

# Kingdom of Bahrain

## Higher Education Resolutions (2007)

### Resolution Number 1 of the year 2007

**Article One:** A log book shall be created in the Secretariat General of the HEC in order to enlist the applications submitted by the Private Higher Education Institutions (PHEIs).

**Article Two:** Applications to establish PHEIs shall be submitted to the Secretariat General of the HEC. Each applicant may apply to more than one Higher Education Institution and the HEC shall consider each application separately.

**Article Three:** The Applicant for a license shall attach to the application the documents and statements shown on the License Application Form.

**Article Four:** The Secretariat General of the HEC shall refer the application to the Educational Checking Committee to check it against the criteria and terms of licensing PHEIs. Thereafter, the Secretariat General prepares a report on the application and then refers the application along with the report to the HEC not later than a month from the date of submitting the application and the HEC may extend that period if the checking procedures requires so.

**Article Five:** The HEC shall decide upon the application whether by approval, decline or amendment not later than four months from the date of submitting the application. If the mentioned period passes without a response, the application will be considered and the applicant will be informed of the reasons refusal.

**Article Six:** A license shall be revoked in the following cases :

- (a) If the project is not executed within three years from the date of issuing the license but exemption shall be granted if :
  - 1. The delay in executing the project is for a cause beyond the control of the licensee .
  - 2. The completed part of the project confirms the seriousness the licensee .
  - 3. If the public's interest necessitates a grant of extra time to the licensee to complete the project .
- (b) If the licensee violates the schedule submitted by him for the execution of the project .
- (c) If the licensee fails to provide the financial guarantee or academic review fees within the period referred to in Article 10 of this Resolution .

A decision to cancel the license shall be issued by the HEC.

**Article Seven:** A license shall not be assigned except with the approval of the Higher Education Council.

**Article Eight:** Upon approval of the HEC an official decision to affect the license will be granted to the applicant from HE the Minister of Education, the Head of the HEC.

**Article Nine:** An institution seeking a license shall seek to achieve the objectives of the Higher Education stipulated in Article Two of Law No. (3) for the year 2005 pertaining to the Higher Education.

**Article Ten:** An applicant for a license shall provide the financial guarantee and the institutional review fees referred to in the Financial Regulation within three months from the date of issuing the licensing decision.

**Article Eleven:** An educational institution shall not stop its activities nor shall it refrain from observing its mission except upon obtaining the HEC's approval. In case of the desire to discontinue the activities, an institution shall file an application to this effect at least one academic year prior to the date proposed for discontinuing the said activities indicating the proposed actions to safeguard the interests of students and employees of the said institution.

**Article Twelve:** A license shall be enforced according to the conditions set forth in this Resolution and according to the regulations and decisions regulating the academic, financial and administrative affairs of higher education and the regulations for buildings and facilities of higher education institutions that the HEC issues.

**Article Thirteen:** An institution shall produce internal regulations organizing its academic, financial and administrative affairs according to the terms and provisions of the license. Such regulations shall be approved by HEC before the institution commences its activities. Such regulations shall not be amended without the approval of the HEC.

**Article Fourteen:** An institution shall comply with the laws, decrees, regulations and resolutions applied in the Kingdom of Bahrain .

**Article Fifteen:** The amendment procedures of a license shall be organized by a decision from the HEC.

**Article Sixteen:** PHEIs shall comply with the Quality Assurance Authority (QAA) standards.

**Article Seventeen:** In case an institution introduces a programme or specialization not included in the license issued thereto, the institution shall undertake to obtain the HEC's approval as per the rules and procedures of amending the

license and the institution shall attach the following documents to its application:

- a) Objectives of the programme and the beneficiaries thereof.
- b) Justifications for the introduction of the programme or specialization in terms of the objectives it seeks to achieve and the needs of the local and regional markets for its graduates.
- c) Details of the programme's academic plan indicating the number of credit hours, required curriculums for completing it and the needs of the local and regional markets for its graduates.
- d) The timeframe required to provide the requirements of the programme of the specialization in terms of buildings, lecture rooms, laboratories equipped with the latest educational facilities and also a timeframe to provide the necessary faculty members to deliver the new programme or specialization, their academic qualifications and their teaching hours.
- e) A statement of the available infrastructure in the institution for offering the programme.
- f) Co-operation agreements with higher educational institutions or training organizations in the area of specialization or programmes required to be introduced, if available.
- g) A statement showing the specializations and programmes included in the institution's license and the number of its students.
- h) A timeframe to provide the necessary learning resources in terms of books, periodicals and facilities.
- i) A report on the research undertaken about localizing the launched programme.
- j) Provide an outlook of the number of students expected to be admitted into the programme in the first five years.
- k) Mention similar programmes provided by other institutions and the numbers of students registered therein.
- l) Determine the programmes launching date.

**Article Eighteen:** The Secretary General of the HEC shall effect this Decision and to be implemented from the date of its publication in the Official Gazette.

