STUDENT HANDBOOK

جامعة
حمد بن خليفة
HAMAD BIN KHALIFA
UNIVERSITY

عضو في مؤسسة قطر
Member of Qatar Foundation

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WELCOME TO HBKU

Message from the President

Dr. Ahmad M. Hasnah
President of Hamad Bin Khalifa University

Click on the Image Above to Watch a Welcome Message

Message from the Provost

To our newest student body members,

It is with pleasure that I extend a warm welcome to you on behalf of the faculty, staff, and administration of Hamad Bin Khalifa University (HBKU). You are among the newest members of our vibrant community – a community joined together by a strong commitment to diversity, respect and learning from one another.

Many of you have spent the better part of the last 18 months learning how to — in entirely new ways —absorb, reflect, and learn all while enduring the COVID-19 pandemic. Despite the challenges of the past year, you are beginning to emerge from one of the most testing periods of our lifetimes. And amid your own personal hurdles have relentlessly persevered and pushed through to continue your lifelong journey of learning and self-development – and for that I commend you.

As a research-intensive university, it is our mandate to prepare you, our students, to be the problem-solvers and change-makers of tomorrow. You are part of a thriving network of scholars, and researchers, all of whom are dedicated to helping you make your learning journey a great success and your student experience one of excitement, fulfillment, and continuous discovery.

Over the coming days and weeks, you will slowly familiarize yourself with your peers, mentors, and curriculum. I encourage you to embrace this exciting transition and all of what it has to offer, whether it comes in the form of knowledge, opportunities, or challenges.

I wish you a very successful academic year and very much look forward to meeting each of you in person in the near future.

Sincerely,

Dr. Michael J. Benedik
Provost

Message from the Vice President, Student Affairs

Dear Students,

On behalf of the Student Affairs team, I am delighted to extend a warm welcome to our new and returning students for the upcoming academic year. You are about to embark on a journey that will lead you through thought-provoking academic challenges and a vibrant social network alongside a diverse community of students and educators.

Nevertheless, the most transformative experiences await you beyond the boundaries of the classroom. We – the Student Affairs team – are here to support and guide your personal development throughout your academic journey. Your passions, interests, and pursuits will doubtlessly mature within HBKU's culture of interactive exchange and mutual respect.

Graduate life is an exciting and influential time in any person's life. In spite of the many challenges faced amid a global pandemic, we are here to ensure that this does not stop your learning journey and that there will be even more opportunities for personal and professional growth. The Student Affairs team will always be here for you, and we encourage you to never hesitate in seeking our assistance in times of difficulty.

Similarly, we ask that you take advantage of our wide scope of extracurricular activities and services that range from career and leadership skill development, community engagement locally and internationally, student employment, sports activities, recreational student leisure trips, to arts and culture. Most importantly, I ask that you never forget to embrace your sense of curiosity and learn from one another as colleagues and friends on your lifelong journey of learning.

You can visit the HBKU Student Affairs website https://www.hbku.edu.qa/en/student-affairs-office or contact Student Services directly at student.engagement@hbku.edu.qa for further guidance on our full range of programs and initiatives.

We wish you the very best in your academic pursuits, and look forward to meeting you around campus!

Sincerely,

Dr. Maryam Al-Mannai
Vice President of Student Affairs

Overview

Hamad Bin Khalifa University, a member of Qatar Foundation, was founded in 2010 as a research-intensive university that acts as a catalyst for transformative change in Qatar and the region while having global impact.

Highlight in Numbers

Founded in **2010**

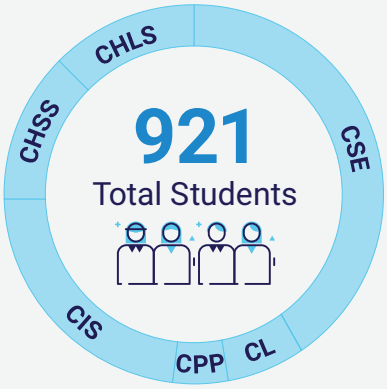
34 graduate degree programs

1st university in the Middle East region to partner with **edx.org** and offer online courses

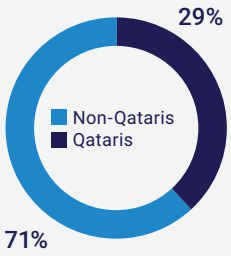
Faculty from leading universities:

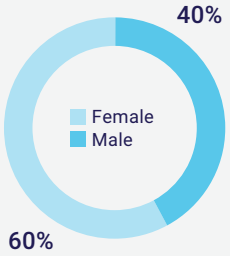
MIT, USC, Pittsburgh, HKUST, TAMU, Michigan, McGill, Maryland, Northwestern, UPenn, UVA, Imperial

Student Body



CSE: 382
CIS: 164
CHLS: 134
CHSS: 106
CL: 49
CPP: 28





Alumni

1000+ Graduates

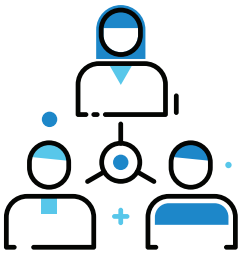
38% Qatari nationals

69 Nationalities

Pillars

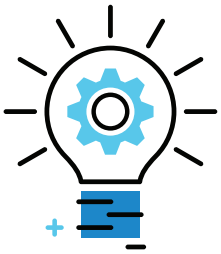
Excellence

Recognition of Quality
Through Excellence



People

Shaping Society



Innovation

Leading Transformation

Partners

Success Through Synergy

About Qatar Foundation

Qatar Foundation for Education, Science and Community Development (QF) is a non-profit organization that supports Qatar on its journey to becoming a diversified and sustainable economy. QF strives to serve the people of Qatar and beyond by providing specialized programs across its innovation-focused ecosystem of education, research and development, and community development.

