

Student Handbook



عضو في مؤسسة قطر
Member of Qatar Foundation



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HBKU Mission

Hamad Bin Khalifa University is dedicated to developing world-class integrated graduate and selected undergraduate academic programs, advancing national research capabilities, and cultivating leaders who drive meaningful change.

HBKU Vision

To be a pioneering and impact-driven university addressing critical challenges facing Qatar and the world.

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.

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. It is our goal to give you the tools to become a true scholar in whatever program you have chosen.

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. Prabhat Hajela

Provost

Hamad Bin Khalifa University

Message from the Vice President, Student Affairs

Dear HBKU future Ambassador,

Welcome to a new academic year! At HBKU, we are deeply committed to supporting your academic journey and personal growth. As the Vice President for Student Affairs, my role, along with that of my dedicated team, is to ensure that your experience here is rewarding, inclusive, and transformative.

This handbook is designed to serve as a guide to the many opportunities, resources, and support systems available to you. I encourage you to explore it fully and take advantage of the wealth of activities, organizations, and services that will enrich your time here.

Remember, your time at Hamad Bin Khalifa University is about more than classes and exams. It's about discovering your passions, developing leadership skills, building lifelong friendships, and preparing to make a positive impact on the world.

Our doors are always open to you, whether you need guidance, have questions, or just want to share your experiences. We are here to help you thrive.

Wishing you all the best in your journey ahead!

حياكم في جامعتكم

Sincerely,

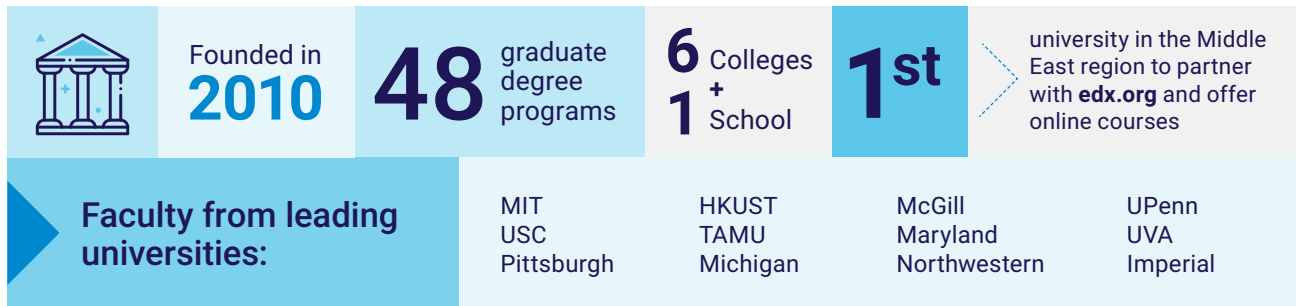
Dr. Maryam Al-Mannai

Vice President of Student Affairs

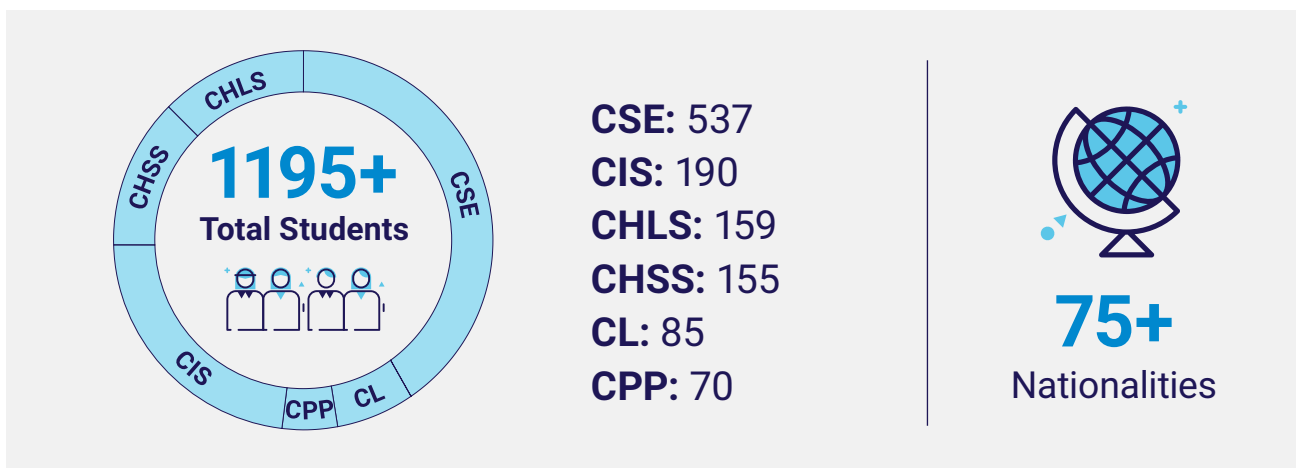
Overview

Hamad Bin Khalifa University (HBKU), a member of Qatar Foundation for Education, Science, and Community Development (QF) was established to fulfill QF's vision of unlocking human potential.

HBKU in Numbers



Student and Alumni Body



HBKU Academics

Academic Calendar

Stay up to date with important campus-wide events and deadlines.

Undergraduate Calendar: [CLICK HERE](#)

Graduate Calendar: [CLICK HERE](#)

Colleges

College of Islamic Studies

The College of Islamic Studies (CIS) connects academic Islamic grounding with modern social sciences in its curricula, teaching platforms, research endeavors, as well as institutional values, instilling the college's every facet with hallmarks of collaboration, innovation, and scholarship.

Programs

- PhD in Islamic Finance and Economy
- PhD in Islamic Studies
- 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
- Master of Arts in Counseling Psychology
- Master of Arts in Comparative Education
- Graduate Certificate in Islamic Studies
- Graduate Certificate in Islamic Finance
- Graduate Certificate in Islamic Psychology and Psychotherapy

Entities

- Center for Islamic Economics and Finance (CIEF):
www.hbku.edu.qa/en/cis/center/cief
- Research Center for Islamic Legislation and Ethics (CILE):
www.cilecenter.org
- Muhammad Bin Hamad Al Thani Center for Muslim Contribution to Civilization (CMCC):
www.hbku.edu.qa/en/cis/center/cmcc
- Minaretein Center
- Qur'anic Botanic Garden

Contacts

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Project Analyst

mohumar@hbku.edu.qa

College of Humanities and Social Sciences

The College of Humanities and Social Sciences (CHSS) has a successful record of building national capacity in fields of global importance by providing interdisciplinary postgraduate education to future leaders in the field. In doing so, CHSS is a driver for social justice, enriching communities with transformative knowledge, innovative research, as well as opportunities for collaboration.

Programs

- PhD in Humanities and Social Sciences
- Master of Arts in Translation for the Creative Industries
- Master of Arts in Digital Humanities and Societies
- Master of Arts in Intercultural Communication
- Master of Arts in Women, Society and Development

Entities

- Translation and Interpreting Institute (TII)
- Translation and Training Center (TTC)
- Language Center (LC)
- Language, Culture and Communication Department (LCC)
- Middle Eastern Studies Department (MESD)

Contact

Dr. Steven Wright

Associate Dean for Academic Affairs

+974 44540517

stwright@hbku.edu.qa

College of Science and Engineering

The College of Science and Engineering (CSE) currently offers the largest portfolio of degree programs within the university. CSE is home to the supplementary Division of Engineering Management and Decision Sciences, Division of Sustainable Development, and the Division of Information and Computing Technology, which together form a unique, multidisciplinary education and research environment of the highest caliber.

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 Sustainable Energy
- Master of Science in Sustainable Environment
- Master of Science in Sport and Entertainment Management
(A joint degree with the University of South Carolina (UofSC))
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Mechanical Engineering

Entities

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

Contacts

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College of Law

The College of Law (CL) has become one of the most prestigious law schools in the Middle East today. It builds national and regional capacities with global relevance by preparing leaders to manage multi-faceted relationships across a diversity of international legal systems. These include civil law, common law, and Shari'a, all informing Qatari law and governing transactions across the region and elsewhere in the world.

Programs

- ▶ Doctor of Juridical Science (S.J.D.)
- ▶ Juris Doctor (J.D.)
- ▶ LL.M. in International Law and Foreign Affairs
- ▶ LL.M. in International Economic and Business Law

Chairs

- ▶ UNESCO Chair on Environmental Law and Sustainable Development
- ▶ WTO Chair

Contacts

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College of Health and Life Sciences

The College of Health and Life Sciences (CHLS) addresses crucial national and global health challenges by educating coming generations of professionals.

As a well-established knowledge-sharing hub in the region, the college embodies a multidisciplinary approach to research, learning, and discovery, while integrating the world's best expertise and partnerships.

Programs

- ▶ PhD in Biological and Biomedical Sciences
- ▶ PhD in Genomics and Precision Medicine
- ▶ PhD in Biopsychology and Neuroscience
- ▶ Master of Science in Biopsychology and Neuroscience
- ▶ Master of Science in Biological and Biomedical Sciences
- ▶ Master of Science in Genomics and Precision Medicine
- ▶ Master of Science in Exercise Science (A joint degree with the University of South Carolina (UofSC))

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College of Public Policy

The College of Public Policy (CPP) is one of the leading public policy schools and knowledge hubs regionally and globally. It provides a uniquely situated venue for public conversation in Qatar, and a center for teaching and researching responses to policy questions of local and global relevance.

Highly dynamic and open to novel ideas and experimentation, the CPP recruits the world's best faculty, builds research capacity, educates future leaders who engage with their communities, and acts as a bridge for policy innovations that positively contribute to the global public good.