### Resolution number 2 for the year 2007

**Article One:** The following words and expressions shall have the meanings assigned against each unless the context otherwise requires:

1. **Minister:** Minister of Education.
2. **The Head of HEC:** The Head of the Higher Education Council.
3. **HEC:** Higher Education Council.
4. **General Secretariat:** HEC General Secretariat.
5. **Secretary General:** HEC Secretary General.
6. **Institution:** Private higher education institution.
7. **Institution's President:** President of a higher education institution.

**Article Two:** Each non-Bahraini private education institution whose head office is based outside the Kingdom shall comply with the following :

1. Regulations applicable in the home country and the laws and regulations applicable in the Kingdom of Bahrain.
2. The institution is recognized by the HEC.

At least 25% of the academic staff of the main institutions branch should be full-time employees.

**Article Three:** Private higher education institutions (PHEIs) shall comply in their activities and operations with the laws and regulations applicable in the Kingdom of Bahrain.

**Article Four:** Internal regulations by the institution shall regulate the affairs of non-faculty employees according to the laws and regulations applicable in the Kingdom of Bahrain.

**Article Five:** Institutions, that are licensed in the Kingdom of Bahrain, shall have the following forms :

1. **Institute:** It is an institution that awards a diploma, associate diploma or both that are less than a BSc. degree .
2. **College:** It is an institution that awards a University degree or more and may award other higher educational qualifications .
3. **University:** It is an institution that comprises a number of colleges or institutes, or both, provided that they are not less than three .

#### **Article Six**

1. Each institution shall have a full-time President to undertake the management thereof to be appointed by a resolution of the Chairman upon the nomination of the institution's Board of Trustees and with the approval of the said Board .
2. The institution's President shall fulfill the following conditions:
  - a) **University or College President:** Should have a PhD. degree or equivalent thereof from a recognized institution with suitable experience enabling him/her to manage the institution academically and administratively .
  - b) **Institute's Principal:** Should have suitable experience enabling him/her to manage the institution from the academic and administrative aspects, provided that his academic qualification shall not be less than an M.A.

degree or equivalent thereof .
3. The institution's President shall report to the Board of Directors while running the institution .
<b>Article Seven:</b> A Vice President of the Institution shall fulfill the same conditions to be fulfilled by the President. The institution's internal regulations shall determine the number of Vice-Presidents and their powers .
<b>Article Eight:</b> A College Dean should have a PhD or an equivalent thereof from a recognized institution and should have worked in the academic field for a period of at least 4 years after obtaining the PhD degree .
<b>Article Nine:</b> An Academic Department Head should have a PhD degree or an equivalent thereof from a recognized institution and should have worked in an academic field for a period of no less than two years after obtaining his PhD degree .
<b>Article Ten:</b> Each institution should have a Board of Trustees to be formed according to the rules set by the HEC, provided that its members are no less than five experienced and specialized people. The institution's internal bye-laws shall determine his capacity and job specifications.
<b>Article Eleven:</b> 1. The faculty of an institution should comprise the following : a) Professor . b) Associate professor . c) Assistant professor . d) Lecturer . e) Teacher . 2. The following conditions should be observed and considered for filling faculty vacancies from outside the institution : a) <b>Professor:</b> should have a PhD degree or equivalent thereof and must have assumed the post of professor in an institution recognized by the HEC . b) <b>Associate Professor:</b> should have a PhD degree or equivalent thereof and must have assumed the post of associate professor in an institution recognized by HEC . c) <b>Assistant Professor:</b> should have a PhD degree or equivalent thereof . d) <b>Teacher or Lecturer:</b> should have an MA degree or equivalent thereof . e) <b>Teaching Assistant or Teaching and Research Assistant:</b> should have a BSc. degree or an equivalent thereof . <b>3.Promotion of Faculty Members :</b> The internal bye-laws shall contain provisions for promoting faculty members provided that the following criteria are met : <b>a) Promotion to the Position of a Professor :</b> To be promoted to the position of a Professor the candidate : -Must have a PhD degree or equivalent thereof in the area of his specialization from a recognized institution . -Should have spent five years in the position of Associate Professor . -Must be highly efficient in teaching . -Must have published an academic work in an academic magazines or published authoritative books, provided that one half of his academic work was completed during his employment in the institution . -Should have shown efficiency in organizing and developing academic research in the department in which he works . -Must have effectively contributed to academic and administrative tasks. <b>b) Promotion to Associate Professor :</b> To be promoted to an Associate Professor the candidate must : -Have a PhD degree from a recognized institution . -Have spent five years in the position of Assistant Professor . -Be highly efficient in teaching . -Have published valuable and original academic work in academic arbitrated magazines or published books, provided that one-half of his academic work was completed during his employment in the institution . -Have provided valuable services to the institution and the community .
<b>Article Twelve:</b> The following should be observed when organizing the affairs of the institution's faculty : <b>1. In the BSc. Level :</b> a) The ratio of students to the faculty members should be a maximum of 35:1 in humanity courses and 25:1 in scientific courses . b) A college may seek the assistance of part-time faculty members provided that they do not constitute more than 25% of the total faculty members . <b>2. In the Higher Studies Level :</b> a) The ratio of students to the faculty members shall be as follows : 1: 25 for the higher diploma level . 1:15for the MA and PhD level .

b) The ratio of the full-time faculty members to the total number of faculty members (on full-time and part-time basis) must not be less than 50% .

