

# TRAINEE GUIDE



معهد البحرين للتدريب  
Bahrain Training Institute

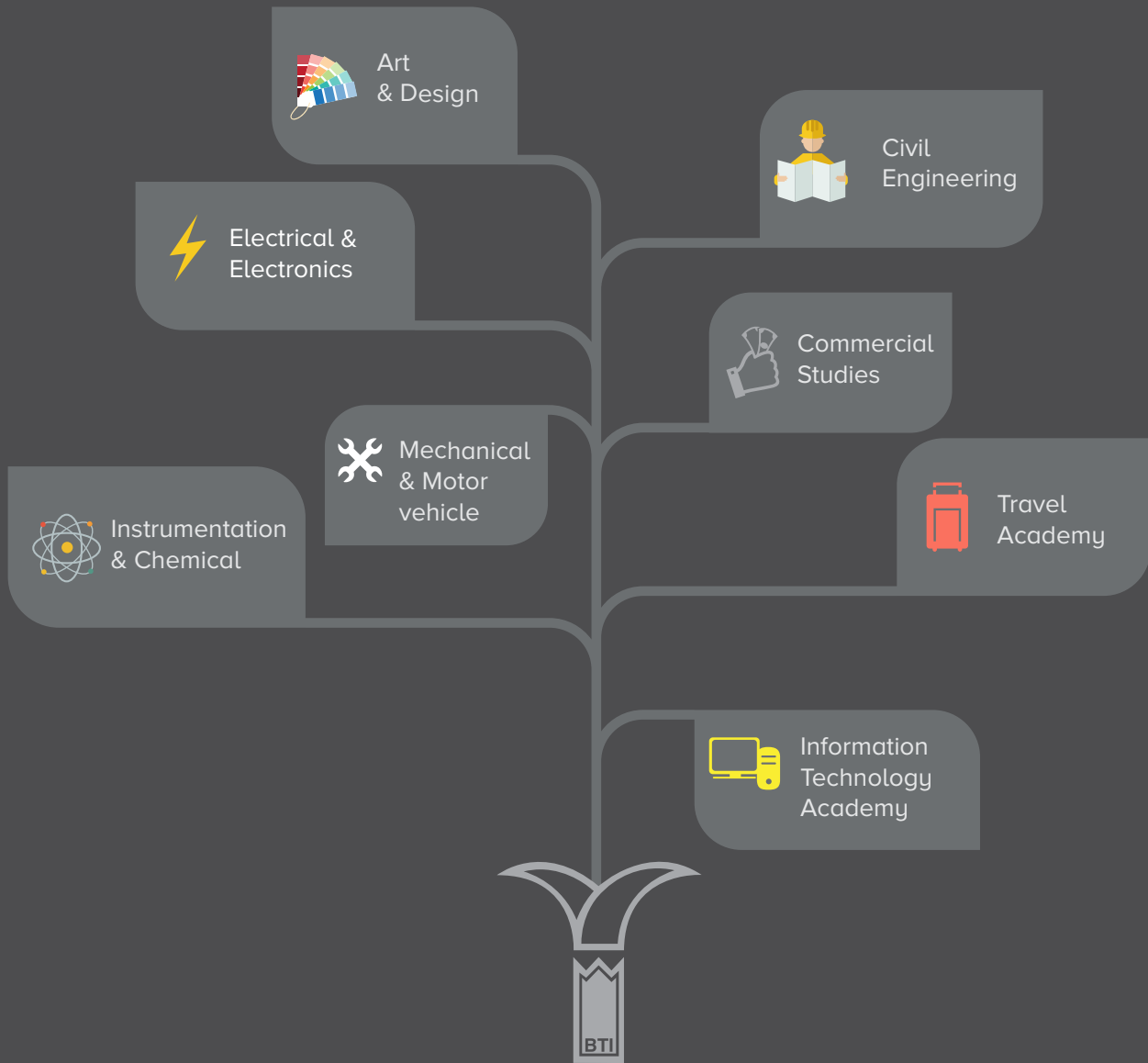


# DEAR **TRAINEE**

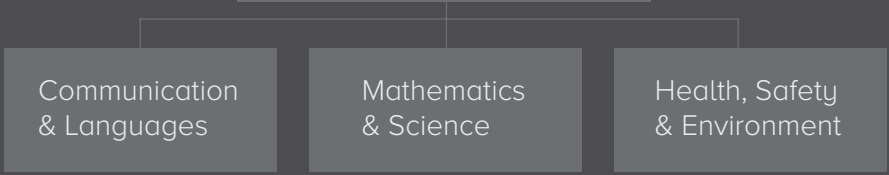
A detailed explanation of the rules & regulations is presented in this handbook and you can get more information on the services and facilities at the institute from the Trainee Guide. We request you to read it carefully and adhere to it during your training at the Institute and be committed to ethical behavior in order to serve the society that you belong to and to be a good example in upholding the Kingdom of Bahrain.

- Read all the rules and regulations of the Institute which are listed in this booklet so that you are fully aware about BTI.
- Remember to start your day by looking at all advertisements placed on billboards in training divisions, BTI electronic screens, and BTI web site **[www.bti.moe.bh](http://www.bti.moe.bh)** in order to know all the updates and activities running at BTI.

### Training Divisions



### The support divisions for training process



### About Bahrain Training Institute (BTI)

Bahrain Training Institute (BTI) is a pioneering national institution founded in 1992, with the aim to provide highly qualified training programs that meet the needs of the industrial, construction, business, information technology and services sectors and in order to develop human resources in the Kingdom of Bahrain in line with the Economic Vision 2030.

#### BTI Objectives

1. BTI aspires to provide on-going vocational training for job-seekers and to enrich their knowledge and technical skills, which will consequently facilitate their integration into the labour market.
2. BTI conducts high quality training programmes designed for those who are already employed in order to develop their knowledge and skills
3. BTI aspires to meet the training needs of the industrial, construction and commercial service organizations.

To accomplish these objectives, BTI follows a unique route to develop and implement its training programmes through the usage of latest methods of training, planning, coordinating with industrial, commercial and construction companies, cooperating with other vocational institutions and linking BTI programmes with international educational bodies, which evaluate and accredit BTI programmes.

### Training Divisions

BTI provides a wide range of training programmes accredited by EDEXCEL. These programmes are designed to fulfill the needs of Industrial and commercial companies. The programmes are implemented through the following divisions:

- Mechanical & Motor vehicle
- Electrical & Electronics
- Civil Engineering
- Instrumentation & Chemical
- Information Technology Academy
- Commercial Studies
- Art & Design
- Travel Academy

The support divisions for training process are as follows:

- Communication & Languages
- Mathematics & Science
- Health, Safety and Environment

### Department of Trainees Affairs

This department specializes in providing a wide range of facilities for all trainees throughout their training period at the Institute; it also provides many services to the trainees through the following divisions:

#### a. Admission and Registration Division (Building No. 7)

This division oversees the admission of trainees in various BTI programmes in accordance with the plans and strategies adopted by BTI administration. The division also performs the following tasks:

- This division is entitled to follow up the trainees since applying to BTI until their graduation.
- This division keeps record and follows the trainee from enrollment till graduation.
- Distributes timetables of training and exams
- Issues transcripts and certificates.
- Receives trainees' excuses for being absent in final examinations.

The normal daily working hours are from 7:30 am to 6:30 pm. - except Fridays & Saturdays and official holidays.

#### b. Guidance & Counseling Division (Building No. 7)

This division provides a wide variety of services to all trainees. It offers advice, guidance and counseling to overcome problems and difficulties facing the trainees during their training period at BTI. The services provided are confidential to cater for specific trainee problems. The division also performs the following tasks:

- receive the new trainees and prepare them for training at BTI.
- take care of trainees suffering from poor learning, to diagnose the reasons behind it and to try to find suitable solutions.
- supervise and coordinate sessions of Trainees' Disciplinary Committee.
- examine the cases of needy trainees who apply for fees exemption for the Bahraini citizens registered at the regular programmes.
- finalize the transportation procedures.
- provide car parks for sponsored trainees.
- receive and follow up trainee complaints.
- supervise and coordinate trainees entertainment, cultural and sport activities.
- supervise and coordinate school visits program from and to BTI.