Programs

- ▶ Master of Public Policy (MPP)
- ▶ Master of Social Policy and Program Evaluation (MSPPE)
- ▶ Master in Global Health Policy (MGHP)
- ▶ Executive Program on Development Policies and Practices
- ▶ Executive Program on Conflict and Fragility Management

Chairs

- ▶ Hadaba

Contact

Master of Global Health Policy (MGHP)

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+974 4454 1751

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Master of Public Policy (MPP)

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Admissions and Student Affairs Contact

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School of Economics and Management

The School of Economics and Management (SEM) is a dynamic academic hub dedicated to preparing the next generation of economists, policymakers, and business leaders. Rooted in the pillars of innovation, sustainability, and interdisciplinary excellence, SEM offers cutting-edge graduate programs that equip students with advanced analytical, digital, and leadership skills. Its curriculum blends economics, big data, AI, fintech, and entrepreneurship to address global and regional challenges.

Programs

- ▶ Master of Science in Economics

Contact

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Economics Program Lead

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oabdelsalam@hbku.edu.qa

Academic Advising

About Academic Advising

At Hamad Bin Khalifa University (HBKU), academic advising is a vital component of your educational journey. Our goal is to support you in making informed decisions that align with your personal interests, academic goals, and career aspirations.

Effective advising can enhance your academic experience, increase your chances of timely graduation, and ensure you make decisions that reflect our aspirations. It also provides a support system to navigate challenges and maximize your opportunities during your time at HBKU.

Who is Your Academic Advisor?

Please reach out to Dr. Selma Haghamed, the Head of Academic Advising at HBKU. You can schedule your advising sessions by emailing Dr. Selma at: shaghamed@hbku.edu.qa

It is advised that you schedule at least two appointments each semester with your academic advisor, particularly if you require referrals to campus resources. Students should also note the importance of booking an appointment with their academic advisor at least two weeks before registration periods. Alongside full-time academic advisors, faculty members within your department or program are also available to assist with mentoring. They may also provide career advice regarding your specialization.

Where to Find Your Academic Advisor?

Building Name	Office Location	Office Number
Manufactory	Third Floor	340C

What to Expect from Your Academic Advisor?

- ▶ Your advisor will review your progress, offer guidance on course selection, discuss your academic goals, and answer any questions you have. Nonetheless, it is ultimately your responsibility to keep track of your progress. You can view detailed information about your degree requirements, completed courses, remaining credits, and current academic standing through the student portal.
- ▶ Your advisor will work with you to develop a semester-by-semester plan that aligns with your graduation timeline. Consider prerequisites, elective choices, and opportunities for internships. Please meet with your academic advisor before attempting to register for courses.
- ▶ Your academic advisor will discuss with you the academic policies and guidelines that affect your graduation, such as Drop/Add Deadlines, Grading and Academic Standing, Attendance, and Leave of Absence. Make sure to pay attention to academic policies and guidelines. Ensure you understand the credit hours needed, core curriculum, major requirements, and GPA standards. Regularly review your progress to stay on track.

How to Schedule and Prepare for Advising Appointments?

1. Reach out to your academic advisor and schedule an appointment by email at: shaghamed@hbku.edu.qa
2. Attend scheduled advising appointments: Ensure you arrive on time, prepared.
3. Prepare for advising sessions: Review your academic progress and come with questions or topics you'd like to discuss.
4. Ensure your class registration is in line with your study plan by staying up to date with registration deadlines and degree requirements.
5. Reflect on our academic and career objectives: To make the most of your time with your advisor and steer the conversation effectively, consider questions like:
 - ▶ **"Which courses do I enjoy most?"**
 - ▶ **"What are my goals after graduation?"**
 - ▶ **"Where do I see myself working?"**
 - ▶ **"What challenges do I need to overcome to graduate on time with excellent grades?"**
6. Communicate proactively: Notify your advisor of any changes or challenges to your academic plans or personal circumstances that may affect your studies.
7. Follow through: Evaluate how you can implement the guidance and recommendations provided during advising sessions.

HBKU Library

HBKU Library welcomes users to both of its branches: the Main Library and the Engineering Library, with expansive reading areas that provide a calm ambiance for visitors to focus, study, and work.

The library offers a range of facilities and services to support students' needs, including research consultations with librarians, digital research guides, article and book requests, interlibrary loans between libraries in Education City, help with citation management, VR learning experience, information literacy sessions, and various training and workshops.

Main Library

Opening Hours

- ▶ Sunday - Thursday: 08:00 - 00:00 (midnight)
- ▶ Friday: Closed
- ▶ Saturday: 10:00 - 17:00

Facilities

- ▶ 2 floors that can host up to 330 seated visitors
- ▶ 50 computers, 20 of which are allocated with carrels to PhD students
- ▶ Carrels that can be used without prior reservation
- ▶ 3 scanners
- ▶ 2 photocopy/printing machines
- ▶ 3 group study areas for up to 8 users each (reserve via the website)
- ▶ An audiovisual room (no reservations)

Location

Located on the first floor of the Minaretein building

Contact Information

Email: hbkulibrary@hbku.edu.qa
Phone: +974 4454 6644

Engineering Library

Opening Hours

- ▶ Sunday - Thursday:
 - ▶ 07:00 - 00:00 (midnight, Common Area)
 - ▶ 09:00 - 17:00 (Collection & Circulation Area, including Mezzanine)
- ▶ Friday & Saturday: Closed

Facilities

- ▶ 2 floors (main floor and mezzanine) that can host up to 80 seated visitors
- ▶ 8 group-study rooms, 4 to 8 users (reserve via the website)
- ▶ 8 one-person pods
- ▶ 38 individual study spaces with 24 computers

Location

Located on the third floor of the Manufactory building

Contact Information

Email: hbkuenglibrary@hbku.edu.qa

Phone: +974 4423 0040

Reserve a Group Study Space [HERE](#)

Print and Electronic Resources

More than 50,000 print books are displayed in both libraries and can be borrowed by students for up to 10 days each, up to a maximum of 5 books at the same time. The borrowing period can be extended online twice via the online [library account](#).

The library also provides access to its electronic resources both on campus and off-campus. Various portals are available on the [website](#) to search across more than 250,000 ebooks, 50,000 e-journals, and 260 databases.

University Writing Center (UWrite)

Graduate Support

The University Writing Center (UWrite) provides English and Arabic academic writing support services to HBKU students. The center offers the following core services:

1. Individual consultations (via the [UWrite online booking system](#)).

Appointments for individual one-hour tutoring sessions (consultations) can be made with English or Arabic writing specialists. These sessions are available in three modes:

- ▶ Face-to-face: Conducted in the Minaretein or Penrose House (LAS):

Owen Connor:

Office C.01.003, Minaretein

oconnor@hbku.edu.qa

Dr. Omaima El-Hardlo (Arabic)

Office C.01.004, Minaretein

oelhardlo@hbku.edu.qa

Dr. Juliet Lovering

Office C.01.020, Minaretein

JLovering@hbku.edu.qa

Dr. Shifa Zuhara (STEM)

Office C123H, LAS

shzuhara@hbku.edu.qa

- ▶ Synchronous online: Students use the booking service platform or Webex to work on a paper collaboratively with the writing specialist concurrently.
- ▶ E-tutoring: This option allows students to attach a paper to be reviewed by a writing specialist during the booked consultation period.

2. Workshops and in-class support sessions

UWrite specialists conduct workshops and in-class sessions on various academic writing topics throughout the academic year.

3. Digital resources

A comprehensive collection of online self-help resources is available and regularly updated on the [UWrite English](#) and [Arabic](#) LibGuide pages.

Undergraduate Support

Writing, communication, and multimedia support services are available to all undergraduate HBKU students:

1. Individual or group consultations:

Consultations can be pre-booked via [online booking](#) or walk-ins. Students are required to [register for an account](#) to book sessions online.

► The consultation sessions are available in two modes:

Face-to-face: Sessions are conducted in Suite 310, Manufactory.

Synchronous online sessions: Sessions are conducted via Microsoft Teams or Zoom. Once sessions are booked, students will receive the link to the platform.

2. In-class workshops:

These workshops are an integral part of the Engineering curriculum and are facilitated in collaboration with faculty.

3. Digital resources:

The collection of online resources includes handouts and tips that complement students' skills in writing, communication, and multimedia.

For more information on undergraduate support, contact:

Dr. Luleadey Tadesse Worku

Office 310C, Manufactory

lworku@hbku.edu.qa

Student Success Services for Undergraduate Students

The Student Success Services provides academic support to help undergraduate students achieve their educational goals. It includes:

1. **Peer Tutoring:** Students can book free one-to-one or group appointments for chemistry, physics, math, and engineering courses. Those sessions are tailored based on students' needs and focus on complex concepts, problem-solving, chapter reviews, study skills, and course confidence. You can book your appointment with the peer tutor through hbku-ug.mywconline.com.

How to access:

- ▶ New users can create an account at any time and then book appointments through the online schedule.
- ▶ All our sessions are conducted face-to-face in Suite 310, Manufactory, from 09:00 to 17:00 except on weekends.
- ▶ Online appointments can be arranged only if necessary. Walk-ins are welcome.

2. **Supplemental Instruction (SI):** Students can attend weekly interactive learning sessions for selected challenging courses. These group-based sessions help to reinforce the challenging course concepts, practice problems, and apply effective learning strategies. SI leaders coordinate these voluntary sessions at the beginning of the semester. All the sessions are conducted in the Manufactory building.