**3. General Provisions for both BSc and Higher Studies Levels :**

- a) The institution shall be obliged to provide the General Secretariat with all required documents and certificates for each faculty member it recruits .
- b) The maximum teaching hours for a faculty member should be 15 credit hours (Five subjects) and when necessary such hours may be increased by no more than 6 credit hours (Two subjects) for each member with remuneration, provided that the number of subjects taught by a faculty member in each semester must not exceed seven subjects.
- c) At least three faculty members with PhD degrees should be recruited for each specific specialization, provided that at least one of them must be employed in the position of Associate Professor. Such specializations in each institution shall be determined by an HEC resolution.
- d) Save for the aforesaid specialization subjects for which a resolution is issued by the HEC, MA holders shall be assigned to teach specializations of practical and technical nature.
- e) The percentage of faculty members who are holders of M.A. degrees to the total number of full-time faculty members who are holders of Ph.D. degrees should not be less than 20%.

**Article Thirteen:** Internal bye-laws of the Institution determine the applied study system including, in particular, the following :

1. **Tuition Plan:** shows the minimum number of credit hours for attaining an academic degree including the minimum compulsory and elective requisites of the institution, college requirements, specializations and number of optional hours, if any .
2. The tuition plan must set the minimum GPA for graduation on both the general and specialized levels .
3. Procedures and conditions of admitting fresh students are subject to the admission principles issued by the HEC .
4. Attending or apologizing for not being able to attend .
5. Postponing or dropping out of the course .
6. Re-registration .
7. Graduation requirements .
8. Rules of dismissing students .
9. Distant learning rules, if any .
10. Tests, grades and final examination procedures .
11. External students .
12. Student's academic record .
13. Number of credit hours to be registered in each semester in the credit hour system.
14. Rules of transferring from one programme to another in the institution
15. Conditions for Graduation .
16. Students' behaviour guidelines.

**Article Fourteen:** When transferring from one institution to another, the number of transferred hours should not be more than 66% (Two thirds of the number of hours) of the requirements of the initial academic degree, i.e. the minimum attendance in the institution to which a student is transferred must be two complete semesters with no less than 30 credit hours, provided that the subjects in which the student attained a grade less than (C) should not be calculated and should not be more than 50% of the requirements of the second academic degree with a minimum of 15 credit hours. A resolution must be issued by the HEC concerning the transfer of students between such institutions and the other Bahraini government and non-Bahraini institutions .

**Article Fifteen:** The results of an institution's final examinations must be approved by the HEC concerned authority according to the rules and procedures determined by the institution's internal bye laws. The General Secretariat will attest academic certificates issued by such institutions. Such attestation will not prejudice the system of equaling and evaluation of academic qualifications applicable according to Law Decree No. (19) For the year 1995 concerning the Evaluation of Academic Qualifications.

**Article Sixteen:**

Internal bye-laws of the institution must include regulations to organize the affairs of postgraduate studies in conformity with the following :

1. Post-graduate studies in institutions shall be limited to high diploma programmes and MA degree programmes. Consideration may be given to the possibility of offering PhD programmes five years after successfully executing MA programmes and also after publishing a number of studies and researches in this respect.
2. Institutions may launch PhD degree programmes in co-operation with recognized institutions that award the same degree in this field, provided that the certificate shall be awarded by the institution with which co-operation is established .
3. The institution must commit its self to hiring the appropriate number of faculty according to the HEC's specifications and they should be educated with high qualifications to teach advice and observe students in their

higher studies .

4. Institutions shall provide the requirements of such programmes in terms of infrastructure, office facilities, laboratories, faculty members, allocated financial resources, approval of tuition plans and preparation of admission examinations .

#### **Article Seventeen:**

**1.Diploma:** The course period shall not be less than one academic year or an equivalent thereof in the credit hour system .

#### **2. BSc./BA :**

- a) If an institution adopts an annual system, the course period must not be less than 4 academic years .
- b) If an institution adopts a three academic years system, it shall be imperative to do a preliminary year (Foundation Year) for those who have not obtained an TB or an A level certificate .
- c) If an institution adopts the credit hour system and the 2-semester system, each semester shall be within 15 tuition weeks and the number of credit hours shall not be less than 120. Fourteen weeks shall be deemed as the acceptable minimum of each semester in the two-semester system. In case a semester is less than the acceptable minimum, the course shall be on a tri-semester basis .
- d) If an institution has a tn-semester system or quarterly system, the number of credit hours shall not be less than 180 hours and the period of a semester must not be less than 10 weeks .
- e) If an institution offers a summer programme (one semester), its period must not be less than seven academic weeks in the two-semester system or five academic weeks in the tn-semester system .
- f) A credit hour in the two-semester system shall be calculated as 15 actual tuition hours or the equivalent thereof in practical and laboratory subjects .
- g) A credit hour in the tn-semester system shall be calculated as 10 actual tuition hours in a single semester at least or the equivalent thereof in practical subjects .