The guidance and counseling services provided to trainees include:

**A. Individual counseling:**

Individual guidance sessions are planned and agreed between the trainee with the counselor in private and in a confidential atmosphere to discuss any concerns experienced by the trainee, whether social, family or training in order to find appropriate ways and means to resolve it and deal with it.

**B. Group Counseling:**

Sessions and meetings held with a group of trainees at one time and one place to discuss certain issues in order to provide an opportunity for everyone to learn how to communicate, share information, exchange views, and build trust with others.

**C. Classroom visits:**

The purpose of these visits is to introduce the rules & regulations of BTI to trainees and to identify the difficulties they face in training in order to overcome any training related obstacles and to enhance positive behavior of the trainees.

For more inquiries, you may contact the Counselors offices in building No. 7 during the normal working days from 7:30am to 6:00pm.

**c. Graduates Recruitment Center  
(Building No. 7B)**

The Graduates Recruitment Center (GRC) provides the following different services for trainees and graduates:

- Provides career guidance service which broadens trainees' perspectives on job awareness, and vocational attitudes.
- Provides job opportunities in accordance to BTI approved criteria within the interest of graduates working with various corporate at both public and private sectors.
- Offers services to businessmen and corporate through the provision of qualified graduates in accordance to their needs.
- Provides job training opportunities for BTI trainees.
- Follow up the employed graduates of BTI to insure quality employment.
- Liaise with companies to sponsor BTI trainees.

The normal working hours are daily from 7:30am to 3:30pm, except Fridays & Saturdays and official holidays.

**d. Learning Resources Centre LRC (Building No.17)**

Learning Resources Center (LRC) contains more than 17,000 books in different technical and business fields. BTI also provides periodicals, specialized technical and business journals, audio-visual training tapes and specialized scientific references. All BTI trainees are entitled to make use of all the materials in the Learning Resources Center through a borrowing scheme upon securing the centers membership free of charge.

The services provided by the LRC include:

- Trainee membership card is valid for one (1) year for trainees and two (2) years for staff from date of application. Membership among trainees is subject to the approval of a concerned librarian and the LRC HOD.
- The Internet in order to help trainees to accomplish the required assignments with ease.
- Samples of final exam questions for all the modules of the different programmes and specializations where the trainee may borrow copies to facilitate the trainee's revision and exam preparations.
- Copy and print services
- Electronic borrow system

**Rules and regulations in the LRC**

1. Smoking, food and drinks are not allowed.
2. Silence must be observed at all times. Mobile phones must be switched off or put on silent mode. Chatting is strictly prohibited.
3. Observe cleanliness at all times. Littering is not allowed.
4. The LRC is not responsible for the loss of personal belongings.
5. After use, resources must be handed over to concerned librarians or left at designated areas. A magnetic device installed at the centre ensures the security of all materials.
6. LRC materials must be handled and used with care.
7. Non-compliance to the rules and regulations of the centre is subject to disciplinary action and/or cancellation of all library privileges.

The normal working hours are daily from 8:00 am to 5:30 pm, except Fridays & Saturdays and official holidays.

## Equipment and Services

### Safety and Security

The aim of BTI is to provide a healthy working environment and reinforce security and safety procedures for all the personnel, trainees and visitors of BTI, taking into consideration all the legal requirements and the administrative systems applied in the Institute. Therefore, the trainee is requested to read the following guidelines to provide a safe and stable environment for all:

1. Trainee ID card is considered to be the official identity card to enter and exit from the Institute, in addition to being used for all transactions requested by the trainee within the Institute.
2. All trainees are requested to cooperate with the security personnel during their arrival, departure and stay in the Institute.
3. Ensure to stick the label of training year behind the ID card.
4. Place the badge of BTI car park on the left hand side of the front window.
5. Refer to the Safety and Security office at the main gate to report any missing or loss of your private property within the Institute.
6. Taking photos or videos are prohibited inside BTI.
7. Inform the security office at the main gate about any unsecured incident or that which may cause a danger on his life or others.
8. In case of a fire incident, act with suitable behavior and leave the building immediately to the designated safe point at the main gate.
9. Notify the Safety and Security office immediately in the case of an accident or car crash inside the Institute.
10. Observe speed limit in BTI premises and park your car properly in the area designated for trainees and leave space for others.
11. Avoid sitting on the stairs or in corridors of buildings because it hinders traffic and may cause sudden accidents.
12. Avoid tampering with fire equipment, which may cause unexpected results.
13. All trainees are responsible for adopting safe and work study practices and complying with safety and security guidelines and procedures in BTI premises.