3. **Academic Coaching** is available to help students build effective study habits, set goals, and overcome challenges like procrastination or test taking. Students can schedule their coaching sessions to boost motivation, confidence, accountability, and long-term academic success.

More information is available on the Student Success Services website.

If you have any questions, contact:

Ms. Joelle Fadlallah

Office 310D, Manufactory

jfadlallah@hbku.edu.qa

Student Enrichment Program

The Student Enrichment Program (SEP) at HBKU equips students with a unique set of skills that complement their academic curriculum, emphasizing real-world applications and competencies that prepare them for impactful careers.

The enrichment program primarily serves undergraduate students, with selective offerings for graduate students, creating an exceptional learning environment where they gain exposure to both technical and professional competencies that boost their academic and career journey.

Through hands-on activities, certifications, industry collaborations, and innovative challenges, the program prepares students to stand out and thrive in diverse career landscapes.

Below are some of the program's key offerings:

- ▶ **Short training courses and workshops (in-person, hybrid, and online):** These are offered by industry leaders and subject matter experts in three focused areas: leadership and management, emerging technology, and innovation and entrepreneurship.
- ▶ **International certification:** Through partnerships with organizations like the Institute of Leadership and Management (ILM), the Association of Project Management (APM), and Six Sigma, the program offers globally recognized certifications, beginning with an endorsed leadership program and expanding to certifications in other high-demand fields.
- ▶ **Short industry-led programs:** They are organized in collaboration with the global and local engineering and government sectors to expose students to practical engineering scenarios, enhancing the students' engineering knowledge, professional network, and career opportunities.
- ▶ **Competitions and hackathons:** These help students inculcate an innovation and entrepreneurial mindset, giving them the tools to excel in interdisciplinary team settings.
- ▶ **Participation recognition:** Students' involvement in enrichment activities is documented in a formal student involvement record and high-impact experience hours, with outstanding contributors eligible for annual awards, enhancing their academic and career portfolios.

Example of student enrichment – Short training courses	
Technical	Professional
Advanced Robotics for Engineers	Engineering Leadership for Emerging Leaders
Introduction ProMax	Emotional Intelligence
Introduction to Python	Creative Communication for Engineers
Engineering in Healthcare	Public Speaking
Smart Manufacturing	Project Management
Cybersecurity	Design Thinking and Sustainability
Digitalization	Developing a Growth Mindset for Resilience

Students interested in participating or learning more about the program's offerings can contact enrichment@hbku.edu.qa or visit Suite 311, Manufactory.

Research at HBKU

Overview

HBKU takes pride in its multidisciplinary research academic programs and world-class research facilities, driven by our six colleges, one school, and three national research institutes to build future leaders, support Qatar's sustainable and diversified economic growth, and transform our research to generate social and economic value for real-world impact.

HBKU Research Institutes

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

- ▶ **Qatar Environment and Energy Research Institute (QEERI)** is the leading national research, development, and innovation institute in Qatar, with an overarching focus on water, energy, and environment, and a mandate to anticipate and solve critical challenges facing Qatar and the world. For more information, please visit its webpage: www.hbku.edu.qa/en/qeeri
- ▶ **Qatar Biomedical Research Institute (QBRI)** is a pioneering, national research institute, striving to transform healthcare and personalized medicine through translational research, innovation in prevention, diagnosis, as well as treatment of diseases. For more information, please visit its webpage: www.hbku.edu.qa/en/qbri
- ▶ **Qatar Computing Research Institute (QCRI)** conducts cutting-edge, multidisciplinary applied computing research in four focus areas: Arabic language technologies, social computing, data analytics, and cybersecurity. For more information, please visit its webpage: www.hbku.edu.qa/en/qcri

Sponsored Research Office

The Sponsored Research Office (SRO) at HBKU contributes to the university's academic and research mission by providing pre- and post-award management for all sponsored research projects. The SRO's primary responsibilities are to ensure HBKU's compliance with the terms and conditions of funding agreements, to negotiate award and sub-award agreements, and to ensure compliance with applicable research policies.

Research Opportunities for Students

The research programs of Hamad Bin Khalifa University emphasize active participation of undergraduate and graduate students in cutting-edge research. Students are encouraged to contact their respective departments or programs, as well as the research institutes, to explore research opportunities. In addition, the Qatar Research, Development, and Innovation (QRDI) Council has several programs that focus on involving students as part of efforts to build research capacity and grow talent. For more information, please visit the website: <https://innolight.qrdi.org.qa/>

Innovation at HBKU

The Office of Innovation and Industrial Relations (OIIR) has been a leader in advancing innovation and entrepreneurial growth since its establishment. Its tailored approach supports Qatar's National Vision by developing and implementing strategies that boost innovative entrepreneurship and facilitate knowledge and technology transfer between the university, industry, and government.

OIIR enables this mission through four complementary departments, each playing a distinct role within the HBKU community and the wider ecosystem:

1. **HBKU Innovation Center:** One of OIIR's initiatives toward strengthening a sustainable innovation and entrepreneurship ecosystem within and outside of HBKU. The center focuses on nurturing a mindset of innovation and entrepreneurship among HBKU and QF members to support the cultivation of a community of innovation and entrepreneurship within HBKU and beyond and to help establish HBKU-grown startups.

HBKU IC offers a range of support services to the student community within HBKU, including:

- ▶ **REYADA Entrepreneurship Program**
- ▶ **MIJHAR Commercialization Program**
- ▶ **Spin-out Establishments**
- ▶ **One-to-One Consultations**
- ▶ **Mentorship & Coaching Sessions**
- ▶ **Capacity Building Workshops**
- ▶ **Entrepreneurship Fund**

"The Reyada Program is a transformative instrumental program, from an idea to a clear vision. It enhanced my entrepreneurial capabilities by providing expert mentorship and practical frameworks for strategic planning and market validation. It is the present space for developing new leaders."

Alumnus Ms. Doaa Mustafa Hashim Abu Zaid

Master of Islamic Art Architecture Urbanism

College of Islamic Studies

2. **HBKU Innovation Funds Office:** A dynamic pillar dedicated to managing and distributing funds and fostering a collaborative, multidisciplinary, and locally relevant innovation environment through initiatives such as:

- ▶ **Student Innovation Fund (SIF)**
- ▶ **The Innovative Business Discovery and Acceleration Fund (IBDA)**
- ▶ **Industrial Innovation Fund (IIF)**
- ▶ **Social Innovation Fund (SOCIF)**

HBKU students, both undergraduate and graduate, may benefit from the Student Innovation Fund (SIF), which supports the development of early-stage entrepreneurial ideas, either individually or as part of a team. Students who have launched startups may also be eligible for IBDA, which supports HBKU-led companies in their early-stage development. Projects supported by these funds often continue their development at the HBKU Innovation Center. Some evolve into startups, while others are showcased at prestigious innovation platforms. For example, Dr. Muhammad Fazlurrahman Syarif, a PhD graduate from the College of Islamic Studies and a Cycle 6 SIF awardee, was awarded second place in the Rising Innovators Award by the Qatar Research, Development, and Innovation (QRDI) Council at the 2025 Web Summit.

- 3. Intellectual Property Office (IPO):** As the gateway to research, development, and innovation activities, the Intellectual Property Office (IPO) plays a crucial coordinating role at the core of HBKU's dynamic innovation and entrepreneurship ecosystem. Our office is dedicated to identifying and protecting intellectual property (IP) developed at Hamad Bin Khalifa University. By safeguarding these valuable assets, we ensure that groundbreaking ideas and technologies are securely preserved. The IP Office offers a comprehensive suite of services designed to support HBKU students, staff, faculty, and researchers in navigating the complex landscape of IP protection.

These services include:

- ▶ **REYADA Disclosure of Inventions and Creative Works**
- ▶ **Patent Filing and Management**
- ▶ **Intellectual Property Rights Protection**
- ▶ **IP Support in Industry and Research Collaboration**

Our role is to ensure that students are informed and empowered to identify, protect, and manage their IP in line with HBKU's IP Policy and broader commitment to research impact and knowledge sharing.

We support HBKU students by:

- ▶ **Helping students understand what qualifies as intellectual property and how it can arise during academic or research work.**
- ▶ **Explaining students' rights under the HBKU IP Policy in the context of individual research, group projects, and external collaborations.**
- ▶ **Offering guidance on disclosing inventions or creative work developed as part of university research.**
- ▶ **Providing advice on how IP can be protected, including through patents, copyrights, and trademarks, where appropriate.**
- ▶ **Supporting students in understanding IP in the context of commercialization.**
- ▶ **Coordinating with faculty and project supervisors to ensure fair recognition and protection of student contributions.**
- ▶ **Running workshops and guest lectures on IP fundamentals, student rights, and real-world applications of IP.**

Our services are available to all HBKU students and are designed to equip you with the knowledge and support you need to confidently navigate the world of intellectual property.

4. The HBKU Research & Development Corporation (HBKU R&D Corp.), founded by Hamad Bin Khalifa University in 2022 as a strategic initiative to bridge the gap between academic research and commercial applications. HBKU R&D Corp. aims to transform innovative concepts and technologies developed within HBKU into market-ready products and services. This involves identifying promising research outcomes, developing suitable commercialization strategies, and establishing strong collaborations with industry and government stakeholders to facilitate technology transfer and market entry through its four departments:

- **Expertise Catalog**
- **Commercializable Technologies**
- **Spinouts & Startups**
- **Commercialize Your Research**

To support the commercialization of HBKU technologies, we:

- **Identify promising research outcomes.**
- **Perform Innovation Readiness Level (IRL) assessments by evaluating technical, market, commercialization, and business readiness.**
- **Develop commercialization strategies based on the unique strengths of each technology.**
- **Provide 1:1 commercial-related consultations based on request from HBKU members.**
- **Establish strong collaborations with industry and government stakeholders.**
- **License HBKU Technologies.**
- **Manage tender applications and service agreements.**
- **Provide technical consultancy when needed and based on the requests of internal and external stakeholders.**

To explore your options, visit: <https://innovation.hbku.edu.qa/>

Education City & HBKU Buildings

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, a homegrown university, schools, research centers, cultural institutions, community facilities, and a state-of-the-art science and technology park.