QF was founded in 1995 by His Highness Sheikh Hamad bin Khalifa Al Thani, the Father Amir, and Her Highness Sheikha Moza bint Nasser, who shared the vision to provide Qatar with quality education. Today, QF's world-class education system offers lifelong learning opportunities to community members as young as six months through to doctoral level, enabling graduates to thrive in a global environment and contribute to the nation's development.

QF is also creating a multidisciplinary innovation hub in Qatar, where homegrown researchers are working to address local and global challenges. By promoting a culture of lifelong learning and fostering social engagement through programs that embody Qatari culture, QF is committed to empowering the local community and contributing to a better world for all.

HBKU ACADEMIC

Colleges

College of Islamic Studies

The College of Islamic Studies (CIS) provides a unique platform that contributes immensely to intellectual debates on Islam in a global context through its academic programs and distinguished research division, which includes several research centers and clusters.

The college's graduate and PhD programs equip students with the training and skills required to pursue careers in academia and research, as well as cultural, business, and finance sectors, through the specialized tracks that are offered.

With several distinguished research centers, CIS is the home for contemporary Islamic studies and offers programs that bring together scholars and thought leaders from around the world.

Programs

- PhD in Islamic Finance and Economy
- Master of Arts in Applied Islamic Ethics
- Master of Arts in Contemporary Islamic Studies
- Master of Arts in Islam and Global Affairs
- Master of Science in Islamic Art, Architecture and Urbanism
- Master of Science in Islamic Finance

Research Centers

- Center for Islamic Economics and Finance (CIEF): https://www.hbku.edu.qa/en/cis/center/cief
- Research Center for Islamic Legislation and Ethics (CILE): https://cilecenter.org
- Muhammad Bin Hamad Al Thani Center for Muslim Contribution to Civilization (CMCC): https://www.hbku.edu.qa/en/cis/center/cmcc
- Al-Qaradawi Center for Islamic Moderation and Renewal (QCIMR): https://www.hbku.edu.qa/en/cis/center/qcimr

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The College of Humanities and Social Sciences

The College of Humanities and Social Sciences (CHSS) was established with a vision to enrich society in Qatar and across the wider world with transformative educational experiences that bridge disciplinary boundaries and offer the academic community opportunities to engage in innovative research and collaboration. The college aspires to nurture a diverse body of academically grounded and socially responsible global citizens, whose versatility will enable them to navigate the complexities of today's world and become tomorrow's leaders.

Programs

- Master of Arts in Women, Society and Development
- Master of Arts in Digital Humanities and Societies
- Master of Arts in Translation Studies
- Master of Arts in Audiovisual Translation

CHSS Entities

- Middle Eastern Studies Department
- Translation and Interpreting Studies Department at the Translation and Interpreting Institute (TII). TII is also home to the:
  - Translation and Training Center (TTC)
  - Language Center (LC)
  - Academic Writing and Research Excellence Center (AWARE)

Contact

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The College of Science and Engineering

The College of Science and Engineering (CSE) offers programs in the fields of science, engineering and technology aimed at serving societal needs, with a focus on an integrated multi-disciplinary curriculum and research in science and engineering.

Each program involves collaboration, either with partners at the university – utilizing the skills of expert scientists from HBKU's prestigious research institutes – or by working with external academic and industrial partners.

Programs

- PhD in Computer Science and Engineering
- PhD in Logistics and Supply Chain Management
- PhD in Sustainable Energy
- PhD in Sustainable Environment
- Master of Data Analytics in Health Management
- Master of Information Systems in Health Management
- Master of Science in Cybersecurity
- Master of Science in Data Science and Engineering
- Master of Science in Logistics and Supply Chain Management
- Master of Science in Sport and Entertainment Management
- Master of Science in Sustainable Energy
- Master of Science in Sustainable Environment
- Bachelor of Science in Computer Engineering

Divisions

- Division of Information and Computing Technology
- Division of Sustainable Development
- Division of Engineering Management and Decision Sciences

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The College of Law

The College of Law (CL) is a premier provider of legal education in the Middle East with an international reputation for quality and innovation in teaching and research.

Situated in Qatar, a global crossroad of culture, business, and geopolitics, CL is in the heart of a region that requires skilled leaders to manage multi-faceted relationships spanning different legal systems. CL addresses this need by training graduate students from a range of disciplines in the skills needed to understand the diverse legal systems – civil, common, and Shari'a – that inform Qatari law and that govern complex events and transactions, both in the region and throughout the globe.

Programs

- Doctor of Juridical Science (SJD)
- Juris Doctor (JD)
- LLM in International Law and Foreign Affairs
- LLM in International Economic and Business Law

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The College of Health and Life Sciences

The College of Health and Life Sciences (CHLS) provides essential educational and research training to future leaders in the fields of biomedical sciences, genomics, precision medicine, and exercise science. The college embodies a multidisciplinary learning approach to research and discovery, and aims to become a dedicated hub of knowledge-sharing in the area of health and life sciences. Its programs integrate scientific expertise by combining a seasoned collective of research partners within the university with esteemed external clinical and health science partners.