### Safety, Security and Environment Guidelines

Developing good study habits is essential during your training and increases the chances of success and lead the trainee to find a balance between what she/he has to do and what she/he wants to do. The most important among these habits include the following:

1. Arrive at your scheduled classroom or laboratory on time.
2. If you are late, enter the room quietly, and avoid any disturbance.
3. Make sure to bring all the necessary materials for each lesson, i.e.. books, pens, etc.
4. Switch off mobile phones inside class rooms, workshops, laboratories, and exam halls.
5. Remain calm during the training session for the benefit of trainees.
6. Do not misuse any equipment in the class/ laboratories or workshops.
7. Smoking, eating and drinking is prohibited in all buildings.
8. Do not leave the classroom, laboratory or workshop without permission of the trainer.
9. Keep your private property safe.
10. Report any missing items to Security & Safety Division at the main gate.
11. Follow a healthy diet food system and avoid heavy food & soft drinks.
12. Choose a suitable and comfortable place for your study; it should be quite so that you can concentrate.

### Laboratories and Training Workshops

The Institute provides well-equipped laboratories and training workshops in order to provide the necessary skills and expertise for trainees and give them the opportunity to put into practice their theoretical studies. For trainees' safety, safety and security by-law have been issued, which means instructors and trainees are expected to follow the rules and regulations. The Institute is also equipped with 24 computer labs, which enable trainees to use the latest technology in programming, designing and other computer skills.

### All BTI trainees shall uphold the following general safety rules and regulations:

- Use the correct personal protective equipment (overall, safety shoes, gloves, safety goggles as required by work or training activities).

- Use the right tools and equipment for workshop/ laboratory task.
- Avoid horse playing.
- Do not distract others who are at work.
- Keep workplaces, classrooms, laboratories, and workshops tidy and orderly.
- Clean your workplace including your classroom, workshop and laboratory after work is complete.
- Do not smoke in buildings.
- Do not eat and drink in classrooms and other training areas.
- Do not use mobile phones during class/training sessions and examinations in classrooms, workshops, laboratories and halls.
- Do not misuse any equipment/device provided for health and safety.
- Do not remove, bypass, defeat or render inoperable any safety device installed in equipment or machinery.
- Do not use any equipment or devices before listening to a detailed explanation from your trainer.
- Be sure to follow all the instructions and rules of safety and security.

#### **Respect Yourself-Respect Your Environment**

1. Always keep your BTI ID card available.
2. Adhere to good behavior and wear decent clothing with long pants.
3. Maintain good appearance and personal hygiene.
4. Always keep BTI facilities and buildings clean and tidy.
5. Throw dirt and garbage in the places allocated to them.
6. Be punctual and quiet inside and outside training places as well as in extracurricular activities.
7. Avoid non-polite behavior such as screaming, knocking on doors and windows, writing on the tables and distorting the books, etc.
8. If you have a problem, talk about it to a counselor.
9. Keep a training calendar.
10. Invest your free time in what is useful by practicing different activities such as cultural, sports, artistic, and social activities.

#### **First Aids Unit (Building No.2)**

The first aid unit was inaugurated on BTI premises to serve trainees during the working hours daily from 7:30 am to 3:30 pm, except Fridays & Saturdays and official holidays.

#### **Books and Stationery Center**

Trainees can buy the required training books and stationery from the LRC or bookshop center, which is opened from 7:30 am to 3:30 pm during the official working day. Trainees should make sure to obtain the right books requested by the trainer before buying the books as fees are not refundable.