Universities at Education City:

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

Multaqa

Multaqa, our multipurpose student center, can accommodate approximately 10,000 students and is designed to connect, engage, and create a sense of community in the heart of Education City. Inspired by the traditional souqs of Arab towns, different sections of the center relate to interior alleys and plazas, creating a relaxed and convivial atmosphere.

Qatar National Library

Qatar National Library houses a vast and growing collection of books, rare manuscripts, archival documents, and historical materials in Arabic and various European languages. The library also offers extensive facilities for research, collaboration, and innovation, including study rooms, media labs, event spaces, and dedicated areas for children and young adults.

QF Housing

- ▶ Al Majlis Al Shamali - Female Housing
- ▶ Al Majlis Al Janoubi - Male & Family Housing

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

QF Primary Health Care Center

QF Primary Health Care Center (QF PHCC) will be operated by Queen Hospital on behalf of Qatar Foundation.

Queen Hospital is a highly recognized private medical center in Qatar. Under its operation, QF's PHCC will continue to provide our staff and students with the highest quality healthcare services. The QF's PHCC is an invaluable resource for our community, and this transition marks a step toward enhancing its services.

Find Your Way Around

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

Hamad Bin Khalifa University

Minaretein

The Minaretein Building of HBKU is home to HBKU's College of Islamic Studies (CIS), College of Law (CL), College of Public Policy (CPP), College of Humanities and Social Sciences (CHSS), Student Affairs, Global Institute for Strategic Research (GISR), Library, and the Education City Mosque. Students can visit the Student Lounge at Minaretein to relax and interact between classes. Student Life events are common at Minaretein, especially in the Exhibition Galleria, Auditorium, and Student Lounge. A section of the Office of Student Affairs is located in Minaretein.

Manufactory

The Manufactory Building is home to HBKU's undergraduate section of the College of Science and Engineering (CSE). Student Life events are often hosted in this building, especially in the Blue Area, Link Atrium, and Main Entrance of the building. A section of the Office of Student Affairs is located in Manufactory.

Penrose House (LAS Building)

Penrose House Building is home to HBKU's College of Health and Life Sciences (CHLS), the graduate section of the College of Science and Engineering (CSE), and the Executive Education Center (EEC).

Researchery

Home to HBKU's Qatar Environment and Energy Research Institute (QEERI), Qatar Computing Research Institute (QCRI), Qatar Biomedical Research Institute (QBRI), HBKU Research, HBKU Communications, and HBKU Operations (Finance, HR, IT, Facilities, Procurement).

HBKU Headquarters

Central administration building for university leadership, including offices for the President, Provost, Risk, Audit & Compliance (ARC), Strategic Planning & Partnerships (SPP), Institutional Effectiveness, and support teams.

Al Mustahal

Home to HBKU's Enrollment & Registration as well as the College of Health and Life Sciences (CHLS) Labs.

Humanitatrium (GU)

Home to the Labs for HBKU's College of Health and Life Sciences (CHLS) on the second floor.

Lot 4

Home to HBKU Press.

Villas 3&4

Home to HBKU's Office of Innovation and Industrial Relations (OIIR).

QBG Conservation Center (QF Nursery)

Home to HBKU's Qur'anic Botanic Garden (QBG).

Student Affairs

Student Development and 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 currently enrolled students at HBKU.

New Student Orientation

New Student Orientation at HBKU is a multi-day program designed to welcome and prepare incoming students for academic and campus life. It introduces them to university resources, policies, and support services, while also offering opportunities to connect with peers, faculty, and staff. Through a series of sessions and activities, students begin building their community and understanding their role within HBKU.

Student Organizations

Student organizations at HBKU are where passions come to life beyond the classroom. They serve as a bridge between academic learning and real-world experience, helping you grow as a leader, collaborate with others, and build meaningful communities.

Whether you're joining an existing student organization or starting your own, you'll have the opportunity to explore your interests, organize events, manage budgets, and engage with like-minded peers, all while gaining valuable skills that prepare you for life after university.

All student organization activity is managed through Musharaka, HBKU's official student life platform, where you can explore active organizations, register new ones, apply for leadership roles, and stay updated on events.

Head to [Musharaka](#) to see our currently active student organizations and find where you belong, or create your own!

Sports and Recreation

At Hamad Bin Khalifa University, the Sports and Recreation section is dedicated to enhancing the overall well-being of our students, both female and male, by promoting healthy lifestyles through a diverse range of sports and physical activities. We strive to create an inclusive and supportive environment that encourages all students to stay active, build community, and develop lifelong wellness habits.

HBKU Sports Club

The HBKU Sports Club offers all students the opportunity to participate in organized, competitive, and recreational sports. These clubs allow students to enrich their university experience by growing physically, socially, and as leaders, while pursuing their passion for sports.

Currently, HBKU Sports and Recreation offers 18 sports clubs open to both male and female students:

- Football (Female, Male)
- Basketball (Female and Male)
- Basketball 3 on 3 (Female and Male)
- Volleyball (Female and Male)
- Table Tennis (Female and Male)
- Tennis (Female and Male)
- Padel (Female and Male)
- Swimming (Female and Male)
- Badminton (Female and Male)
- Chess (Female and Male)
- Athletics (Female and Male)
- Horse Equestrian (Female and Male)
- Cricket (Male)
- Fencing (Female)
- Futsal (Female and Male)
- Beach Volleyball (Female and Male)
- E-Sports (Female and Male)
- Bowling (Female and Male)

Professional Sports Training and Development

Students participating in sports clubs will have access to professional training classes led by qualified coaches, designed to develop their skills and elevate their performance. Trainings are tailored to each sport and organized based on students' availability to ensure maximum participation and convenience.

Through our sports clubs, we aim to:

- Organize and conduct inclusive sports, fitness, and wellness activities on campus.
- Promote participation in sports competitions at local, regional, and international levels.
- Provide structured training and development opportunities for students in their chosen sport.
- Empower students through teamwork, leadership, and personal growth.

If you are interested in joining any sports club or would like more information, please contact HBKU Sports and Recreation at sports.recreation@hbku.edu.qa or call +974 4454 8235.

Student Life Awards

The Student Life Awards are a set of non-academic awards 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.

Student Development Program

The Student Development Program is a structured, points-based program at HBKU that encourages students to engage in co-curricular learning across five key dimensions: leadership, service, academic and professional growth, well-being, and global citizenship. Students earn recognition by progressing through three self-paced tiers of involvement, with achievements tracked through the Musharaka platform. The program aims to foster holistic development and institutional pride while providing a fair and transparent model for student recognition.

Discover Qatar

The Discover Qatar program at HBKU is an initiative aimed at introducing students to Qatar's rich cultural, historical, and societal landscape. It offers curated experiences and resources (such as guided tours, cultural immersion sessions, and special events) to help participants better understand the nation's heritage and role within the region.

International Student Office

The International Student Services section at HBKU supports international students with their transition to life in Qatar by providing guidance on immigration, visa processing, and residency permits. It also offers orientation, cultural adjustment resources, and ongoing support to help students navigate both university life and living in a new country.

Musharaka

Musharaka is the official student engagement platform at HBKU. It is designed to foster student engagement and participation in campus life. Musharaka serves as the central hub for accessing co-curricular opportunities such as student organizations, events, leadership programs, and experiential learning.

musharaka.hbku.edu.qa

Three Minute Thesis Competition

Three Minute Thesis (3MT) is a contest open to doctoral students, launched by the University of Queensland, Australia, and brought to HBKU by 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.

Health and Counseling Center

Wellness and Physical Health

The Student Affairs Office provides information and guidance for students on how to access various healthcare facilities. Those include the relevant public health care centers run by the Primary Health Care Corporation (PHCC). To access PHCC centers, students must have a Hamad Health Card. Students are strongly advised to apply for a Health Card as soon as they arrive in Qatar. Students can also access private healthcare facilities at their own expense if they wish to do so.

Counseling and Mental Health

HBKU has dedicated counseling and mental health services. The service is led by Dr. Rudwan Abdul-Al, Senior Consultant Psychiatrist and Student Counselor. It is located at Minaretein Building. Students can have individual counseling sessions. Group sessions could also be organized. Awareness and information seminars are run throughout the year. More details can be found on the HBKU Student Health webpage.

For appointments, please contact QF Clinic reception at:

[4454 1244](tel:44541244) / [4454 1240](tel:44541240) / [4454 0222](tel:44540222) or [7105 0222](tel:71050222) (WhatsApp).

For general enquiries, please email: counseling.services@hbku.edu.qa

For urgent requests out of working hours, please contact our helpline at: [3999 0608](tel:39990608)

Community Outreach & Student Relations

The Community Outreach & Student Relations team plays a vital role in creating transformative student experiences and lifelong alumni engagement. Through a variety of services, programs, and partnerships, the office connects students and graduates with meaningful learning, work, and community-building opportunities, locally and globally.

