

STUDENT HANDBOOK

TABLE OF CONTENTS

Welcome to HBKU	3	Services	20
▶ Message from the President	3	▶ Student Employment	20
▶ Message from the Vice President, Student Affairs	4	▶ Internships	20
▶ Overview	5	▶ Community Classes	20
▶ Highlights in Numbers	5	▶ Hawiyati Card and Vehicle Access Tags	20
▶ Pillars	5		
▶ About QF	6	Registrar's Office	21
HBKU Academic	7	▶ About Us	21
▶ Colleges	7	▶ How to Find Us	21
▶ College of Islamic Studies	7	▶ What Do We Do?	22
▶ College of Humanities and Social Sciences	8	▶ Course Registration	22
▶ College of Science and Engineering	9	▶ Requesting Official Documents	22
▶ College of Law	10	▶ Important Things to Remember	23
▶ College of Health and Life Sciences	11	▶ Study Load	23
▶ College of Public Policy	12	▶ Adding and Dropping Courses	24
▶ Library	13	▶ Attendance Policy	24
Research at HBKU	14	▶ Grade Appeal Process	25
▶ Overview	14	▶ Withdrawal Policy	26
▶ HBKU Research Institutes	14	▶ Holds	26
▶ Sponsored Research Office	15	▶ Non-Degree Students	27
▶ Research Opportunities for Students	15	▶ Repeated Course	27
▶ Innovation Center	16	▶ Transfer Credit	27
HBKU Campus	17	▶ Degree Requirement	27
▶ Education City	17	▶ Accreditation	27
▶ Know Your Way Around	17	▶ Grading Scale	28
▶ Student Lounge at CIS	18	▶ Academic Standing	29
▶ Housing	18	▶ Academic Honor	29
▶ QF Primary Health Care Center	18	▶ HBKU Academic Honesty and Code of Honor	30
HBKU Student Affairs	19	▶ Academic Malpractices and Misconduct	30
▶ Student Engagement	19	▶ Academic Disciplinary Actions and Procedure	31
▶ Student Council	19	HBKU IT Services	32
▶ Clubs	19	▶ University Technology Services	32
▶ Sports	19	▶ HBKU Academic Systems	32
▶ Student Life Awards	19	▶ Email	32
▶ Competitions	19	▶ How to connect to WIFI at HBKU	32
▶ Cultural Events	19	▶ HBKU IT Support Contact	32
▶ Alumni	20	Follow Us on social media	32
▶ Services	20		
▶ Association	20		
▶ Portal	20		
▶ Contact	20		

WELCOME TO HBKU

Message from the President

Dear HBKU Students,

It is my privilege to welcome you to Hamad Bin Khalifa University (HBKU). I am confident you will learn a great deal and also develop enormously as an individual. I trust your experience at HBKU will be tremendously fulfilling and leave you with lifelong memories.

This is an exciting time for you to join the HBKU community. The university has made great progress in recent years and has become a regional leader in several fields, while also actively contributing to achieving the country's national vision.

As a home-grown innovation-centric entrepreneurial university, HBKU aims to lead the way in education and research and we play a vital role in helping to solve critical challenges - not only those facing Qatar but also the region and the world as a whole.

As well as providing you with the knowledge to succeed, HBKU understands the importance of developing our students to become global citizens and we take great pride in our ability to cultivate future leaders who are ready to make a huge impact.

I would urge you to make the most of your time at the university. Our dedicated faculty, researchers, and staff will do their utmost to equip you with the knowledge and the tools to succeed, and I am sure you will benefit greatly from the hands-on applied experience throughout your academic journey.

I wish you a very successful and pleasant academic year.