#### **3. High Diploma :**

The following conditions must be observed to obtain a high diploma :

- a) The applicant must have obtained a basic University degree (BSc./BA) from a recognized institution .
- b) The tuition period shall not be less than one full academic year or equivalent thereof with a minimum of eighteen credit hours .

#### **4. MA**

The following conditions must be fulfilled to obtain an MA degree :

- a) The applicant must have obtained a basic university degree from a recognized institution .
- b) The tuition period must not be less than one whole academic year or the equivalent thereof with a minimum of 30 credit hours .
- c) The candidate must successfully complete the discussion of his thesis by academic committees whose members shall include at least one person from outside the institution .

#### **5. PhD**

The following conditions must be fulfilled to obtain a PhD :

- a) The applicant must have obtained a basic University degree (B. Sc. IB .A.) from a recognized institution and an MA .
- b) The tuition period shall not be less than three academic years or equivalent thereof with a minimum of 45 credit hours .
- c) A candidate must successfully complete the discussion of his thesis by an academic committee whose members must include at least one person from outside the institute .

#### **Article Eighteen:**

##### **First: Formation of the Academic Committees :**

1. An Academic review committee shall be formed by a resolution from the Head of the HEC approved by the HEC upon a proposal forwarded by the General Secretariat .
2. Members of the academic review committee must be selected from specialized academics with high education qualifications, provided that the number of each committee should not be less than three including its head, provided that the committee heads are from members of the committees formed by HEC and the Secretary should be from the staff of the General Secretariat.
3. Selection of Committee members shall be from amongst the faculty members of institutions in the Kingdom according to the lists received from such institutions showing their majors.

The following conditions should be fulfilled in the formation of committees :

- a) One of the Committee members shall be in the post of professor failing which he may be in the post of associate professor .
- b) The specific specialization of a Committee member shall be identical to the specialization required to be reviewed .
- c) The approval of the concerned authorities which employ such members shall be obtained prior to adopting the decision concerning the formation of such committees .

##### **Second: Powers of Academic Review Committees:**

Academic review Committees shall have the following powers :

1. Determining the academic department's human and material requirements, reviewing the rules governing the business of the academic department in private higher education institutions and giving their views concerning them .
2. Drawing up the model form of internal bye-laws of private higher education institutions, so that each committee shall prepare the special section related to the academic specialization concerning it in such bye-laws .
3. Reviewing the internal bye-laws of private higher education institutions with respect to the organization of the academic department's affairs .
4. Studying the proposed academic plan and expressing an opinion in respect thereof .
5. Any other duties assigned thereto by HEC .

**Third: The work process of the Academic Review Committees**

Subject to the HEC's approval, a resolution shall be issued by the HEC Head with respect to organizing the work process of the Academic Review Committees, provided that the rules provide for the following :

- a) A committee must convene in response to its Head's call and it shall only be valid if absolute majority of the members attend provided that the Head of the HEC is among them .
- b) The committee should meet with the Presidents and Vice-Presidents of institution, college deans and heads of departments in the institution to enable them to carry out its duties. An institution shall provide the necessary requirements for the performance of its duties in terms of having access to the files of full-time and part-time faculty members, academic plans and teaching hours of all faculty members .
- c) The Academic Review Committees shall submit their reports to the General Secretariat and in their turn they shall refer the reports to the HEC to take the appropriate decisions concerning thereof .

**Fourth: Academic Review Committees' Remuneration :**

The Head, members and secretaries of the Academic Review Committees shall be entitled to remuneration for attending their meetings. Such remuneration shall be determined according to the conditions and procedures set forth in an HEC resolution.

**Article Nineteen:** The Secretary General of the HEC shall effect this Decision and have it implemented from the date of its publication in the Official Gazette.

**Resolution Number 3 of the year 2007**

**Article One:** The financial year of the institution should commence on 1 January and end on 31 December every year unless the financial regulations of the institution stipulates otherwise in which case the approval of the HEC needs to be obtained .

**Article Two:** The institution will have an annual budget to be presented to the HEC three months before the commencement of the financial year showing its revenues and expenditure supported by documents and statements. A delay in giving notice to HEC in respect of the budget beyond such date shall be deemed a violation of the terms of awarding the license .

The HEC may object to the budget if it contains any violation of the laws and regulations of the Kingdom of Bahrain or if it fails to achieve the objectives of the institution .

The HEC shall advise the institution of its objection to the budget within a maximum period of two months from the date of receiving it. The institution will have to prepare the budget again in light of such objections .