Student Employment Program (SEP)

The SEP offers part-time employment across HBKU departments, colleges, and research centers. Students gain valuable on-the-job experience, strengthen transferable skills, and receive financial compensation.

Apply by visiting the SEP website: [InPlace Sign-On](#).

Career Development Workshops & CV Clinics

We deliver skill-building workshops covering communication, leadership, interview preparation, and personal branding. Our CV Clinics offer one-on-one guidance from advisors to strengthen job applications.

To schedule a CV review: cosr@hbku.edu.qa

Internships and Job Opportunities

We connect students with meaningful internships and job placements through partnerships with public institutions, private companies, and international organizations. These opportunities help students explore career paths, build professional networks, and gain practical experience that supports a confident transition into the workforce.

Opportunities vary based on availability, student background, and employer needs.

To learn more or express interest, contact: cosr@hbku.edu.qa

Career Fairs & Employer Engagement

We organize annual career fairs, employer networking events, and on-campus recruitment activities that connect students and alumni directly with hiring partners. Our office actively builds strategic employer relationships to provide HBKU talent with exposure to local, regional, and global job markets.

Entrepreneurship Opportunities

In collaboration with partner organizations, we host workshops and competitions focused on innovation, startup culture, and entrepreneurial thinking, encouraging students to pursue impactful ventures and ideas.

Volunteering Initiatives

Students are encouraged to engage in various volunteer programs that support their growth as active global citizens. These experiences promote leadership, empathy, and social responsibility—values that shape well-rounded graduates.

Community Outreach Programs

The office leads local and international outreach initiatives, including info sessions, education fairs, and engagement with both governmental and private institutions. These efforts promote HBKU and foster global academic collaboration.

Alumni Services

HBKU alumni benefit from:

- ▶ Access to QF facilities (e.g., Recreation Center)
- ▶ Curated job and internship opportunities
- ▶ Invitations to career events, mentoring, and reunions
- ▶ Get in touch: alumni@hbku.edu.qa

QF Alumni Card: [CLICK HERE](#)

Alumni Database: [CLICK HERE](#)

HBKU Alumni Association

The HBKU Alumni Association provides a platform to strengthen alumni connections and amplify the collective voice of graduates across colleges. It supports leadership, networking, and continued engagement with the university's vision.

For details: alumni@hbku.edu.qa

Alumni Portal

Through the QF Alumni Portal, HBKU graduates can connect with peers from across Education City, exchange opportunities, and stay involved in university and community initiatives.

For access: alumni@hbku.edu.qa

Contact Us

For questions, feedback, or service inquiries, please contact the Community Outreach & Student Relations Office: cosr@hbku.edu.qa

HBKU Student Code of Conduct

Students are members of the HBKU community and assume full responsibility for proper conduct until their separation from the institution. Misconduct at HBKU is not acceptable. All students at HBKU have a responsibility to ensure the honesty of others through their own individual actions and deeds.

Conduct standards at HBKU are set forth in writing in order to give students general notice of prohibited behavior. The prohibited behaviors should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Code of Honor

At Hamad Bin Khalifa University, we uphold a shared commitment to integrity, responsibility, and mutual respect. As members of this community, we pledge to embody the following values in all our academic, personal, and professional endeavors.

Academic Integrity

We commit to honesty and fairness in all academic work. We will:

- ▶ Submit original work and properly credit the ideas of others.
- ▶ Avoid plagiarism, cheating, or any form of academic dishonesty.
- ▶ Support a learning environment where truth and knowledge are pursued ethically.

Respect and Inclusion

We value the dignity and worth of every individual. We will:

- ▶ Treat all members of the community with kindness, empathy, and fairness.
- ▶ Foster an inclusive environment regardless of nationality, gender, faith, or background.
- ▶ Honor the Islamic values of respect, humility, and compassion in our interactions.

Personal Responsibility

We take ownership of our actions and choices. We will:

- ▶ Abide by university rules and policies.
- ▶ Accept the consequences of our behavior.
- ▶ Promote accountability among our peers.

Community Engagement

We strive to contribute positively to the HBKU and wider community. We will:

- ▶ Engage in service, leadership, and research that benefit society.
- ▶ Act as responsible citizens locally and globally.
- ▶ Promote sustainability, innovation, and the common good.

Professional Ethics

We uphold the highest standards of conduct in our academic and professional lives. We will:

- ▶ Demonstrate honesty, reliability, and diligence in all tasks.
- ▶ Maintain confidentiality and handle information responsibly.
- ▶ Represent HBKU with integrity in all settings.

Student Rights and Responsibilities

Student Rights

1. Each HBKU student has the right to participate in all areas and activities of this university, granted that the activity is designed for the student's demographic.
2. A student has the right to personal privacy except as otherwise provided by law. Students and university authorities will observe this alike.
3. Each student subject to disciplinary action arising from violations of the University Student Code of Conduct shall be assured of a fundamentally fair process. All student conduct hearings will be determined on a preponderance of the evidence standard.

Student Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and the administration.
2. A student has the responsibility to be fully acquainted with the published University Student Code of Conduct and to comply with the code and governmental laws.
3. A student has the responsibility to recognize the student's actions to reflect upon the individuals involved and upon the entire HBKU community.

Prohibited Behavior

The conduct described below is considered inappropriate for the community and in opposition to the standards of conduct set forth by HBKU. The list below is not exhaustive.

Abuse of Student Conduct Process

Abuse of the student conduct, disciplinary, and/or legal processes, including, but not limited to investigations, conferences, and appeals. Prohibited behavior includes, but is not limited to:

- ▶ Failure to obey the notice from HBKU staff to appear for a meeting or conference as part of an official university disciplinary process.
- ▶ Falsification, distortion, or misrepresentation of information.
- ▶ Disruption or interference with the orderly conduct of an investigation, conference, or appeal process.
- ▶ Intentionally initiating false reports.
- ▶ Attempting to discourage an individual's proper participation in, or use of, a student conduct, disciplinary, or legal process.
- ▶ Attempting to influence the impartiality of a staff member prior to, during, and/or after the student conduct, disciplinary, or legal process.
- ▶ Verbal or physical intimidation, and/or retaliation of any party to the Student Conduct proceeding prior to, during, and/or afterwards.
- ▶ Committing a violation of HBKU rules while serving a conduct probation, conduct review, or deferred suspension status, or failing to meet deadlines imposed in accordance with the university.
- ▶ Failure to abide by the terms of HBKU-administered sanctions.
- ▶ Influencing or attempting to influence another person to commit abuse of the student conduct system.

Academic Violation

Academic violation is any action intended to give an unfair academic advantage to the student.

Alcohol

Alcohol use, possession, manufacturing, or distribution of alcoholic beverages is prohibited on HBKU premises and at university-sponsored events. In addition, the use, possession, or distribution of alcoholic beverages while driving or riding in or on a vehicle on Qatar Foundation premises is prohibited. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or any other form of transportation while intoxicated or while under the influence of alcohol.

Animal Cruelty

Intentionally, knowingly or recklessly torturing or in a cruel manner killing or causing serious bodily injury to an animal, failing to provide necessary food, water or care for an animal in the person's custody, abandoning unreasonably an animal in the person's custody, transporting or confining an animal in a cruel manner, causing bodily injury to any animal without the owner's consent, causing one animal to fight with another animal, or seriously overworking an animal. Intentionally, knowingly, or recklessly attacking, injuring, or killing an assistance animal or inciting another to attack, injure, or kill an assistance animal.

This policy is not intended to prohibit:

- ▶ Killing or injuring an animal within the scope of a person's employment or furthering the goals of a legitimate educational curriculum as designed and approved by the university.
- ▶ Killing or injuring an animal when the actor had a reasonable fear of bodily injury to self or another person by that animal.

Bias-Related Violations

Student conduct motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, or gender may result in an enhanced sanction.

Breaching Safety or Security

This includes but is not limited to: Unauthorized access to university facilities; unauthorized entry into or use of university premises; intentionally damaging door locks; unauthorized possession of university keys or access cards; duplicating university keys or access cards; propping open of exterior residence hall or other campus building doors; tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations, gas detectors, or emergency exits; and/or authorized entry into another person's or entity's residence vehicle, or business.

Bullying and Cyber-bullying

Conduct that threatens, intimidates, or is intended to intimidate, or cause harm to another person. This includes the use of electronic/social media.

Bias-Related Violations

Student conduct motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, or gender may result in an enhanced sanction.

Complicity

Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

Damage

Behavior that destroys, damages, or litters any property of Qatar Foundation, of a Qatar Foundation community member, or of another person, on or off campus, is prohibited under this rule.

Dishonesty

Acts of dishonesty, including but not limited to the following: forgery, unauthorized alteration or misuse of any document, record, or instrument of identification. Also includes withholding material information from the university, misrepresenting the truth before a hearing of the university, and making false statements to any university official.

Disorderly Conduct

Public behavior that is disruptive, lewd, or indecent; breach of peace; or aiding, or procuring another person to breach the peace at functions sponsored by the university or participated in by members of the university community.

Disruptive Activity

Disruption or obstruction of teaching, research, administration, or other University activities (including public-service functions on or off campus) or of other authorized non-university activities when conduct occurs on university premises. Such activities may include, but are not limited to:

- ▶ Leading or inciting others to disrupt scheduled and/or normal activities on university premises.
- ▶ Classroom behavior that seriously interferes with either (a) the faculty member's ability to conduct the class or (b) the ability of other students to profit from the instructional program.
- ▶ Any behavior in class or out of class, which for any reason interferes with the class work of others, involves disorder, or otherwise disrupts the regular and essential operation of the university.