Programs

- PhD in Biological and Biomedical Sciences
- PhD in Genomics and Precision Medicine
- Master of Science in Biological and Biomedical Sciences
- Master of Science in Exercise Science
- Master of Science in Genomics and Precision Medicine

Research Divisions

- Biological and Biomedical Sciences
- Genomics and Translational Bioinformatics
- Exercise Science, Kinesiology and Physical Therapy

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The College of Public Policy

The College of Public Policy (CPP) is the newest college at HBKU and reflects the priority that the university places on supporting and contributing to effective policy development and implementation for the Qatar National Vision 2030.

Programs

- Master of Public Policy

  The Master of Public Policy (MPP) features a distinctive combination of interdisciplinarity, strong ethical foundations, entrepreneurship in public management, and innovation in policy making and design. The program builds on the four pillars of public policy: politics, economics, public management ethics, and research methodology. It is designed to integrate analysis, research, and practical application of knowledge, from an interdisciplinary perspective.

  Other distinctive features include a strong focus on ethics in program design, and on real-world experiences. The specializations in social policy, and in energy and the environment, will complement and deepen the core training, and encourage students to work with clients in addressing current policy problems.

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Library

HBKU's library comprises a main building located at Minaretein (College of Islamic Studies building) and a branch at Penrose House (LAS building). The library aims to serve the knowledge and research needs of the HBKU community and provide faculty, researchers, and students with an enriching academic experience.

The library is home to an extensive range of academic resources in print and digital format – including peer-reviewed journals, online databases, dissertations and theses covering the disciplines of law, religion, economics, humanities, science, engineering, and more. These resources can be accessed physically by visiting either premises or online through the library's website.

In addition, the library offers facilities and services to support a wide range of academic and research activities, including providing computers, group study rooms, photocopying and scanning services, and training sessions for information literacy programs.

For more information, please visit our page: https://www.hbku.edu.qa/en/hbku-library

RESEARCH AT HBKU

Overview

Research is integral to Hamad Bin Khalifa University's (HBKU) mission to help build human capacity in Qatar. It thrives across HBKU's six colleges and three national research institutes to advance science and technology across various disciplines and to find solutions for many local and global challenges.

HBKU Research Institutes

HBKU is home to three national research institutes that are at the forefront of efforts to develop novel solutions to grand challenges facing Qatar and the region:

Qatar Environment and Energy Research Institute (QEERI) is tasked with supporting Qatar in addressing its grand challenges related to energy, water and environment. For more information, please visit our page: qeeri.hbku.edu.qa

Qatar Biomedical Research Institute (QBRI) is a pioneering national research institute that aims to improve and transform healthcare through innovation in prevention, diagnosis, and treatment of diseases affecting the Qatari population and the region. For more information, please visit our page: qbri.hbku.edu.qa

Qatar Computing Research Institute (QCRI) was established in 2010 to build Qatar's innovation and technology capacity. It is focused on tackling large-scale computing challenges that address national priorities for growth and development. For more information, please visit our page: qcri.hbku.edu.qa

Sponsored Research Office

The Sponsored Research Office (SRO) at HBKU contributes to the university's academic and research mission through the provision of pre and post award management for all sponsored research projects. The SRO has primary responsibility for ensuring HBKU's compliance with the terms and conditions of funding agreements, for negotiating award and sub award agreements, and ensuring compliance with applicable research policies.

Research Opportunities for Students

The major funding agency is Qatar National Research Fund (QNRF), which offers the following funding opportunities for students and postdoctoral fellows. Additional information can be found on QNRF's website: www.qnrf.org

Undergraduate Research Experience Program (UREP)
For more information, please visit: https://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Undergraduate-Research-Experience-Program-UREP

Graduate Sponsorship Research Award (GSRA)
For more information, please visit: https://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Qatar-Research-Leadership-Program-QRLP/Graduate-Sponsorship-Research-Award-GSRA

Postdoctoral Research Award (PDRA)
For more information, please visit: https://www.qnrf.org/en-us/Funding/Capacity-Building-and-Development-Programs/Qatar-Research-Leadership-Program-QRLP/Postdoctoral-Research-Award-PDRA

Innovation Center

Hamad Bin Khalifa University's Innovation Center (HBKU IC) is a pioneering initiative designed to foster entrepreneurship and creativity, both within and outside HBKU. It serves as the only innovation and entrepreneurship platform at HBKU for connecting people and sharing ideas, resources, and expertise, providing opportunities for collaboration.

The Center provides multifaceted educational and training opportunities for students, staff, and faculty through seminars, workshops, boot camps, and more. Acting as a catalyst for the development of innovative ideas toward commercialization, the HBKU IC supports the Education City (EC) and Doha community in a myriad of ways, including the provision of targeted funds, as a collaborative network between QF entities and Qatar-based industry and business, and a dedicated open space for the community to transform theoretical ideas into applied solutions.

The HBKU IC houses and operates the HBKU Innovation Lab (HBKU IL), located in EC, to facilitate networking, collaboration, and rapid prototyping for all stakeholders in the EC community, as well as its awardees and entrepreneurs within the greater Doha community.

https://www.hbku.edu.qa/en/innovation-center

HBKU CAMPUS

Education City

Education City, the flagship initiative of QF, is a unique model of academic excellence that is pioneering a new approach to multidisciplinary education.

Located in Doha, Qatar, and spanning 12 square kilometers, it houses branch campuses of some of the world's leading academic institutions, along with a homegrown university, schools, research centers and a state-of-the-art science and technology park, cultural institutions, and community facilities.