**Article Three:** An institution shall open one account or more in a licensed bank to deposit its funds.

**Article Four:** The applicant for a license shall deposit a cash security in the name of the institution in a licensed bank in the Kingdom of Bahrain. The amount shall be an equivalent of 20% of the revenues of the first year as indicated in the budget attached to the application with a minimum of BD 100, 000 and a maximum of BD 1.5 million. Such security shall be accompanied by a letter from the bank in which guarantees that the deposited amount shall not be used without written approval from the HEC.

The cash security shall be used to meet the obligations arising from the institution's inability to continue and its failure to provide similar educational opportunities for the students who wish to continue their studies or to enable the students to recover their tuition fees according to Article 12 of Law No.(3) for the year 2005 concerning Higher Education .

Such cash security shall be recovered in the following events :

- a) If the HEC rejects the application .
- b) If the HEC approves the application and the institutions reserved cash equals the value of the security cash .
- c) If the licensee provides alternative guarantees acceptable to the HEC with respect to its ability to perform the aforesaid obligations .

**Article Five:** The applicant shall incur the charges for reviewing the application at the rate of 3% of the amount of revenues of the first year of carrying out the activities indicated in the budget attached to the application with a minimum of BD5, 000. Such amounts shall be deposited in a special account in the name of the General Secretariat of the HEC. Such funds shall be used for payment of the remuneration of officials who examine the application



according to the rules of payment determined by the Ministry of Education. The applicant shall recover from the indicated amount any monies in excess of the actual charges of review following the issue of HEC's decision of approving or refuting the application.
<b>Article Six:</b> Conforming to the regulations in force in the Kingdom of Bahrain, all Higher Education Institutions shall notify the HEC of all donations, gifts, trusts and loans provided by them to third parties or provided to them by third parties. Such subjects will have to wait for the HEC's approval and decision .
<b>Article Seven:</b> The institution shall undertake to log all its financial transactions in records determined by a decision from the Secretariat General of the HEC .
<b>Article Eight</b> The internal bye-laws of the institution shall include rules of payment, uses, internal control, accounts, document approvals, purchasing regulations, sale and leasing rules and stores regulations to be submitted to the HEC for approval .
<b>Article Nine:</b> At least 3% of the institution's net annual revenue shall be set aside for scientific research, and at least 2% of the new revenues shall be allocated for professional development of faculty members.
<b>Article Ten:</b> The institution shall comply with the tuition fees approved by HEC in the license issued for its establishment and no amendment shall be made thereto without the consent of the HEC .
<b>Article Eleven:</b> The institution shall appoint a licensed external auditor to audit its accounts each year .
<b>Article Twelve:</b> The institution shall submit to the HEC its annual final statement of accounts accompanied by a report from its external auditor no later than the month of May each year .
<b>Article Thirteen:</b> The institution shall set aside 1% of its total annual revenues as a cash reserve until it equals the amount of its bank guarantee .
<b>Article Fourteen:</b> In its financial affairs, an institution shall comply with the laws and regulations in force in the Kingdom of Bahrain.
<b>Article Fifteen:</b> The Secretary General of the HEC shall effect this Decision and have it implemented from the date of its publication in the Official Gazette .
<b>Resolution Number 4 of the year 2007</b>
<b>Article One: Buildings and facilities of higher education institutions shall fulfill the following conditions:</b> 1. The site of the institution and the buildings and facilities thereupon shall be allotted for the purposes for which they are constructed . 2. The buildings of the institution shall be constructed to a high standard of quality and adequacy . 3. The institute shall have buildings or campus elements and facilities that allow each student the opportunity of learning and provides academic and social interaction. There shall be no obstacles that restrict the movement of people with special needs, whether they are students or employees of the educational institution . The entire academic building or campus of the institution must be supported by an information network to enable class communication and interaction with the academic curricula
<b>Article Two: The premises of a higher education institution shall fulfill the following conditions :</b> 1. The total vertical and horizontal area of the proposed premises of an educational institution shall be determined taking into account the standards and requirements set forth in Article (5) of these Regulations . 2. The main entrances shall not be less than two in different sides of the location . 3. The site of an educational institution shall be surrounded on all sides by roads, avenues or lanes and it shall avoid having a joint border with other properties
<b>Article Three: Buildings and facilities of a higher education institution shall comply with the following :</b> 1. The specifications of the construction and materials used shall comply with the specifications of the Ministry of Works and Housing for use in construction . 2. High quality building materials with presumed long life must be used. 3. Thermal insulation shall be used in the construction of the external structure of the buildings such as walls and surfaces and in the selection of the types of windows and glass surfaces . 4. All facilities, lecture rooms and halls, laboratories, offices and passages shall have ventilation, air-conditioning and lighting systems appropriate for the use of the facility . 5. All buildings and service specifications must be complied with in accordance with the laws and regulations of the Kingdom of Bahrain . 6. In the construction, vertical expansion of a building is permitted, and the buildings may have room for future vertical expansion .
<b>Article Four: The premises of an educational institution shall comprise the following facilities:</b> 1. Administration .