Drugs

The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs, or illegally obtained/possessed controlled substances, is prohibited. Abusing legally obtained drugs by failing to take the drug as directed. Except as expressly permitted by law, use, possession, manufacturing, distribution, or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substance and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated

Evading

Intentionally fleeing from a university official or law enforcement officer when the person knows or reasonably should have known the university official or law enforcement officer is attempting to confront, arrest, or detain.

Failure to Comply

Failure to comply with proper and lawful direction of any university official or law enforcement officer.

Failure to Present Identification

Failure to provide identification upon the request of a university official.

False Reporting

Intentionally making or causing to be made a false report, warning, threat of fire, explosion, or other emergency concerning the university and university-sponsored activities.

Harassment

Behavior that is severe, pervasive, or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to physical, verbal, graphic, written, or electronic.

Misuse of Computing Resources

Failure to comply with university regulations and policies, license agreements, and contracts governing network, software, and hardware use; abuse of communal resources, use of computer resources for unauthorized commercial purposes or personal gain; failure to protect passwords or use of student account; breach of computer security, harmful access, or invasion of privacy. Misuse and/or other abuse of computer facilities and resources, including, but not limited to:

- ▶ Use of another individual's identification and/or password.
- ▶ Use of computing facilities and resources to send obscene or threatening messages.
- ▶ Use of computing facilities and resources in violation of copyright laws.

Off-Campus Conduct

When a student is alleged to have violated the Student Code of Conduct by an offense committed off of university premises, the university may investigate and adjudicate. The university may take action in situations occurring off university premises involving student conduct that may cause harm to another, result in damage to property, or otherwise adversely affect the university community and its standing in the community. This action may be taken for either affiliated or non-affiliated activities. If the Vice President for Student Affairs determines that the offense affects the university as stated above, then the Student Affairs Office shall hold an administrative hearing to consider whether the offense is of such nature as set out above, whether or not the student committed the offense, and take appropriate action. The action of the university administrative hearing officer shall be made independent of any off-campus authority.

Physical Abuse

Any attempt to cause injury or inflict pain, or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to or acquiesced to the physical abuse.

The physical abuse rule is not intended to prohibit the following conduct:

- ▶ Customary public athletic events, contests, or competitions that are sponsored by the university or the organized and supervised practices associated with such events.
- ▶ Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program, as defined and approved by the university.

Reckless Driving

Driving in a manner that recklessly endangers the health and/or safety of oneself or others.

Retaliation

Any adverse action taken against a person for making a good faith report of a violation of Qatar Foundation policies, university rules, student rules, and/or the law, or for participating in any proceeding related to the investigation or resolution of such report. Retaliation includes threatening, intimidating, harassing, coercing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a decision of “unsubstantiated,” “insufficient information to substantiate,” “not responsible,” and/or “not guilty” on the allegations. Retaliation does not include good-faith actions lawfully pursued in response to a report. Violation of an interim, remedial, or protective measure will be considered retaliation.

Sexual Contact

Attempting or making sexual contact, including but not limited to, inappropriate touching, or in circumstances where the person is physically, mentally or legally unable to give consent when the behavior is not so severe, pervasive, or persistent to create a work, educational, or campus living environment that a reasonable person would consider intimidating, abusive, offensive, or sexually exploitative. Sex-based behaviors include those that are severe, persistent, or pervasive to create a work, education, or campus living environment that a reasonable person would consider intimidating, abusive, offensive, or sexually exploitative; sexual assault, or sexual harassment.

Theft

Unauthorized removal or stealing and/or attempted removal or stealing of property of a member of the university community or other personal or public property, on or off campus. This includes knowingly possessing such stolen property. This also includes theft of services and/or misuse of another’s property, including, but not limited to, unauthorized use of another’s property, unauthorized selling of subsidized tickets, and use of a forged parking permit.

Traffic Obstruction

Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised activities.

Unauthorized Recording

Any unauthorized use of electronic or other devices to make an audio, video, still frame, or photographic record of any persons without their prior knowledge, or without their effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress. This includes, but is not limited to, taking pictures of another person in a gym, locker room, or restroom, or recording administrative meetings with university officials. If a recording is made that captures a violation of the Student Rules or law, the Student Conduct Administrator may elect not to enforce this section of the Student Rules against the student making the recording.

Unauthorized Representation

Any act that violates the laws of Qatar is a violation of this code.

Violation of Published University or Qatar Foundation Rules

Violation of any university or System policy, rule, or regulation, including, but not limited to, university Housing contracts and rules, university motor vehicle rules, rules relating to the use of student identification cards, entry, smoke and tobacco-free campus rule, and use of university facilities and dining hall conduct.

Violations of Law and University Discipline

The focus of inquiry in student conduct proceedings shall be the determination of whether a violation of university rules occurred. Student conduct proceedings shall be informal in nature and need not comply with the formal processes associated with the criminal and civil courts, nor shall deviations from prescribed process necessarily invalidate a decision or proceeding unless significant prejudice to the student or university may result.

Standards outlined by the university for students may be higher than those standards set for the general population. As each person is subject to multiple layers of expectations through the local laws of the State of Qatar or policies of Qatar Foundation, students are further expected to maintain a higher standard of behavior as members of the HBKU community. Students failing to adhere to those standards may be subject to a university conduct process in addition to civil or criminal litigation should the behavior also be a potential violation of the law. The attempted analogy of student discipline to criminal proceedings against adults and juveniles is not sound.

Students may be charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs or designee.

Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of that individual's status as a student. If the alleged offense is also being processed under the Student Conduct Code, the university may advise off-campus authorities of the existence of the Student Conduct Code and of how matters are typically handled within the university community. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus.

Weapons and Explosives

Illegal or unauthorized use, possession, or storage of fireworks or explosives, other weapons, or dangerous chemicals on university premises or at any university-sponsored activity is prohibited. In addition, use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others is prohibited. The term weapon is defined as any object or substance designed or used to inflict a wound, to cause or threaten injury, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stun guns, slingshots, martial arts devices, switchblade knives, and clubs.

Student Conduct Proceeding

Any student whose conduct is the subject of a complaint by any member of the university community or who is alleged to have violated the Student Code of Conduct and/or any HBKU or Qatar Foundation regulations will be notified of the complaint or charge via email and/or in person by the Office of Student Affairs.

Once notified, a Student Conduct Administrator will investigate the facts and circumstances surrounding the complaint. The investigation may result in formal charges, an alternative dispute resolution (such as mediation or informal resolution), or the dismissal of the complaint.

Investigation Process

If a complaint is made against a student, they are considered the “respondent.” The respondent will be notified via university email (or another appropriate address) about the reported allegation.

The Student Conduct Administrator will schedule a conference with the student to explain the conduct process and hear their version of the event in question. The student is expected to attend the meeting. If there is a scheduling conflict, the student may reschedule.

Failure to attend the meeting may be considered a violation of the Student Code of Conduct and could result in the process proceeding without the student’s participation.

The following steps will take place:

1. The Student Conduct Administrator will meet with the student to explain the allegation.
2. The Student Conduct Administrator will outline the student conduct process, including the student’s rights and responsibilities.
3. The Student Conduct Administrator will listen to any statement the student wishes to provide.
4. If the Student Conduct Administrator determines there is sufficient cause to charge the student, the charges will be communicated in writing via university email. The charge letter may also indicate the more severe possible outcome of the conduct conference.
5. If the student is charged with violating the Student Code of Conduct, they will have the opportunity to review their conduct file and may:
 - ▶ Accept responsibility at any point of the investigation, waive their right to an administrative hearing, and move directly to the sanctioning phase.
 - ▶ If they do not accept responsibility for the charge, they may proceed to an administrative hearing.
6. The respondent will be given at least three university business days to prepare for the administrative hearing, unless they choose to waive their right in writing.

Findings

A finding of responsibility must be determined based on the preponderance of the evidence and cannot rely solely on the respondent's silence during the administrative hearing. If a respondent is found responsible for a violation, they have the option to accept or appeal against the findings and/or sanction, either fully or partially. A "responsible" finding will result in a sanction, while a "not responsible" finding will conclude the conduct process and close the case.

Failure to Complete Sanctions

Students are expected to comply with conduct sanctions within the timeframe specified by the Student Conduct Administrator or Administrative Hearing Panel. If sanctions are not completed by the due date—whether due to refusal, neglect, or any other reason—additional sanctions may be imposed, including suspension from HBKU. If needed, students can apply for an extension of the deadline. Extensions are at the discretion of the Student Conduct Administrator. A suspension from the university will only be lifted once all conduct sanctions are fully completed.

Sanctions

HBKU reserves the right, through fair process, to impose disciplinary and academic sanctions on students who have violated the Student Code of Conduct. Any sanction described below may be placed on deferred status. The list below is not exhaustive.

Campus Housing Probation

An official notice that the student's conduct is in violation of residence hall rules, QF Housing rules, and/or university rules and that more stringent student conduct sanctions, including removal from housing, may result if future violations occur.

Community/University Service

A student may be offered an opportunity to complete a specified number of hours of community/university service in lieu of or in addition to other sanctions.

Conduct Probation

An official warning that the student's conduct is in violation of the HBKU Student Code of Conduct, but is not sufficiently serious to warrant expulsion, dismissal, or suspension. A student on conduct probation is "not in good disciplinary standing" with HBKU.

