



HAMAD BIN KHALIFA UNIVERSITY

AC-A-05.V02: NON-DEGREE STUDENT POLICY

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated: 6 May 2018

1. PURPOSE

HBKU promotes exchange of students with national and international collaborators, as such HBKU welcomes visiting students who wish to enroll for courses at HBKU or conduct research with HBKU faculty and scientist. The purpose of this policy is to establish academic regulations for both undergraduate and graduate non-degree seeking students and visiting students.

2. POLICY DESCRIPTION

The University restricts the number of non-degree seeking students. The graduate and undergraduate admission policies articulate admission requirements; this policy states the academic rules that are applied to non-degree students. The policy also establishes the guidelines for hosting visiting students at HBKU.

2.1 DEFINITION

Non-degree Student: A classification of a student who is admitted to HBKU on the basis of not pursuing a standard academic degree at HBKU.

Visiting Student: A non-degree seeking student who is visiting HBKU to pursue research or attend classes and must be:

- A degree seeking student at his home institution;
- Maintains good academic standing at his home institution;
- Not a subject of a dual or a joint degree agreement with HBKU.

2.2 POLICY STATEMENTS

1. All academic policies that govern regular students are applicable to non-degree students, except the following:
 - A non-degree student may enroll in fewer hours than the full-time requirement for undergraduate and graduate students;
 - Failure to maintain a cumulative GPA of 3.0 in any semester for graduate students or 2.0 for undergraduate students will result in the non-degree student being dismissed from the University;
 - A non-degree student must register courses as “audit” if he/she does not intend to register courses for credit.
2. Visiting students wishing to enroll in classes at HBKU are subjects to the regulations stipulated for non-degree student;
3. Visiting students must submit the following:
 - Confirmation of enrollment and good standing from home institution. Recent graduates of an institution are not permitted to enroll at HBKU as visiting students;
 - Letter of invitation by the Dean of HBKU college hosting the visiting student;
4. Visiting students wishing to participate in a research project at HBKU are not subject to admission of non-degree student, however must satisfy the requirement in article 3, and
 - The maximum allowable time for a visit is two consecutive semesters, approval of the Provost is required for any extension;
 - Students are entitled to access the HBKU library and research facilities based on a request from the College to the HBKU facility management.

5. Visiting students are subjects to the policies and procedures of HBKU. The hosting college at HBKU is the focal point for access and for monitoring the abidance of HBKU policies and procedures;
6. Visiting students must submit to the hosting college at HBKU the necessary paper work to facilitate their visit;
7. Unless otherwise stipulated, visiting students assume the responsibility for all expenses associated with the visit;
8. It is a breach of the HBKU policy to host a student not fulfilling the regulations stipulated in this policy. The host assumes the responsibility for breaching this policy.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change
May 6, 2018	Policies 2-8	New provisions included to regulate visiting students

5. ACCOMPANYING PROCEDURE