The universities based at Education City are:

- Carnegie Mellon University in Qatar
- Georgetown University in Qatar
- Hamad Bin Khalifa University
- HEC Paris in Qatar
- Northwestern University in Qatar
- Texas A&M University at Qatar
- UCL Qatar
- Virginia Commonwealth University School of the Arts in Qatar
- Weill Cornell Medicine – Qatar

Know Your Way Around

Visit our website: https://www.hbku.edu.qa/en/getting-around

Student Lounge at Minaretein

The Student Lounge, which is located on the Ground Floor-A.006 at Minaretein (College of Islamic Studies building), is a great space for students to spend their free time, work on projects, and socialize with each other. Students can also de-stress with a quick game at the foosball and billiard tables installed in the lounge.

Students may reserve the lounge for small gatherings or events, in compliance with the terms and conditions stated below:

Student Lounge Reservation Terms and Conditions:

- To reserve the lounge, students must submit the 'Student Lounge Reservation Form' to Student Engagement in an email at student.engagement@hbku.edu.qa, with the subject line 'Student Lounge Reservation' at least 10 business days prior to the event.
- Lounge reservation is available only to current HBKU students.
- Food and beverages can be served and use of a background sound system is allowed provided it does not disturb activities in the nearby offices, classrooms, and events.
- A catering request may be included if the student belongs to one of the Student Life Clubs/Sports Teams. Keep in mind that catering should be requested 20 business days prior to the event.
- It is the requester's responsibility to ensure the lounge is kept clean and tidy.
- It is the requester's responsibility to ensure the safety of attendees as well as prevent any damage that might occur. In case an inspection reveals damage to the lounge during the event, the requester will assume full responsibility for the costs incurred.

For further details, contact: student.engagement@hbku.edu.qa

Student Lounge Reservation Form
https://www.hbku.edu.qa/sites/default/files/student_lounge_reservation_form_en.pdf

Housing

For more information, please visit our page:
https://www.qf.org.qa/education/student-housing

QF Primary Health Care Center

QF PHCC provides free medical and dental care to QF employees and their families (QF/HBKU ID is required). The clinic is located in Al Multaqa (Education City Student Center) with dedicated clinic parking. There is a prescription dispensary within the clinic and a small pharmacy inside Al Multaqa as well (Kulud Pharmacy).

HBKU STUDENT AFFAIRS

Engagement Services

Student Representative Council (SRC)
Serves as a two-way communication channel between staff and students, bringing information to the attention of staff. The SRC provides HBKU students with a voice to express ideas, suggestions, concerns, needs, requests, or issues. Additionally, the SRC creates events tailored to and based on students' interests. Members of HBKU SRC are elected by the students of their respective colleges.

Clubs
In addition to creating a bridge between students, student organizations allow for a holistic university experience that includes extracurricular activities. Seeing as the majority of our HBKU students are postgraduates, student organizations give them a chance to develop their leadership skills as well as their interests away from work or classroom environment.

Sports
The Sports Section at HBKU aims to enhance students' general well-being and encourage healthy lifestyles through sports and other activities. Participation is open to all HBKU students with knowledge of the various sports. For more information, you can contact them through: sports.recreation@hbku.edu.qa

Student Life Awards
Student Life Awards are a non-academic award, held annually. The awards aim to recognize exceptional students who have made noteworthy contributions to the university outside of academia. Awardees are evaluated for their informal learning through participation in co-curricular activities, involvement in the arts, community service, community engagement, student leadership, competitions (non-sports), and sports accomplishments.

Three Minute Thesis Competition
Three Minute Thesis (3MT) is a contest open to masters' and doctoral students, launched by the University of Queensland, Australia, and brought to HBKU by HBKU Student Affairs. The 3MT competition requires competitors to deliver a succinct overview of their thesis to a non-specialist audience, in three minutes or less. Competitors are required to present their research using a single static slide. A panel of three judges assess competitors based on comprehension, content, engagement, and communication.

Academic Writing Support
Students benefit from writing support services to review their academic works before submissions with writing specialists.

Mental Health Counseling
Professional mental health counselling is available to students when needed. Students can schedule appointments with an assigned psychiatrist to discuss their concerns and issues. For more information on mental health counseling, please contact us via counselling.services@hbku.edu.qa or book an appointment by contacting the Al Ahli Hospital call center.

Career Services

Student Employment
Aims at providing part-time job opportunities for students to enhance and enrich their work experience/skills, with financial remuneration in return. Students are encouraged to apply for SEP jobs through this email sep@hbku.edu.qa

Internships
The office offers various internships at Education City, local and international companies and organizations (upon request and availability).

Career Development Workshops
The office organizes several workshops, to stimulate the minds of participants, teach new skills, and help participants stay active.

CV Clinic
Students can have their resumes checked and reviewed by an experienced team of professional advisors.

Alumni

Services
Alumni can utilize facilities such as the QF Recreation Center, and regularly share job opportunities and internships.

Association
All HBKU graduates can join the HBKU Alumni Association. If interested and for more information please contact alumni@hbku.edu.qa

Portal
Allows alumni to communicate with one another, by accessing the QF Portal to connect with other branch campuses' alumni within Education City.

Contact
For more information on the above services, please contact the office via email cosr@hbku.edu.qa

REGISTRAR'S OFFICE

About Us

The Registrar's Office is part of the Office of the Provost, and provides students, faculty, advisors, and administrators with services pertaining to registration, scheduling courses, maintenance of the university catalogue and management of student records as well as issuing official student documents. The Registrar's Office provides these instructions every semester to cover the updates and new instructions for the registration process.