2. Colleges and departments .
  3. Library .
  4. Laboratories, workshops in accordance with the requirements of the curricula proposed in the application for the license .
  5. Amphitheatres, lecture halls, academic and rooms for social events .
  6. Registration and admission rooms .
  7. Extracurricular activities .
  8. Students' dining facilities and rest areas .
  9. Sports courts and facilities .
  10. A Clinic, health centre or educational hospital the area according to the capacity of the University in terms of the number of students .
  11. Prayer rooms or a mosque .
  12. Service facilities (security, maintenance etc) .
  13. Gardens and landscaped areas .
- Car parks and bus stops.

**Article Five: The design of the buildings and facilities shall comply with the following conditions :**

**First: Administration Facilities**

1. Rooms, halls and facilities necessary for the administration sections and units shall be provided in a manner appropriate to the type of the institution and the number of employees thereof.
2. All administration rooms and halls shall be provided with a communications system and a central computer network in accordance with the functions thereof .
3. The number of bathrooms allocated to the administration and academic staff shall be at the rate of one toilet and one washbasin for each 20 person .

**Second: Academic Facilities**

**The academic facilities must comply with the following conditions :**

1. Every classroom or hall shall have a computer network service .
2. The academic building of an educational institution, section or college shall have science or experiment laboratories appropriate to the nature of the scientific and research activities .
3. A student's share in technical and vocational workshops should not be less than 4 square meters .
4. All facilities, lecture rooms, halls and laboratories shall have ventilation, air- conditioning and lighting systems appropriate to the use of the facility .
5. An amphitheatre should be available for use in lectures and academic, cultural and social events that has a capacity of 250 people in any educational institution that does not have a capacity for more than 1,000 students. In an educational institution with a higher number of students, there shall be additional amphitheatre seats at the rate of one seat for every 4 students .
6. There shall be offices for academic and administration staff of not less than 9 square meters each .
7. The number of bathrooms allocated to students shall be at the rate of one toilet and one washbasin for every 20 students, and this number shall be split into separate male toilets and female toilets at the rate of 1:1 .
8. The number of bathrooms allocated to students in a single gender educational institution shall be at the rate of one toilet and one washbasin for every 20 male or female students .

The site of an educational institution shall comply with the following ratios :

**Car Parks :**

Purpose		Ratio
Institution's staff	Academic Staff	1:1
	Admin. Staff	1:2
	Technical Staff	1:3
Students	BSc.	1:5
	Higher Studies	1:1
Visitors	Admin. Staff	1:1
	Academic Staff	1:1
	Conference halls and external activities	1:15

**Areas of places according to their functions :**

Function	Square Meters Per Student
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Lecture hall	1.7
Classrooms	2.6
Seminar rooms	3.5
Computer labs	6
General laboratories	7
Specialized laboratories	9
Language laboratories	4

**Third: To provide security and safety the following conditions must be complied :**

1. There shall be appropriate facilities available for the security office in charge of security and safety affairs .
2. All gates and entrances shall be subject to security surveillance cameras .
3. The institution shall co-ordinate with the Civil Defense Directorate in all matters related to security, safety, alarm systems and fire detection and fire fighting systems .
4. The institution shall have an emergency evacuation plan approved by the Civil Defense Directorate for each of the educational institution buildings. All students and staff members shall be trained on such plan on a regular basis and in accordance with directions of the Civil Defense Directorate .
5. Additional general safety measures shall be applied in the science laboratories .

**Article Six: Libraries:**

**The Library must fulfill the following conditions:**

1. It shall have an area of no less than 0.70 square meters per student .
2. It shall have three titles of different references or resources for each subject of the curriculum at the rate of at least two copies of each title.
3. The library shall subscribe to three titles of periodicals in each specialization comprised in the department in hard and soft copies in each discipline licensed for the institution.
4. The library shall have sufficient numbers of dictionaries, encyclopedias and references for each subject .
5. It shall have sufficient reading and research spaces at the rate of one space for every 10 students .
6. An office shall be provided for the librarian or library officer with an area of no less than 25 square meters .
7. Offices shall be provided for the library staff at the rate of 15 square meters per staff member .
8. The area of the reception office/partition shall not be less than 35 square meters .
9. A research room shall be available with an area of no less than 6 square meters at the rate of one room for every 10 students .
10. Personal computers shall be provided for use by the students and researchers at the ratio of one PC per 50 students .
11. The laboratory shall be computerized according to the latest available computer systems to keep abreast of the latest IT developments.

**Article Seven: Registration and Admission Facilities**

The Registration and Admission Building shall fulfill the following conditions :

1. A students' waiting area shall be allocated for student's registration at the rate of 10 square meters for every 100 students as a minimum .
2. Suitable areas shall be allocated for administrative duties .
3. Suitable areas shall be kept for filing.
4. Suitable specifications shall be available for the safety and security of data and filing .