#### **Photocopy Center (Building No.8C)**

This facility can be used by trainees for photocopying of paper, transparencies, and also for bookbinding. The cost depends on the service required and is set by the operating contractor.

It is opened daily from Sunday to Thursday from 7:30 am to 6:30 pm.

#### **Hall (7A)**

Hall 7A is equipped with sport facilities according to the requirement of credited sport activities. Trainees can use also to practice their theatre hobbies, hold cultural lectures and seminars under the supervision of G&C Division.

#### **Prayer Rooms (Building No.22)**

Two separate prayer rooms are available, one for females and the other for males. They should be used only for praying. Eating and sleeping is not allowed in these rooms. They should be kept clean and tidy to serve their purpose.

The prayer rooms are opened daily during the normal working days from 11:00 am to 8:00 pm.

#### **Trainees' Cafeteria (Building No.7-Ground floor)**

Snacks, sandwiches, variety of lunch meals, in addition to hot and cold beverages are provided in the cafeteria. It is opened daily from Sunday to Thursday from 7:00 am to 6:00 pm.

#### **Trainees Transportation**

BTI provides buses to transport trainees from the area of their residence to BTI and vice versa according to specific routes. Trainees may apply for this service in the Guidance & Counseling Division in building No. 7 during office hours; they need to complete the required form prepared for this purpose and to receive a sticker of the bus.



### Car Parks

There is an external car park and the Institute has provided limited internal car parking for sponsored trainees in the mornings and afternoons. Sponsored trainees should complete the special form from the G&C Division in Building No.7.

Limited spaces are allocated for trainees with special needs and can be obtained by writing a letter to the G&C Division and can be provided after the approval of the case. Using the car parks is the sole responsibility of users and the Institute does not bear any responsibility of the loss of any items.

### Extra - Curricular Activities

The Institute encourages extracurricular activities because of their importance to utilise vacant time of trainees positively and to reinforce cooperative training and group work. The Institute trusts that practicing these activities encourages talented trainees and develops their abilities in many fields. It also gives them the opportunity to participate in competitions, programs and exhibitions both inside and outside the Institute where BTI devote many awards incentives and appreciation certificates for distinguished trainees.

Participations of trainees include the following:

#### Extra-Curricular activity hours

1. Trainees are to participate in the extra-curricular activity hours under the following rules and conditions:
  - Trainees taking part in the extracurricular activities offered by the guidance and counseling division are to be awarded an (A) grade. extracurricular activities are not compulsory and they will be calculated as part of their GPA.
  - Extra-Curricular and voluntary activities are to be initiated and supported by the guidance and counseling division.
2. Participation in the extra-curricular activity hours are not eligible for:
  - Trainees enrolled in the orientation programme
  - Trainees with behavioral offences records in the training semester
3. The extra-curricular hour will be counted as part of the GPA at the end of the training semester.
4. Trainees are allowed to have only a maximum of two hours during their study at BTI. Only one hour of extra-curricular activity is to be scheduled in the training semester in which the activity took place.

### Conditions for awarding the extra-curricular activity accredited hour

1. Trainees are to be awarded the accredited activity hour if their overall activity hours do not exceed 15 hours; it is recorded in the activity logs.
2. The performance of the trainee is of an acceptable level and it is endorsed by the head of guidance and counseling; and recommendation is received by the activity organizer

### Rules & regulations

#### BTI Training System

The training year starts in September of each year and continues until June in the following year. The training year is divided into two semesters. Training programmes range between one and three years depending on the nature of the programme. Training programmes are offered both in the morning and the evening. Morning programmes are from 8:00 am to 3:00 pm and evening programmes are from 3:00 pm to 8:00 pm. The medium of instruction is English.

BTI training system is based on vocational principles where it is expected that trainees apply the necessary knowledge and skills in a specified context as required by the awarding bodies. Trainees' evaluation depends on regular attendance, task performance in addition to assignments (awarding bodies), quizzes, mid-semester exams and final exams (BTI).