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Head of Students Academic Records
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Student Records
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Catalogue and Scheduling
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Email: records@hbku.edu.qa
Telephone: +974 4454 0367

How to Find Us

Ground Floor, Minaretein (College of Islamic Studies building), Education City

What We Do

Our office is here to help students manage their academic career by providing various services such as:

- Course Registration
- Managing Academic Records
- Issuing Verification Letters
- Issuing Transcripts
- Managing the Academic Calendar
- Managing the Academic Policies

Below are details about the services we provide:

Course Registration
All students must seek their Academic Advisor or Program Coordinator's input and assistance in the selection of courses. The Academic Advisor or Program Coordinator assists students in planning and scheduling an academic program that meets each student's educational aims and in monitoring students' progress towards their degree objectives. Students must meet with their academic advisor every semester prior to registration and at least once during each academic year to evaluate progress towards the degree.

The link below demonstrates how to register for courses:
https://www.hbku.edu.qa/sites/default/files/ssb_instruction_-_student_en_1.pdf

Requesting Official Documents
The HBKU Registrar's Office provides students with official documentation related to their enrolment and status at the university. To request any official documents from the Registrar's Office such as enrollment letters, transcripts, and graduation statements, you will need to make the request through the link below, which is available on our official website. It will take two to four working days to issue your request.

https://hbku.wufoo.com/forms/z1nyqlt0wtzfk3/

Hawiyati Card and Vehicle Access Tags (VAT)

Hawiyati cardholders can earn exclusive discounts and offers. To view the list of shops and vendors, students can access Maktabi >Services > Privilege Program: https://portal.qf.org.qa/Lists/Supplier%20Privilege%20Program/ByCategory.aspx

In order to process the Hawiyati card application, students should submit the following documents using the link below:
https://hbku.wufoo.com/forms/p1mnmz7h120w4gu/

- A personal passport size picture
- A copy of your Qatari ID (front and back)
- A copy of your passport
- A copy of your Hamad Medical Card

In order to process the Vehicle Access Tags (VAT) application, students should submit the following documents using the link below:
https://hbku.wufoo.com/forms/xgvc16q1c7jx6i/

- A personal passport size picture
- A copy of your Qatari ID (front and back)
- A copy of both sides of the Driving License (PDF only)
- A copy of vehicle registration (PDF only)

Students residing in campus housing and accessing QF premises after 9pm are required to obtain a VAT to be granted entry. For more information, contact registration@hbku.edu.qa

Important Things to Remember

As students navigate through college life, it is important for them to know and understand the academic policies that govern their studies. These policies are set in place to guide them through the academic functioning of HBKU. The policies are published in detail online but below are some important points students must be aware of:

Study Load

This establishes minimum and maximum permissible academic load limits and its effect on graduate scholarship.

Undergraduate students

- The minimum load for a full-time undergraduate student is 12 credit hours in a regular semester.
- Students enrolled in fewer credit hours than those required for a full-time designation are classified as part-time.
- The maximum load for an undergraduate student is typically 18 hours in a regular semester and nine credit hours in the summer semester. The College Dean, based on the endorsement of the academic advisor, may permit students with a CGPA of 3.0 or higher to register for an overload.
- Any student who, due to extenuating circumstances, needs to drop below the minimum course load allowed, will require approval in writing from the College Dean.

https://www.hbku.edu.qa/sites/default/files/undergraduate_load_classification-2018.pdf

Graduate students

- The full-time load for graduate students in a regular academic semester is nine credit hours.
- Doctoral degree (PhD) programs at HBKU require full-time enrollment. Doctoral students not meeting the full-time load requirement may withdraw from a semester.
- A graduate student is permitted to enroll in a maximum load of 12 credit hours per semester.
- The maximum course load for graduate students during the summer is six credit hours.
- A graduate student on academic probation is permitted to carry a maximum load of six credit hours and this will be considered full-time.
- For the purpose of graduate scholarships, students are considered full-time if they enroll for nine graduate credit hours per semester or 18 credit hours per academic year.

https://www.hbku.edu.qa/sites/default/files/graduate_load_classification-2018.pdf

Adding and Dropping Courses

Students shall register for courses during the period announced by the Registrar in the official Academic Calendar. Students may change their academic course schedule during the first two weeks of each semester or term. A student must maintain full-time status unless granted special permission in writing by the Academic Advisor and the Dean of the College.

Attendance Policy

Attendance records start on the first day of class and end by the last week of class. All students are expected to attend all classes. Students are responsible for notifying the instructor ahead of time, when possible, of absences that might be excused by the instructor, such as in the case of a severe medical condition, a family emergency, or other authorized university activities. Students exceeding the absence limit will receive a fail grade.

Undergraduate Student Attendance Policy

- Attendance on the first day of classes is mandatory for all registered courses. Students who do not attend the first class of a course may be removed from that course.
- A student should not miss more than 15% of classes during a semester without a documented excuse.
- A student should not miss more than 25% of classes during a semester with prior permission from the instructor or with a documented excuse.
- Students exceeding the excused absence limit may be allowed to withdraw from the semester with the approval of the Dean. These students will not be exempt from the late withdrawal fees.

https://www.hbku.edu.qa/sites/default/files/undergraduate_attendance-2018.pdf

Graduate Student Attendance Policy

- The instructor must establish the attendance policy for each respective graduate course.
- The instructor's attendance policy must be specified in the course syllabus and must be communicated in the first class meeting of the semester.
- Students exceeding the excused absence limit may be allowed to withdraw from the semester with the approval of the Dean. These students will not be exempt from the late withdrawal fees.

https://www.hbku.edu.qa/sites/default/files/graduate_attendance-2018.pdf

Grade Appeal Process

To challenge a grade for an academic course, students must:

- Contact the course instructor. If the instructor concurs with the student's claims, he/she will submit a grade change request to the Dean. In turn, the Dean will submit the grade change to the Registrar. The Registrar will notify the student of the change.
- If a resolution cannot be reached with the course instructor, the student may appeal to the appropriate College Dean. Appeal form can be obtained from Banner.
- The deadline to submit a grade appeal petition to the Dean is within 30 days from the end of the semester in which the grade was recorded. Whether or not the student has graduated has no bearing.
- If the student is not satisfied with the Dean's decision, he/she can appeal to the Provost, who shall have the final decision on the matter. The Provost may form an ad hoc committee to review and recommend a decision.

