over. Continuous walking in and out of the class is considered unacceptable. Please let us know if you have any medical reasons that require you to exit the classroom multiple times.

Class Participation

By actively engaging in class participation, you enhance your learning experience and improve information retention. It is crucial to prepare and read in advance. Stay updated on the material scheduled for each class session. Review your syllabus for each course and identify the required reading assignments before each class. Typically, it is advisable to read the chapters that will be discussed in class before the corresponding class session.

Do Not Bring Food or Drink to Class.

Food and drinks are not allowed in classrooms except for water.

This list of etiquette tips will provide you with a general idea of what will be expected of you in the classroom, but we also encourage you to ask your lecturers about issues that come up during the semester.

If you're not sure what's acceptable in the classroom, simply ask the lecturer what his/her preference is.

USAGE OF SOCIAL MEDIA

Social media can disseminate inaccurate information to the public. Its use may also compromise the privacy of both lecturers and students. Therefore, it is strictly prohibited to record any class interactions without prior permission or consent. Your comments and online activities on social media platforms can reflect on the reputation of the BIBF. It is essential to be cautious and avoid any communications that could harm the reputation of the institution, its staff, or students. Students suspected of misusing social media in a manner that constitutes misconduct may face investigations or disciplinary measures, including the possibility of being 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 and AI which is between 1% - 24%, or as specified by the guidelines of the assessment.

If a member of the teaching staff suspects that plagiarism has occurred, you will be asked to justify your actions. If plagiarism is identified, depending on the extent of the offence, penalties will be applied as confirmed by the CMARG Committee. For the plagiarism guidelines, please refer to the **BIBF QA Guide: "Reference It Right"** and **Chapter 5 of the Quality Code of Practice**.

Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) Plagiarism falls under academic misconduct. Students who wish to use AI in their work must follow the below guidelines:

1. Students must read and consider all guidance on academic misconduct (BIBF Code of Practice).
2. Paraphrasing the generated work of AI without acknowledgement and citation is considered AI plagiarism. This includes making minor changes to generated work by substituting words or deleting words. The sources of any materials that have been translated by AI must also be acknowledged.
3. The best way to avoid AI plagiarism is to ensure that the source of every piece of information included in work produced for assessment **MUST BE** cited.
4. Turnitin similarity report that is generated to students does not reflect the AI report (A feature that is only accessible to faculty).
5. All cases of AI detection will be escalated to Quality Assurance (CMARG).

When citing information produced by AI, students MUST follow proper citation as well as the following:

1. Use AI software responsibly and ethically and avoid relying on them excessively or misusing them to generate content that is not their own original work.
2. Cite and reference any output from AI software or technologies that was either paraphrased or directly quoted in writing, using the closest source types in the referencing style being used.

<p>In-Text Citations: After using AI-generated content, include a parenthetical citation with the company name and the year you accessed it. (OpenAI, 2023).</p>	<p>References List: In a reference list, this format can be followed: “Company. (Year). AI Name (version) [Descriptor]. URL”.</p> <p>OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. ChatGPT (openai.com).</p>
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3. Fill in the AI declaration statement at the front page of their assessment.

When using AI, make sure to save and submit all work progress including the drafts, the prompt, the paraphrasing or summarised content.

Module Exemptions

The use of Artificial Intelligence (AI) in language modules (e.g. HEC Arabic, Business English, Academic Study Skills, and Academic Writing and Presentation Skills) is entirely prohibited to maintain academic integrity and fairness.

Modules that are ACCA exempted or ones that require human judgement and critical thinking, the use of AI is **not permitted** unless stated otherwise by the module leader or the lecturer.