**Article Eight: Restaurants and Students' Rest Areas**

The restaurants and students' rest areas must fulfill the following conditions :

1. The area of restaurants of different kinds and their facilities shall be at the minimum rate of 4 square meters per student, provided that the maximum capacity of all the restaurants shall not be less than 25% of the total number of students .
2. Suitable toilets shall be provided .
3. Students' rest areas shall be made available throughout the institution's facilities supplied with a computer network, if possible .

**Article Nine:** The educational institution shall have sports facilities according to the regulations and standards to be subsequently issued by the HEC .

**Article Ten:** The HEC shall issue later the special standards and requirements that are required to be available in the buildings and facilities of the Higher Education Institutions.

**Article Eleven:** The Secretary General of the HEC shall effect this Decision and to be implemented from the date of its publication in the Official Gazette .

**Article Two:** The applicant for amendment shall undertake to submit an estimated budget for the first year of executing activities- after amending the license, along with supporting documents and data that include the revenues and expenditures that are expected to increase due to the amendment, if available. In this case, the financial security shall increase by 20% from such revenues .

**Article Two:** The applicant for amendment shall undertake to submit an estimated budget for the first year of executing activities- after amending the license, along with supporting documents and data that include the revenues and expenditures that are expected to increase due to the amendment, if available. In this case, the financial security shall increase by 20% from such revenues .

**Article Three:** The academic and administrative Regulation of Higher Education Institutions shall apply to any provision that is not included in this Decision in addition to the Regulations and Decisions that organize the academic

If the text of this Decision does not cover a provision, then the procedures, standards and conditions of licensing the Private Higher Education Institutions apply to it as well as the regulations and decisions regulating the academic, administrative and financial affairs, and the buildings and facilities of the Private Higher Education Institutions issued by the HEC .

**Article Four:** A decision with the amendment of the license shall be issued by HE the Minister of Education, Head of the HEC, after approval of the HEC .

**Article Five:** The Secretary General of the HEC shall effect this Decision and to be implemented from the next day of its publication .

**Session No. (13/2008)**  
**Wednesday December 3, 2008**

**Resolution (106):**

Approve the amendment of some articles of Decree No. (1) for the year 2007 concerning procedures and criteria for licensing requirements for private higher education institutions after the amendments listed below and refer it to the Legal Department to carry out publication in the Official Gazette.

- 1- Amending Article VI to read (license revoked in the following cases).
- 2- Amendment of article VI, section (c) to read (if financial guarantee is not provided during the period referred to in Article X of this resolution).
- 3- Amend Article X to read (the applicant is to submit a financial guarantee referred to in the Financial Resolution within three months from the date of issuance of the license decision).
- 4- Amendment of Article XIII to read reading (Institution is to put in place its internal regulations governing the affairs of academic and financial, administrative matters according to the conditions and criteria for licensing, and put to the Higher Education Council for approval before the institution engages in its activity, and may be amended only after approval by the HEC. And the administrative and academic regulations of the institution is to take into account that the college or institute Departments the teaching needs of the programs offered by the institution and each scientific field must include one or more of the specific scientific disciplines according to the relevant specialisation).

**Resolution (107):**

Emphasis on what is stated in the resolutions of HEC No. (94) on 2/7/2008 and No. (100) dated 28/10/2008, which contained the following:

First, the Council stressed the need for institutions of higher education's commitment to the implementation of Council resolution No. (94) dated July 2, 2008 and on the organisation of intensive study, which states the following:

- 1- Approval of the intensive study in private higher education institutions in accordance with the following controls:
  - have a minimum of formal study in the Diploma and the Associate Diploma levels and the Bachelors level of two days per week provided that study does not exceed six hours of actual teaching per day.
  - have a minimum of formal study at the postgraduate level: Higher Diploma and Masters levels of one day out of every week or two days every two weeks provided that actual teaching hours do not exceed six hours per day.
  - as of September 1, 2008, private higher education institutions are to stop providing intensive study periods once a month.

**Resolution (108):**

Item No. (3): Ensure that private higher education institutions provide the General Secretariat of the Council of Higher Education a schedule to complete the number of faculty members in each major/specialised discipline according to the provisions of the resolution concerning academic and administrative matters provided that the schedule is provided to the Secretariat in a maximum period of the end of December Otherwise, this should count as a violation of the offenses and sanctions resolution.

Item No. (4): Ensure that private higher education institutions fulfill the proportion of faculty members to students by 1-35 in humanity disciplines and the proportion of 1-25 in the scientific disciplines 1-25 of diploma programs of higher 1-15 of master's and doctoral programs and take into account the commitment of the institutions to this ratio in the classroom in the sense that a faculty member is to have 35 student in the class in humanity disciplines, 25 in scientific disciplines, 35 in higher diploma programmes and 15 in Master's and doctoral programme.