Undergraduate Student Appeal Policy
https://www.hbku.edu.qa/sites/default/files/undergraduate_grading-2018.pdf

Graduate Student Appeal Policy
https://www.hbku.edu.qa/sites/default/files/graduate_grading-2018.pdf

Withdrawal Policy

Leave of absence: Students may request to suspend their studies for a justifiable reason within the add and drop period. Students with approved leave periods are classified as "active" students.

To withdraw from a course

- Subsequent to the add/drop deadline, students may withdraw from a course before the final deadline to withdraw from courses as indicated in the university's academic calendar.
- A grade of "W" shall be assigned and will appear on the transcript for courses from which the student has withdrawn within the announced withdrawal period.
- The student must still maintain a full-time status unless granted special approval in writing by the Dean of their respective college.
- Withdrawal may not be permitted after the announced deadline.
- Students who stop attending courses and have not formally applied to withdraw from the course (s) shall receive a grade of "F" for the courses.

To withdraw from a semester

- A student who seeks to withdraw from a semester must secure the College Dean's approval. Students who stop attending classes without formal approval to withdraw from a semester will be assigned a grade of "F" for all courses, which could establish grounds to academically dismiss a student.
- Withdrawal from a semester disqualifies a student from scholarships or financial aid.
- Students must register in the following regular semester.
- Students may be academically dismissed if they extend their leave beyond the approved period.

To withdraw from the university

- A student who seeks to withdraw from the university with the intention to return, must secure the College Dean's approval. Failure to secure the College Dean's approval may result in academic dismissal.
- Students who withdraw from the university are not qualified to maintain scholarships or financial aid.

Undergraduate Student Withdrawal Policy:
https://www.hbku.edu.qa/sites/default/files/undergraduate_student_withdrawal_and_leave_policy-2018.pdf

Graduate Student Withdrawal Policy:
https://www.hbku.edu.qa/sites/default/files/graduate_withdrawal_and_leave-2018.pdf

Holds

Administrative and/or academic holds may be imposed on students to prevent registration, graduation, application, etc. if administrative or academic requirements have not been fulfilled prior to the registration period. Administrative and academic holds may include but are not limited to:

- Outstanding financial dues
- Incomplete admission requirements
- Failure to process readmission papers on time
- Failure to meet college and program specific requirements
- Academic dismissal

All undergraduate students will have a registration hold placed on their record, which will only be cleared once they have met with their Academic Advisor.

https://www.hbku.edu.qa/sites/default/files/student_registration-2018.pdf

Non-Degree Students

All academic policies that govern regular students are applicable to non-degree students, except in certain cases mentioned in the policy. Visiting students must submit the required documents mentioned in the policy.

https://www.hbku.edu.qa/sites/default/files/non-degree_student_policy-2018.pdf

Repeated Courses

Graduate students are permitted to repeat courses with a grade of "B-" or below. Students are allowed to repeat a particular course only one time and the grades earned in the second attempt shall count towards the calculation of a CGPA. A symbol of "E" to the right of the first attempted course will be placed, indicating that the grade and earned hours are excluded from the CGPA. A symbol of "I" to the right of the second attempted course will be placed, indicating that the grade and earned hours are included in the CGPA.

Transfer Credit

Credits earned at a recognized educational institution prior to the admitted program at HBKU may be eligible to be transferred. A maximum number of nine credits may be transferred as graduate credits and no more than 50% of the total credits for the program completion are allowed to be transferred as undergraduate credits. Courses graded on a non-standard basis cannot be transferred. Only courses with a grade of "B" or higher can be transferred as graduate and "C" or higher can be transferred as undergraduate credits. Transferred courses will be given a grade of "TC" and will not affect CGPA calculations at HBKU.

Degree Requirement

Undergraduate students: Students must complete all certificate program courses as outlined in the study plan to earn their certificate. For a complete list of undergraduate degree requirements: https://www.hbku.edu.qa/sites/default/files/undergraduate_degree_requirement-2018.pdf

Graduate: Students must complete all certificate program courses as outlined in the study plan to earn their certificate. Grades lower than a "B" are normally considered to be an unacceptable measure of progress towards graduate degree objectives. A grade of "C+" is considered the minimum passing grade for a graduate course. A grade less than a "C+" shall be reported as "F". No graduate student can graduate with a CGPA below 3.0. Academic advisors should take immediate remedial action for students whose CGPA has dropped below 3.0.

https://www.hbku.edu.qa/sites/default/files/graduate_degree_requirement-2018.pdf

Accreditation

HBKU and all its programs has been recognized by the Ministry of Education and Higher Education in Qatar.