Below are **some examples** of modules where the use of Artificial Intelligence (AI) is strictly prohibited. Any detection of AI usage will result in severe consequences:

- Taxation
- Corporate Finance
- Advanced Corporate Finance
- Advanced Audit
- Audit and Assurance II
- Financial Accounting

- International Financial Accounting and Reporting
- Islamic Commercial Jurisprudence
- Islamic Economic Thought
- Islamic Commercial Banking
- Islamic Investment Banking
- Accounting, Auditing & Governance for Islamic Financial Institution

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 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. Preventing the student from using BIBF facilities or services for a specified period as outlined in the disciplinary decision.
5. Preventing 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. You are responsible for attending examinations in accordance with the published schedule.
2. As a student, if you are late, you will not be permitted inside the hall.
3. You must bring your Student ID/CPR/Driver's License to the examination room. You will not be allowed to sit for the exam without any form of identification. No exemptions will be made.
4. It is mandatory to occupy your designated seat. Refer to the table shared in the Student Announcement group for your room and seat allocations.
5. If there are suspicions of cheating or unauthorized communication with another student during exams, your case will be reported to the CMARG Committee as per the BIBF Quality Code of Practice for investigation, potentially leading to severe penalties.

EQUIPMENT AND MATERIALS PERMITTED IN EXAMINATION

1. You must bring your own stationery.
2. You are not permitted to bring any notes, papers, or notepad to an examination hall, even if it is blank.
3. You are allowed to answer ONLY in the answer book. Answering in the question paper is not allowed and will not be marked.
 - a. It is mandatory to correctly fill out the cover of your answer book with your student ID and group. Incorrect details could lead to the cancellation of your paper.
4. 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 deemed necessary.
5. You are not permitted to use a mobile phone as a calculator.
6. It is mandatory to turn off mobile phones and smartwatches and store them in lockers throughout the entire exam period. The responsibility lies with you to leave your phone and personal items in your car. BIBF will not be liable for any lost or damaged devices. Possessing a mobile phone or any prohibited device during the exam/test may result in an investigation.
7. Except for open book examinations:

- a. No reading material is permitted in the examination room.
- b. Electronic devices, such as laptops, smartwatches, and phones, are not allowed during the exam. You must store these items in the lockers. BIBF is not responsible for any lost items.
- c. You are not permitted to bring your own notepaper or 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 permitted to leave the exam room for comfort breaks or restroom visits unless you have a medical condition that requires attention. If so, please disclose this information to the coordinator in advance.
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. If you wish, you may ask for additional papers by raising your hand.
4. 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.
5. You are not permitted to communicate or attempt to communicate with other candidates during the examinations.
6. If you need any help or have any problem, you should raise your hand and ask the invigilator. **DO NOT CALL OUT.**
7. 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.
8. Smoking, eating, and drinking are **NOT** allowed, except for water.
9. 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 both 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 before handing your answer book back to the invigilator. If you leave your paper on your desk and it is lost, you will be marked as absent for the exam.
5. You are **not** permitted to leave the examination room until authorised to do so by the invigilator.
6. If you leave before the end of the examination, do so quietly so as not to disturb other candidates.

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 dealt with through **CMARG Committee – Chapter 5 of the Code of Practice.**
2. If evidence is acquired by an invigilator, s/he will confiscate and retain any evidence and will report the situation to the Quality Assurance Department for **immediate** action.
3. Academic malpractice includes any actions that may be interpreted as cheating or seeking unfair advantages (e.g., communicating with others during the exam) and any violation 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 Head of Operations on **1781 5559** or Assistant Manager 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 with the Nurse on the First Floor.

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 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 of Operations & IT so that appropriate measures can be taken.
4. Eating and drinking is prohibited in classrooms and all public areas except the cafeteria.
5. Floors must be kept clean, dry, and free from trip hazards such as cables or protruding power sockets.
6. Temperatures in all classrooms, offices and public areas will be maintained at a comfortable level and rooms will be adequately ventilated.
7. Adequate lighting levels will be maintained as appropriate to each workspace.
8. 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.
9. 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.
10. Smoking and vaping are strictly prohibited within the BIBF building. Students caught violating this rule will face disciplinary actions.
11. Fire exits and exit routes must be kept clear. No combustible materials should be stored or left near exits or on exit routes.