Sincerely,

Dr. Ahmad M. Hasnah

President of Hamad Bin Khalifa University

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 you will surely experience, 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 range of extracurricular activities and services that range from career and leadership skill development, community engagement locally and internationally, student employment, extracurricular activities, recreational student leisure trips, to arts and culture. Most importantly, I ask that you don't 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 Life website <https://www.hbku.edu.qa/en/life-hbku> or approach Student Services directly 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,

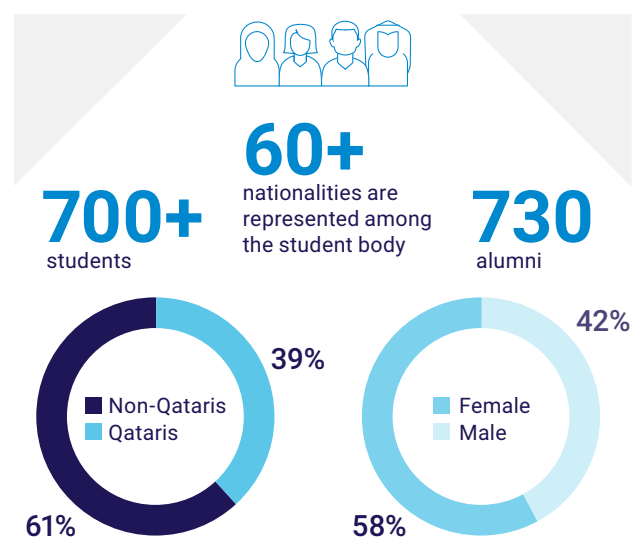
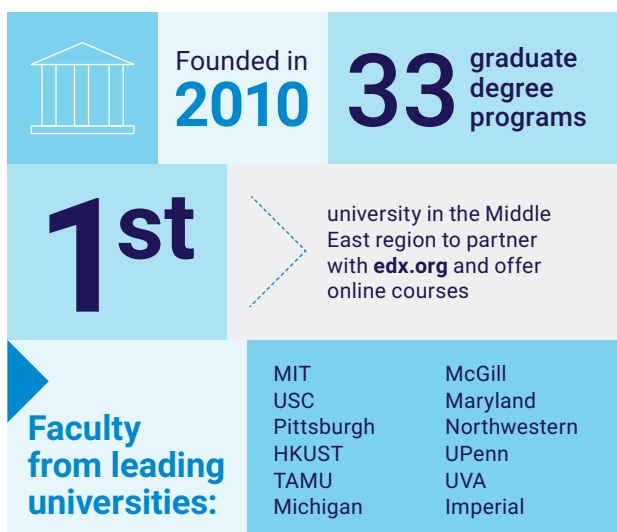
Maryam Al-Mannai

Vice President of Student Affairs

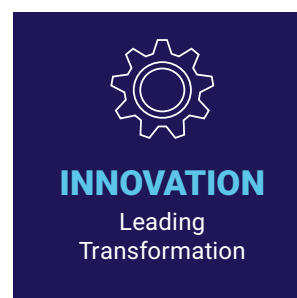
Overview

Hamad Bin Khalifa University (HBKU), a member of Qatar Foundation for Education, Science, and Community Development (QF), was founded in 2010 to continue fulfilling QF's vision of unlocking human potential. HBKU is a homegrown research and graduate studies university that acts as a catalyst for positive transformation in Qatar and the region while having a global impact.

Highlight in Numbers



Pillars



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) was established as a home for contemporary Islamic studies and to provide a unique platform for faculty and students to contribute to intellectual debates on Islam in a global context.

The college's six graduate and postgraduate degree 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 specialized tracks that are offered.

In addition, it also houses four distinguished research centers and several research clusters under the Research Division, which brings together scholars and thought leaders from around the world and fosters interdisciplinary dialogue and scholarship.

Programs:

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

Research Centers:

- ▶ Center for Islamic Economics and Finance (CIEF):
<https://www.hbku.edu.qa/en/cis/center/cief>
- ▶ 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>

Contacts:

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Student Affairs and Government Services

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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. CHSS currently offers four graduate degree programs at master's level in the fields of translation; women's studies; and digital humanities. The college also offers an interdisciplinary doctorate in Humanities and Social Sciences.