Student can request an educational certificate equivalency of their official documents from the Ministry of Education and Higher Education (Certificates Equivalency section), the Equivalence Office, and they can also document them at the Ministry of Foreign Affairs.

https://www.edu.gov.qa/en/Pages/higheredudefault.aspx?ItemID=58

Grading Scale

All courses attempted are recorded on the transcript and used in the CGPA calculation. CGPA is computed by taking the total grade points divided by the attempted hours. AU, TR, and W grades are not included in the CGPA calculation.

Undergraduate Grading Scale

Grade	Description	Grade Points
A	Excellent	4.00
A-		3.67
B+	Very Good	3.33
B		3.00
B-		2.67
C+	Good	2.33
C		2.00
C-	Pass/marginal pass	1.67
D+		1.33
D		1.00
D-		0.67
F	Fail	0.00

Graduate Grading Scale

Grade	Description	Grade Points
A	Excellent	4.00
A-		3.67
B+	Very Good	3.33
B		3.00
B-	Pass	2.67
C+		2.33
F	Fail	0.00

Notations and Abbreviations

P	Pass **"P"** is assigned to a student who successfully meets the requirements of a pass-or-fail course.
NP	No Pass or Fail
IP	In Progress – **"IP"** is used to designate an incomplete grade and exclusively used for Dissertation Hours, Thesis Hours.
AW	Audit Fail or Withdraw – **"AW"** will be assigned to an audit course that a student failed to attend or formally withdrew from.
AU	Audit – **"AU"** is assigned upon satisfactory completion of an audit course.
I	Incomplete – **"I"** grade is temporary and may be given only at the end of a course when students cannot complete required work because of severe hardship beyond their control.
W	Withdraw – **"W"** is assigned when a student withdraws from a course subsequent to the add/drop deadline and before the final deadline to withdraw from courses, as indicated in the university's academic calendar.
N	**"N"** is assigned by the Registrar's Office when an instructor fails to assign a grade for a course.
TC	Transfer Credit – **"TC"** is assigned to credits transferred from outside HBKU as per the applicable credit transfer policy.
F	Failed – **"F"** will be assigned to courses that a student failed to attend or formally withdraw from within the prescribed time as announced by the Office of the Registrar.

Incomplete Grade: Students who have an incomplete grade in a course, in any semester, will not be allowed to register for the same course again until the incomplete grade is updated.

HBKU uses an electronic processing system that allows students to process the following requests electronically:

- Grade Appeal
- Course Audit Application
- Student Leave Request
- Course Substitution Request
- Transfer Request
- Study Abroad Request
- Similarity Index
- Change of Registration Record
- Program Change Form
- Change in Grade Form (Faculty)

These requests will be accessible through Banner.

Academic Standing

The academic progress status of a student, which indicates accumulated academic performance, can be one of three academic standings: Good Standing, Probation, Academic Dismissal.
The Office of the Registrar evaluates the academic standing at the end of the regular semesters (fall and spring). The academic standing results for the summer will be reported in the fall semester evaluation.

Undergraduate Student Academic Standing Policy (Probation and Dismissal)
https://www.hbku.edu.qa/sites/default/files/undergraduate_probation_and_dismissal_policy-2018_.pdf

Graduate Student Academic Standing Policy (Probation and Dismissal)
https://www.hbku.edu.qa/sites/default/files/graduate_probation_and_dismissal-2018.pdf

Academic Honor

Undergraduate students may qualify to graduate Summa Cum Laude by holding a final grade point average of 3.90 or above, Magna Cum Laude with a grade point average of 3.70 through 3.89, and Cum Laude with a grade point average of 3.50 through 3.69.

Dean's List
An annual published record of undergraduate students who achieve a CGPA of 3.5 or higher in the academic year preceding the announcement of the list.

President's List
An annual published record of undergraduate students who achieve a CGPA of 3.75 or higher in the academic year preceding the announcement of the list.

HBKU Academic Honesty and Code of Honor

The academic honor code is a set of statements articulating ideals and ethical principles that students, faculty, and staff must adhere to in order to create an atmosphere of trust and respect within the academic community. The honor code includes a set of rules addressing issues related to cheating, fabrication, falsification of results, plagiarism, collusion, misrepresentation, etc. Students at HBKU must be responsible for making themselves aware of and following the university policies and regulations.

As responsible, mature adults and members of the HBKU community, students are responsible for their conduct and are expected to adhere to a high level of integrity and responsibility. Student behavior and conduct must be driven by the principles of honesty, integrity, and the highest ethical standards. Students must follow all academic regulations governing student behavior on-campus and on campus-sponsored housing. When a violation of the Code of Honor occurs, it will be handled in a manner to educate students to be responsible members of the community. Violations will be handled in a manner that guides students to develop high personal ethical responsibility. A fair process is established in which an appeal can be requested. The aim of the appeals process is to achieve fairness and unbiased decisions. Students' academic integrity and good behavioral conduct is essential to a positive learning environment and is crucial to our educational endeavors. All students, faculty, and staff are expected to follow the code of academic behavior outlined in the following sections.

Academic Malpractices and Misconduct

Plagiarism

As the MLA Handbook states, plagiarism is "using another person's ideas, information, or expressions without acknowledging that person's work." It does not matter whether a student does this intentionally or unintentionally. It is always "intellectual theft".

Cheating

Cheating is a general type of malpractice whereby a student engages in dishonest action in completing the work of a course.

Collusion

Collusion is any attempt to conceal other students' work or input to collaborative assignment, or allowing others to copy their work and submit it as their own.

Fabrication or falsification of results

Fabrication is the intentional act of making up results or data and reporting them. Falsification is the intentional act of manipulating research materials, data, equipment, or processes. It also involves changing or omitting/suppressing data or results intentionally without clarification and scientific or statistical justification.