Conduct Review

An official warning that the student's conduct is in violation of the HBKU Student Code of Conduct, but is not sufficiently serious to warrant expulsion, dismissal, suspension, or conduct probation. A student on conduct review shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with the Student Code of Conduct. Additional restrictions or conditions may also be imposed depending on the nature and seriousness of the misconduct. Students placed on this sanction remain "in good disciplinary standing" with the university. If there is a finding of responsibility for subsequent violations of the Student Code of Conduct during this period of time, more severe sanctions may be administered.

Criminal Trespass Warning

In addition to being suspended or expelled from the university, the student is prohibited from entering the grounds and/or facilities owned, operated, and/or maintained by the university. Entrance onto campus or into those facilities/areas will be viewed as a violation of this sanction, and the student will be confronted and charged accordingly for trespassing and failure to comply.

Deferred Loss of Campus Housing Privilege

The sanction of Loss of Campus Housing Privilege may be placed in deferred status. If a student is found in violation of the Student Code of Conduct during the time of the deferred sanction, removal from housing takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation may also be taken.

Deferred Suspension

The sanction of Deferred Suspension may be placed in deferred status. If the student is found in violation of any university rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation may also be taken. A student who has been issued a Deferred Suspension sanction is deemed "not in good disciplinary standing" with the university.

Dismissal

Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established. In civil rights-related matters, respondents will have an opportunity to challenge the decision immediately following the removal.

Educational Requirements

A provision to complete a specific educational requirement directly related to the violation committed. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, an awareness workshop, essays, reports, or other education requirements, as deemed appropriate to support student development.

Expulsion

Permanent separation of the student from the university, whereby the student is not eligible for readmission.

Letter of Enrollment Block

A letter stating that the student may not enroll at HBKU without prior approval through the Vice President of Student Affairs (or their designee) if enrollment has been blocked for a previous student conduct problem or for medical reasons.

Letter of Reprimand

A letter providing a record of an incident that reflects unfavorably on the student or the university.

Loss of Campus Housing Privilege

Removal from university housing for disciplinary reasons.

No Contact Order

A no-contact order is a directive to prohibit intentional contact, whether direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, social media, or third parties. A violation of a no-contact order can result in additional conduct charges, more severe consequences, and/or issuing a trespass warning.

Restitution

A payment for financial injury caused to another through misconduct. Restitution may be imposed alone or in addition to other sanctions.

Restrictions

The withdrawal of specified privileges for a definite period of time.

Suspension

Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of such a period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.

Warning

Admonition of a student for actions unbecoming to the university community.

Notifications and Disclaimers

Disciplinary Hold

A hold will be placed on a student's university record while one or more of the following are pending: student conduct proceedings, expulsion, dismissal, separation, suspension, criminal trespass, deferred suspension, conduct probation, Honor Code review, conduct review, interim suspension, or other outstanding sanctions. The hold is placed on student data systems, including Banner. This hold will prevent the student from: 1) registering for future terms; 2) participating in drop/add; 3) receiving an academic transcript; and 4) receiving a diploma. A hold may be waived upon student written request.

Handbook Subject to Change

The provisions are subject to change without notice as deemed necessary and appropriate by the university administration.

Standing with HBKU due to Disciplinary Reasons

A student who is not in good disciplinary standing with HBKU is subject to the following restrictions:

- ▶ Ineligibility to hold an office in any student organization recognized by HBKU or to hold any elected or appointed position within the university.
- ▶ Ineligibility to compete in intercollegiate athletic activity.
- ▶ Ineligibility to represent the university in any capacity, including representing the university at any official function.
- ▶ Ineligibility to receive a university-administered scholarship, fellowship, or grant when the sanction is in place for longer than one semester.

Student Emergency & Risk Management

HBKU is committed to maintaining the safety, security, and well-being of all students. The following information outlines important procedures and resources to help you respond effectively in case of emergency.

HBKU Emergency Number

In case of any emergency on campus (medical, fire, security threat), immediately contact the HBKU Security Control Room:

- ▶ HBKU Emergency Line: **+974 4454 0999** (available 24/7)
 - ▶ Location: Main Security Office, HBKU Research Complex.
 - ▶ You may also alert nearby security personnel, who are stationed in each HBKU building.
- This number is for campus emergencies only. For off-campus emergencies, contact Qatar's national emergency number 999.

Emergency Contact and Personal Information

To ensure timely and effective support during an emergency, students are required to keep their emergency contact information up to date.

[HBKU Student Emergency Contact Information](#)

Students are responsible for ensuring this information remains accurate throughout their enrollment.

Emergency Procedures

In the event of an emergency, follow the established procedures below:

Evacuation

- ▶ Follow exit signs and emergency personnel instructions.
- ▶ Do not use elevators.
- ▶ Gather at designated assembly points.

Medical Emergency

- ▶ Call the HBKU Emergency Line or 999.
- ▶ Provide the location and nature of the emergency.
- ▶ Stay with the individual (if safe) until help arrives.

Fire

- ▶ Activate the nearest fire alarm.
- ▶ Evacuate immediately.
- ▶ Notify security of the location and type of fire.

Suspicious Activity or Threat

- ▶ Report immediately to the HBKU Emergency Line.
- ▶ Do not approach or engage with the suspicious individual or object.
- ▶ Follow security instructions.

Registering with Your Embassy in Qatar

All international students are strongly encouraged to register with their embassy or consulate in Qatar. Registration allows embassies to:

- ▶ Contact you during emergencies or political unrest.
- ▶ Provide assistance in case of passport or legal issues.
- ▶ Notify your family in case of an emergency.

Embassy registration is usually available online through your home country's foreign affairs or consular services website.

It is also recommended to keep a copy of your passport, visa, and residency permit in a secure but accessible location.

Crisis and Mental Health Support

HBKU offers confidential counseling and mental health services through the Student Wellness and Counseling Office.

For psychological or emotional crises:

Call: [3999 0608](tel:39990608)

Email: conselling.services@hbku.edu.qa

After-hours support may be coordinated through HBKU Security or local emergency services.

Emergency Preparedness Resources

HBKU conducts annual drills and emergency preparedness sessions in collaboration with Qatar Foundation and campus security teams.

Students are encouraged to participate in these sessions to familiarize themselves with procedures and response protocols.

Reporting Behavioral Concerns

Students should promptly report any safety hazards, suspicious activity, prohibited behavior, or personal safety concerns to the form below:

[Behavioral Assessment and Intervention Form](#)

Travel Safety and International Risk Advisory

For university-sponsored international travel (e.g., research trips, conferences, exchange programs):

- ▶ Complete the [HBKU Student Activity Waiver Form](#).
- ▶ Your college or program should submit the [University Travel Request Form](#).
- ▶ Review country-specific health and safety advisories before departure

Registrar's Office

About Us

The Registrar's Office is part of the Provost Office. It offers students, faculty, advisors, and administrators services pertaining to registration, scheduling courses, maintenance of the university catalogue, Academic calendar, and management of student records and issuing official student documents.

Director of Enrollment and Registration

- Mourad H. Hmida
mhmda@hbku.edu.qa

Registrar

- Arwa S. Ibnouf
aibnouf@hbku.edu.qa

Registration Specialist

- Fatema Al-Mannai
falmanaai@hbku.edu.qa

Registration Officer

- Najwa Sabagh
nsabagh@hbku.edu.qa

Head of Students Academic Records

- Fatma Ammari
fammari@hbku.edu.qa

Student Records

- Nijas Valiyandy
nivaliyandy@hbku.edu.qa

Catalogue and Scheduling

- Faizal Shajin Hassan
fhassan@hbku.edu.qa

General Office Contact

- Telephone: +974 4454 0378

Email

- registration@hbku.edu.qa

Where to Find Us

- Al Mustahal, Education City

What We Do

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

- Course registration
- Managing the course schedule
- Managing the academic calendar
- Managing academic records
- Issuing official documents and academic transcripts
- Govern the academic policies
- Manage the graduation process

Below are details about the services we provide:

Course Registration

Students can register for courses and make changes through Banner or through the Registrar's Office by submitting the appropriate forms. The registration dates, add/drop dates, and withdrawal dates are published on the HBKU academic calendar.

All students must seek their academic advisor's or program coordinator's input and assistance in the selection of courses. The academic advisor and program coordinator assist students in planning and scheduling courses that meet each student's degree plan and educational aims and in monitoring students' progress toward their degree objectives. Students must meet with their academic advisor every semester before registration and at least once during each academic year to evaluate progress toward their degree.

Forms to change registration are available through Banner.

Requesting Official Documents

The Registrar's Office provides students with official documentation related to their enrollment and status at the university. To request any official documents from the Registrar's Office, students should use the following links:

For the following letters, students can request them through Banner:

- English enrollment letters
- To whom it may concern
- Language of Instruction verificatio
- Class schedule verificatio
- Proof of graduation

For the following letters, students can request them through this [link](#):

- Transcripts
- Graduation statements
- Arabic Enrollment letters
- Letters other than those listed below

Official documents take two to four working days to process.