Programs:

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

CHSS Entities:

- Middle Eastern Studies Department
- Translation and Interpreting Studies Department at the Translational and Interpreting Institute
 - Translation and Training Center
 - Language Center
 - Academic Writing and Research Excellence Center (AWARE)

Contacts:

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Leyla Rustamzade

Program Coordinator

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The College of Science and Engineering

The College of Science and Engineering (CSE) currently offers the largest selection of programs within the university. All of its programs involve collaboration with partners inside the university - whether by utilizing the skills of expert scientists from HBKU's prestigious research institutes - or with external academic and industrial partners. The college aims to serve societal needs, with a focus on an integrated multi-disciplinary curriculum and multi-disciplinary research in science and engineering.

Programs:

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

Divisions:

- Division of Information and Computing Technology:
- Division of Sustainable Development
- Division of Life Sciences

Contacts:

Dr. Amine Bermak

Associate Dean
44540439

Dr. Hamish R. Mackey

Program Coordinator, Student Affairs
44545665

The College of Law

The College of Law (CL) is a world-class provider of legal education with an international reputation for quality and innovation in teaching and research. Owing to its position at a global crossroads in terms of culture, business and geopolitics, Qatar is at the heart of a region that requires leaders who can manage multi-faceted relationships that span different legal systems and who have a command of a wide range of skills. 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:

- ▶ Juris Doctor
- ▶ LLM in International Economic and Business Law
- ▶ LLM in International Law and Foreign Affairs

Contacts:

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Dean

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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, and precision medicine. The college embodies a multidisciplinary 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. The CHLS vision is to advance education and research toward developing human resources that will implement precision health as a societal norm, addressing preventative as well as clinical health challenges.

Programs:

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

Research Divisions:

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

Contacts:

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Founding Dean

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Dr. Henning Horn,

Program Coordinator and Assistant Professor

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The College of Public Policy

The College of Public Policy (CPP) is the newest of HBKU's colleges, launched in the summer of 2019. It is rapidly assembling leading faculty and launching its first program (Master of Public Policy) this year. It is starting small, but has large ambitions – it aims, within five years, to be a world-class center of public policy research and teaching. Its approach to policy studies meets the highest international standards in the field, but with distinctive and innovative elements. Its programs will combine theory with an emphasis on practice and application. Students will be encouraged to work in teams, apply their knowledge to real cases, and help Qatar and the region address pressing policy issues. It aims to be a vibrant space for discussion, problem solving, and policy engagement.

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.

Contact:

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Founding Dean

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Dr. Andreas Rechkemmer

Coordinator, Public Policy Program

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Amal Hassan

Business Support Officer

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Library

HBKU's library network comprises the Main Library, located at Minaretein (College of Islamic Studies building), and the College of Humanities and Social Sciences Library, at Penrose House (LAS building). The libraries aim to serve the knowledge and research needs of the HBKU community and provide faculty, researchers, and students with an enriching academic experience.

The two libraries are home to an extensive range of academic resources in print and digital format – including journals, textbooks, and dissertations covering the disciplines of law, religion, economics, humanities, science, engineering, and more.

These resources can be accessed physically by visiting the libraries' welcoming modern premises or by exploring their advanced online portals.

In addition, the libraries offer facilities and services to support a range of academic and research activities, including computer work areas, group study areas, and a library literacy program.

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

RESEARCH AT HBKU

Overview

Research is the cornerstone of Hamad Bin Khalifa University's commitment to building human capacity through interdisciplinary education and innovation that supports Qatar's journey towards sustainable growth. The university's students, faculty, and researchers work within an ecosystem that addresses challenges of national priority and contributes to outcomes with a tangible impact on society. Collectively, they are achieving breakthroughs across a number of fields, including biomedical science, genomics and precision medicine, data science, and sustainable energy.