Other Areas of Malpractice or Violation of Honor Standards

Abuse/threatening behavior, computer security violations, intellectual property violation, criminal violation on campus, other university properties or at any university activity, disciplinary sanctions violations, disorderly conduct on university property, failure to comply with instructions, providing false information, tampering with fire equipment, forging, fraudulent business dealings on campus or elsewhere, illegal substances, disruption of authorized activities on campus, policy violations, solicitation, theft, unauthorized entry or use, sexual harassment, possession of weapons.

Academic Disciplinary Actions and Procedure

Academic Disciplinary Actions refer to penalties or sanctions imposed for violation of academic regulations including plagiarism, academic malpractice, violation of honor standards as defined in the previous sections, or other behavior judged as inappropriate academic conduct. It should be noted that there shall be no statute of limitations that impedes faculty from taking action upon the discovery of such violations by a student.

Jurisdiction

Violations involving academic misconduct are within the jurisdiction of faculty members, program coordinators, the Dean of the College, and the Provost. All violation cases must be transferred to the Office of the Provost for recording and to determine appropriate action in consultation with the Disciplinary Committee and/or other parties as appropriate to the violation case.

Disciplinary Action Procedure for Academic Misconduct

Violation of academic regulations shall be considered as confidential. The following procedure shall be followed when a faculty member reasonably suspects that a student under the faculty member's supervision has violated the Code of Honor.

Disciplinary Action Procedure for Non-Academic Misconduct

Members of the HBKU community may file to the College Dean or the Office of the Provost a charge of misconduct against a student within three days of the occurrence of the incident. Students will be notified of the alleged charges to prepare a response. The Dean or the Provost shall make a determination if the Code of Honor has been violated and if the alleged charge is to be investigated by the Disciplinary Committee.

Possible Penalties and Disciplinary Actions

The disciplinary actions taken for cases of academic malpractice will vary depending on the nature of the case and the standing of the student.

Disciplinary Committee

The role of the Disciplinary Committee is to conduct reviews of the academic and non-academic disciplinary actions and appeals as well as final grade reviews and appeals and to also conduct hearing sessions in case of academic dishonesty appeals and disputes.

https://www.hbku.edu.qa/sites/default/files/code_of_honor-2018.pdf

Important note:

- Make sure you read the 'Academic Policies and 'Student Handbook'.
- Make sure you communicate with your professors/advisors to help you determine which classes to take.
- Register for classes only when you are sure that you will enroll. Once you register, you will be liable for any consequent academic and/or financial obligations.

HBKU IT SERVICES

University Technology Services

A suite of technology services provides:

- Practical and real-world exposure to technologies that students and researchers will come across in their careers.
- Opportunities for active and interactive learning and research.
- Efficient access to educational and research service at the university.
- Effective and efficient delivery of support services to students, faculty, researchers, and staff.
- Timely feedback to students, while accommodating their diverse learning styles.

uts.hbku.edu.qa

HBKU Academic Systems

Student Information Systems

BANNER provides students access to admissions and registration information, billing, and academic records. BANNER can be accessed through the below URL: https://myhbku.hbku.edu.qa/ssomanager/c/SSB

Learning Management Systems

Learning Management Systems (LMS) is a way to simplify learning by connecting all the digital tools in one place. LMS provides students access to course assignments, quizzes, shared course materials, group communication, etc. LMS can be accessed through the below URL: https://lms.hbku.edu.qa

Email

Throughout their academic career, students will have a dedicated email to communicate with their instructors. Log in by accessing the URL: https://mail.hbku.edu.qa

How to Connect to Wi-Fi in HBKU

Students will be able to connect to Wi-Fi using their email login credentials anywhere on the HBKU campus.

Students can connect to any number of devices (smartphones, tablets, laptops, etc.) using the same login credentials.

Virtual Desktop Infrastructure
The virtual desktop can be accessed from any device – students can use their virtual desktop on their own smartphones, laptops, or other devices.
https://vdi.hbku.edu.qa

Webex – Collaboration Video conferencing
The University Technology Services provide each student with the license to a high-end operation and video conferencing system. To access the system through Cisco Webex, please visit https://hbku.webex.com

E-Library
E-Library service provides students with credentials to access online databases and search the library catalogue (OPAC – Online Public Access Catalogue)

E-Library provides access to HBKU Library and QNL databases to navigate book collections, subscribed databases, and library e-resources. E-Library can be accessed through the following URL: https://www.hbku.edu.qa/en/hbku-library

Self Service Portal
This portal will help HBKU students manage their account and do the following:
- Update profile details.
- Change password.
- Reset forgotten password.
- Unlock account.

Please visit: https://adselfservice.hbku.edu.qa

Knowledge Base
HBKU IT Knowledge Base is a database with various courses for students to build their skills. Through this system, students can learn the course details and enroll in the one associated with their interest. URL: https://kbreg.hbku.edu.qa

UTS Knowledge Chatbot
HBKU IT Knowledge Base is a database with various user guides and instructions for students, faculty, staff, researchers, and visitors to access all the application/services provided by University Technology Services. Through this database students can find numerous user guides related to each system. UTSKB webpage also offers ChatBot for better interaction to help search the required instructions. URL: https://utskb.hbku.edu.qa

HBKU IT Support Contact

Website: uts.hbku.edu.qa
Email: hbkuitsupport@hbku.edu.qa
Phone: +974 4454 1045

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HBKU

Hamad Bin Khalifa University