#### Trainees' ID Card

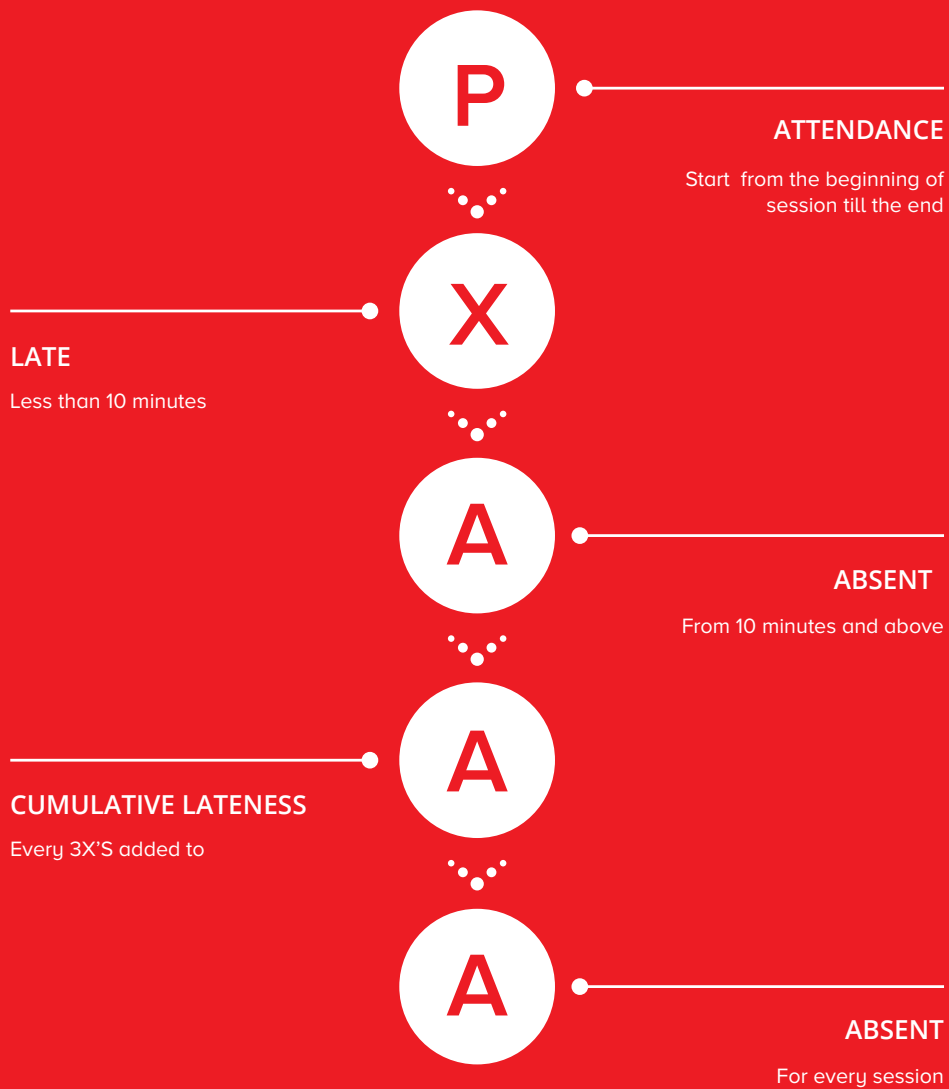
Admission and Registration issues a trainee' identification card as a proof that a trainee studies at BTI. According to BTI rules and regulations, trainees should have the ID at all times, while the examinations rules do not allow any trainee to enter the examinations hall without his/her ID Card. Lost ID cards can be replaced at a nominal charge. Application should be made at the registration counter in Building 7 during the normal working days from 7:30 am to 6:30 pm.

#### Counselor

A counselor from Guidance & Counseling division is allocated to each trainee all through his/her training programme to monitor his/her training at BTI, and to assist in resolving any obstacles and difficulties he/she may face during his/her training. The counselor shall organize guidance sessions, individual or group, in the classes so as to provide advice, guidance and awareness on the rules and regulations of BTI. In addition to that, the counselor holds special sessions for low level trainees and all trainees with high absent hours. This aims to motivate them and increase their awareness to study harder and increase their achievement.