**Session No. (12/2008)  
Tuesday October 28, 2008**

**Resolution (100):**

First, the Council stressed the need for institutions of higher education's commitment to the implementation of Council resolution No. (94) dated July 2, 2008 m and on the organisation of intensive study, which states:

- 1- Approval of the intensive study in HEIs in accordance with the following controls:
  - have a minimum of formal study in the Diploma and Associate Diploma levels of Bachelor level programmes of two days every week provided actual teaching does not exceed six hours per day.
  - a minimum of formal study at the postgraduate level: Higher Diploma and Masters levels a days per week or two days every two weeks provided actual teaching hours do not exceed six hours per day.
  - as of September 1, 2008, private higher education institutions are to stop providing intensive study periods for one month

**Session No. (11/2008)  
Wednesday July 2, 2008**

**Resolution (93):**

- 1- Identification and acknowledgment of major/specialised scientific disciplines in private higher education institutions to implement the provisions of Article (12), paragraph (c) of the Rules of the academic and administrative institutions of higher education
- 2- Ensure that higher education institutions fulfill the number of faculty members in accordance with the rules of academic and administrative institutions of higher education and no later than the end of December 2008, provided that in each major/specialised scientific discipline of the scientific disciplines approved by the Board in its meeting No. (11/2008) held on 2/7/2008, the number of members of the faculty of PhD holders is at least three one of whom is ranked as an associate professor and taking into account the following:
  - ratio of the number of faculty members to the percentage of students set forth in the Academic and Administrative Resolution 1-25 in the scientific disciplines and 1:35 in the Humanities disciplines.
  - The teaching load for each academic staff member is set according to the provisions of Article 12, paragraph 3 –(b) of the academic and administrative resolution.
  - all other provisions relating to the affairs of the faculty members listed in that resolution

**Resolution (94):**

First: Approval of the intensive study in private HEIs in accordance with the following controls:

- 1- have a minimum of formal study in the Diploma, Associate Diploma levels and Bachelor levels of two teaching days every week provided that study provided that actual teaching does not exceed six hours per day.
- 2- have a minimum of formal study at the postgraduate level: Higher Diploma and Master's level of one day each week or two days every two weeks provided that actual teaching does not exceed six hours per day

Second: as of September 1, 2008, private higher education institutions are to stop providing system of intensive study for the period of one month.

**Session No. (6/2007)**  
**Wednesday July 11, 2007**

**Resolution (43):**

Approval on the basis of recruitment of students in private higher education institutions for the academic year 2007/2008 as set out below:

- 1- The applicant must have a certificate of completion of secondary school of the Kingdom of Bahrain and certified by the Ministry of Education. In the case a student is awarded a High School certificate that is non-Bahraini, he/she are required to get the award validated by the National Committee for Evaluation of Awards.
- 2- Private HEIs are to identify additional recruitment requirements and conditions in each discipline including the minimum score for completion of secondary school certificate. The institution is to take into account that those requirements should not oppose in any way the Higher Education Act and the resolutions of the Council and the institution is to notify the General Secretariat of the Higher Education Council of these requirements one week at least prior to these conditions being implemented, and in the case of a violation, the General Secretariat is to notify the institution of the violation in order for the institution to remove it and/or correct it.

**Session No. (15/2009)**  
**Monday, June 29, 2009**

**Resolution (148):**

- 1- The minimum and maximum credit hours allowed for a bachelor degree for each student shall fall between 12 and 18 credit hours per semester. A student may take 3 additional hours only once if the cumulative GPA is at least (A) (or equivalent to) and only for the purposes of graduation. In the summer semester, a student is allowed 9 credit hours as a maximum limit and it may be added to his cumulative GPA for graduation purposes.
- 2- The minimum and maximum credit hours allowed for a postgraduate degree for each student shall fall between 3 and 12 credit hours per semester. Only a single module can be added for the purpose of graduation.
- 3- The period of time taken to achieve a bachelor degree should not be less than 3 years.
- 4- The period of registered time taken to achieve a tertiary degree should not exceed 8 years.

**Session No. (14/2009)**  
**Wednesday March 25, 2009**

**Resolution (121):**

The principles below have been approved and shall be taken into account when transferring credit hours of a bachelor degree to complete another bachelor degree in a different discipline:

- 1- If the first bachelor degree is from the same university where the student wishes to obtain a second bachelor degree in another discipline, it is permissible for the University to exempt the student from all the requirements of the university and requirements of the college and the requirements of elective modules that is if the second degree is awarded by the same college that awarded the first degree and in this case a student is to complete the study requirements of the new discipline only. If the new discipline is in a different college, a student may be exempted from the requirements of the university and the requirements of elective modules.
- 2- If a student obtained a bachelor's degree from a different University than the one he wishes to obtain the second degree from, the student is treated as a transfer student and is subject to the terms and conditions of transfer to another program.
- 3- In all cases, the period of study to obtain a tertiary degree should not be less than one academic year or its equivalent in the system of units of study.