At each of the six colleges, students work under the guidance of faculty to conduct applied research that results in practical solutions and the creation of innovations. HBKU's interdisciplinary research and education environment is distinguished by a unique synergy among the colleges, students, and research institutes.

HBKU carries out research activities in all its colleges:

- College of Islamic Studies
- College of Humanities and Social Sciences
- College of Science and Engineering
- College of Law
- College of Life and Health Sciences
- College of Public Policy

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 launched the Innovation Center's Idea Development Fund in 2018 to foster entrepreneurship and creativity. This pioneering initiative provides a platform for connecting and sharing ideas, people, resources, and expertise.

The center provides multifaceted educational and training opportunities for QF students and staff through seminars, workshops, boot camps, and more. Acting as a catalyst for the development of research-based innovative ideas for the purpose of commercialization, the HBKU Innovation Center supports the QF community in several ways, including the provision of targeted funds, a collaborative network between QF entities and Qatar-based industry, and a dedicated open space for the community to transform theoretical ideas into applied solutions.

One of the center's initiatives is the Idea Development Grants, awarded in focus areas that can tackle the grand challenges outlined in Qatar's national development strategy, such as water, energy, and the environment; ICT solutions; humanities, social science, and societies; ehealth and personalized medicine; food security; cybersecurity; sustainable manufacturing; innovative teaching tools and techniques; and the sports industry.

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 CIS

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 Bader Al Muftah in an email at baalmuftah@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

Student Engagement

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 Deans 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.

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.

Competitions:

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.

Cultural Events:

HBKU hosts several cultural events throughout the year to enrich students' experiences and exposure to other cultures. Some of the events include the Bazaar, Qatar National Day, Turkey Day, and Kuwaiti Day.

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.

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 e-mail (cosr@hbku.edu.qa)

Services

Student Employment:

Aims at providing part-time job opportunities for students to enhance and enrich their work experience with financial remuneration in return. Students are recommended to visit www.tech4work.com to view and apply to all job opportunities.

Internships:

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

Community Classes:

The office organizes several community classes, to stimulate the minds of participants, teach new skills, and help participants stay active.

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>

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

Registrar

Arwa S. Ibnouf aibnouf@hbku.edu.qa

Registration

Hanan Almalki halmalki@hbku.edu.qa

Fatema Al Manaai falmanaai@hbku.edu.qa

Student Records

Fatma Ammari fammari@hbku.edu.qa

Nijas Valiyandy nivaliyandy@hbku.edu.qa

Catalogue and Scheduling

Faizal Shajin Hassan fhassan@hbku.edu.qa

General Office Contact

Email: Registration@hbku.edu.qa

Telephone: 44540367

How to Find Us

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

What Do We Do?

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

- ▶ Course Registration
- ▶ Managing Your 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/>

Important Things to Remember

As you navigate through college life, it is important to know and understand the academic policies that govern your studies. These policies are set in place to guide students through the academic functioning of HBKU.

The policies are published in detail online but below are some important points you 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 university 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 forms can be obtained from the Registrar's Office.
- ▶ 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

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 Course

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 six 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: For a complete list of undergraduate degree requirements:

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

Graduate: 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.

http://www.edu.gov.qa/Ar/structure/HigherEducation/Universities_doc/HigherEducationInstitutionsInTheStateOfQatar.pdf

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

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.
NC	No Credit - A grade of " NC " is assigned to non-credit courses when the coursework has been satisfactorily completed.
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. Pass
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.

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

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.
- ▶ Effective and efficient delivery of support services to students, faculty, researchers, and staff.
- ▶ Opportunities for active and interactive learning and research.
- ▶ Timely feedback to students, while accommodating their diverse learning styles.
- ▶ Efficient access to educational and research service at the university.

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 below 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 in the HBKU campus.

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

HBKU IT Support Contact:

Email: hbkuitsupport@hbku.edu.qa

Phone: 44541045

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Hamad Bin Khalifa University