Hawiyati (Student ID Card)

Hawiyati is the official HBKU student ID card. Hawiyati cardholders can enjoy exclusive discounts and offers. To view the list of shops and vendors, students can access **Maktabi > Services > [Privilege Program](#)**

Important Things to Remember

As students navigate through college life, they need 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 (<https://www.hbku.edu.qa/en/academic-policies>), but below are some important points students must be aware of:

Academic Load

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

Undergraduate Students Load

- ▶ 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 9 credit hours in the summer semester. The college's 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's dean.
- ▶ [Undergraduate Load Classification policy](#)

Graduate Students Load

- ▶ The full-time load for graduate students in a regular academic semester is 9 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 6 credit hours and will be considered full-time.
- ▶ For graduate scholarships, students are considered full-time if they enroll for nine graduate credit hours per semester or 18 credit hours per academic year.
- ▶ [Graduate Load Classification policy](#)

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 as advertised in the academic calendar. 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 failing (F) grade in the respective course. :

Undergraduate 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 the 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.
- ▶ [Undergraduate Attendance Policy](#)

Graduate 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 dean's approval. These students will not be exempt from the late withdrawal fees.
- ▶ [Graduate Attendance Policy](#)

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, they 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 respective college dean. The appeal form should be submitted electronically through Banner.
- ▶ The appeal petition must be submitted to the dean 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, they 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 Appeal Policy](#)
- ▶ [Graduate Appeal Policy](#)

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.

Withdrawal from a course

- ▶ After the add/drop deadline, students may withdraw from a course before the final deadline or 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 the dean of their respective college grants special approval in writing.
- ▶ Students who stop attending classes and have not formally applied to withdraw from the course(s) shall receive an “F” grade for the course(s).

Withdrawal from a semester

- ▶ A student who seeks to withdraw from a semester must secure the college’s 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 dismiss a student academically.
- ▶ 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.
- ▶ The request form to withdraw from the semester is available electronically through Banner.

Withdrawal 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.
- ▶ The request form to withdraw from the university is available electronically through Banner.
- ▶ [Undergraduate Student Withdrawal Policy](#)
- ▶ [Graduate Student Withdrawal Policy](#)

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 before the registration period. Administrative and academic holds may include, but are not limited to:

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

All undergraduate students will have a registration hold placed on their records, which will only be cleared once they have met with their academic advisor.

[Student Registration Policy](#)

Non-Degree Students

All academic policies that govern regular students apply to non-degree students, except in certain cases mentioned in the policy. Visiting students must submit the required documents mentioned in the [policy](#).

Repeated Courses

Students, under certain circumstances, as articulated in the course repeat policy, may be permitted to repeat a previously completed course.

For details on repeating a course for undergraduate students, the policy is listed [here](#).

For details on repeating a course for graduate students, the policy is listed [here](#).

Transfer Credit

Credits earned at a recognized educational institution prior to admission to an HBKU program may be eligible to be transferred. Details of eligibility are available in the academic policies online.

Degree Requirements

Undergraduate Students

Students must complete all program requirements as outlined in the study plan and respective catalogue to earn their degree. For a complete list of undergraduate degree requirements: [CLICK HERE](#)

Graduate Students

Students must complete all program requirements as outlined in the study plan and respective catalogue to earn their degree. Grades lower than a "B" are normally considered an unacceptable measure of progress toward graduate degree objectives. A grade of "C+" is considered the minimum passing grade for a graduate course. A grade under "C+" shall be reported as an "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. For a complete list of graduate degree requirements: [CLICK HERE](#)

Accreditation

All the programs at HBKU have been recognized by the Ministry of Education and Higher Education in Qatar. Most recently, the College of Science and Engineering received accreditation from the Engineering Accreditation Commission (EAC) of ABET for its Bachelor of Science in Computer Engineering.

Students 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](#).

The Bachelor of Science program in Computer Engineering is accredited by the Engineering Accreditation Commission (EAC) of ABET. www.abet.org.

Undergraduate Grading Scale

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

Letter Grade	Description	Grade Points Per Credit Hour
A	Excellent: A grade that is assigned to a student who exhibits a superior understanding and competence of the subject being taught	4.00
A-		3.67
B+	Very Good: A grade that is assigned to a student who exhibits a good understanding and capacity to handle the problems encountered in the subject matter being taught.	3.33
B		3.00
B-		2.67
C+	Good: A grade that is assigned to a student who exhibits an understanding of the main areas and an adequate level of competency in the subject matter being taught.	2.33
C		2.00
C-	Pass/marginal pass: A grade that is assigned to a student who exhibits partial familiarity and some capacity to deal with problems encountered in subject matter being taught.	1.67
D+		1.33
D		1.00
D-		0.67
F	Fail: Student did not meet course requirements.	0.00
P	Pass	
NP	No Pass or Fail	
PR	In Progress	
NC	No Credit	
AU	Audit	
I	Incomplete	
W	Withdraw	
N	No grade submitted by instructor	
TC	Transfer credit	

Graduate Grading Scale

Letter Grade	Description	Grade Points Per Credit Hour
A	Excellent: A grade that is assigned to a student who exhibits a superior understanding and competence of the subject being taught.	4.00
A-		3.67
B+	Very Good: A grade that is assigned to a student who exhibits a good understanding and capacity to handle the problems encountered in the subject matter being taught.	3.33
B		3.00
B-	Pass: A grade that is assigned to a student who exhibits a good understanding and capacity to handle the problems encountered in the subject matter being taught.	2.67
C+		2.33
F	Fail: Student did not meet course requirements.	0.00
P	Pass	
NP	No Pass or Fail	
PR	In Progress	
NC	No Credit	
AU	Audit	
I	Incomplete	
W	Withdraw	
N	No grade submitted by instructor	
PP	Permitted to proceed	
TC	Transfer Credit	

For more information on the undergraduate grading scale, please [CLICK HERE](#)

For more information on the graduate grading scale, please refer to: [CLICK HERE](#)

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

- ▶ Grade appeal
- ▶ Course audit application
- ▶ Student leave request
- ▶ Course substitution request
- ▶ Transfer request
- ▶ Study abroad request
- ▶ Similarity index
- ▶ Add a course request form
- ▶ Drop a course request form
- ▶ Thesis and dissertation adjustment request form
- ▶ Program change form
- ▶ Concentration declaration form
- ▶ Pre-approval for external courses
- ▶ Appeal forms

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, or 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 \(probation and dismissal\)](#)

[Graduate student academic standing policy \(probation and dismissal\)](#)

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 by holding a final grade point average of 3.70 - 3.89, and Cum Laude by holding a final grade point average of 3.50 - 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

UAn 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 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's policies and regulations.

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 honesty, integrity, and the highest ethical standards. Students must follow all academic regulations governing student behavior on campus and campus-sponsored housing. When a violation of the Code of Honor occurs, it will be handled in a manner that would educate the student to be a responsible member of the community and guide them to develop high personal ethical responsibility. A fair process is established in which an appeal can be requested. The appeals process aims to achieve fairness and unbiased decisions. Students' academic integrity and good behavioral conduct are essential to a positive learning environment and are crucial to our educational endeavors. 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 a collaborative assignment or allow 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 intentionally changing or omitting/suppressing data or results without clarification and scientific or statistical justification

Other Areas of Malpractice or Violation of Honor Standards

These include 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 are the penalties or sanctions imposed for violation of academic regulations, including plagiarism, academic malpractice, violation of honor standards 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 for determining appropriate action in consultation with the disciplinary committee and/or other parties as appropriate to the violation case.

Disciplinary Action Procedure for Academic Misconduct

The violation of academic regulations shall be considered 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 a charge of misconduct against a student with the college dean or the office of the provost within three days of the occurrence of the incident. Students will be notified of the alleged charges so they can prepare a response. The dean or the provost shall determine 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 student's standing.

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 conduct hearing sessions in case of academic dishonesty appeals and disputes. [Code of Honor](#)

Important Notes

- ▶ Ensure you read the 'Academic Policies' and 'Student Handbook'.
- ▶ Ensure 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 academic journey.

- ▶ Opportunities for active and interactive learning and research.
- ▶ Efficient access to educational and research services 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.

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 following URL:

<https://bnrselfservice.hbku.edu.qa/StudentSelfService>

Learning Management Systems

Learning Management Systems (LMS) are 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 following 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 following URL: <https://mail.hbku.edu.qa>.

HBKU Wi-Fi

Students will be able to connect to Wi-Fi using their HBKU username and password within the HBKU campus.

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

E-Processing System

The e-Processing system is a smart automation platform designed to simplify and speed up request submissions by replacing most paper-based forms with electronic ones.

These forms are integrated with the Student Information System (Banner).

To access the system, visit www.hbku.edu.qa and click on Student Login.

Virtual desktop infrastructure

The virtual desktop is accessible from any device, allowing students to use it on their smartphones, laptops, or other personal devices.

To access, please visit: vdi.hbku.edu.qa.

Webex

University Technology Services provides students with a license to access a high-end operating and video conferencing system via Cisco Webex. To access Webex, please visit: hbku.webex.com.

Self-Service Portal

This portal helps HBKU students manage their accounts and do the following:

1. Change password.
2. Reset the forgotten password.
3. Unlock the account.

To access the portal, please visit: adselfservice.hbku.edu.qa.

UTS Knowledge Base

The HBKU IT Knowledge Base is a centralized platform that provides a wide range of user guides and instructions for students, faculty, and staff. It offers easy access to documentation for all applications and services offered by University Technology Services. Students can explore comprehensive guides for each system through this resource.

To access UTS KB, please visit: <https://utskb.hbku.edu.qa>.

E-library services

University Technology Services provides students with a library account that grants access to a wide range of academic resources, including print and digital materials, e-journals, textbooks, and online databases.

To access e-library services, visit: <https://www.hbku.edu.qa/en/hbku-library>.

VPN

Global Protect VPN is a virtual private network (VPN) solution used by HBKU to secure remote access to HBKU networks and resources, ensuring that students can connect securely from anywhere in the world.

To access VPN, visit: <https://utskb.hbku.edu.qa/kb/student/global-protect-connect/>

HBKU Academic Systems

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