### Recording trainees' absenteeism and lateness

Recording attendance, absence and codification (P, L, A) is listed in the class lists where the process of data input of different divisions are undertaken by the trainers for each unit as follows:



### TWO CONSECUTIVE SESSIONS FOR THE SAME UNIT

Procedures are applied for each individual session

For more inquiries, you may contact Counselors offices in building 7 during the normal working days from 7:30am to 6:00pm.

### Equal opportunities

All trainees will have equal opportunity to access BTI qualifications, assessments and related products and services; and qualifications will be awarded in a way that is fair to every trainee.

### Honourable Distinction

To encourage and appreciate trainees to be distinctive, the names of distinguished trainees will be listed on an honourable distinguished board specially designed for this purpose according to the following conditions:

1. Trainee with SGPA starts from 3.5 out of 4 and above at the final of each semester
2. No pledge letter issued against him/her
3. Passed successfully in all units

## Registration & Fees Payment System

### Registration

The registration of continuing trainees starts in the month of July every year, and during the period announced by BTI.

### External Awarding Bodies Registration

BTI will register trainees with the relevant external awarding bodies. Trainees are required to obtain their qualification within the stipulated period from the awarding body, after which registration is cancelled. Trainees will not be eligible to claim the awarding body certificate after the end of the programmed period to finish graduation requirements. No Diploma/Certificate shall be issued by Registration Office after end of the programme registration period in the programme.

### Refund of Fees upon Withdrawal

Trainees who decide to withdraw from their programmes after admission and registration are entitled to fees refund as follows:

- 100% refund of fees if withdrawal is filed before the start of training.
- 50% refund of fees if withdrawal is filed within the first or second week of training.
- No refund of fees is granted if withdrawal is filed from the third week onwards after the beginning of training.

### Fees Exemption System

The purpose of exempting trainees from tuition fees is to support distinguished trainees and encourage them for more efforts, to help trainees who are facing financial difficulties in order to encourage them to continue their studies, and as a motivational factor for employees of the institute.

The trainee can refer to the G&C division to inquire about the conditions of benefiting from these grants.

Note: Trainees who would like to apply for this grant should pay the training fees in full. If the trainee gets a grant, training fees will be reimbursed.

### Attendance, Absence and Withdrawal

Rules have been set as part of the BTI plan to instill discipline so as to ensure maximum use of BTI capabilities by the trainees on theoretical and practical training in the classes.

### Recording trainees' absenteeism and lateness

Recording attendance, absence and codification (P, A, X) is listed in the class lists where the process of data input of different divisions are undertaken by the trainers for each unit as follows:

### Absence Warning

The trainee is personally responsible for following his/her absence record; BTI provides the following up of attendance and absences service through various tools such as BTI electronic website, SMS, and written warning.

The written warnings will be published for trainees on BTI website ([www.bti.moe.bh](http://www.bti.moe.bh)), which functions as follows:

1. Enter the BTI website ([www.bti.moe.bh/trainees](http://www.bti.moe.bh/trainees))
2. Click on Trainees, enter your Trainee number and your Personal number in the space provided at the site and then press (sign in).
3. At this page you would be able to see the attendance record, transcript record and the timetable for the current registered semester...etc.

The trainee will be notified about his absence sessions through BTI website where the warning quota absence will be as follows:

### First Warning

The first warning will be issued to all trainees whose absence hours reach 10% and above in the unit in every semester.

### Second Warning

A second warning will be issued to trainees whose absence hours reach 15% and above in the unit in every semester.

### Third Warning

A third warning will be issued to trainees whose absence hours reach 25% in the unit in every semester.

The trainee will take full responsibility of following-up his/her attendance records and will not be exempted from any of the training obligations/commitments, even if the absence is due to acceptable reasons. The trainee must complete all the required assessments.

### The Trainees' Obligation in case of Absence

1. A trainee is not exempt from any of the training obligations and commitments, and he/she must complete all the required assessments. Also, trainees should follow up any lessons missed with his/her colleagues.
2. BTI will not take the responsibility of arranging a "REPEAT" of any lesson missed regardless of the reasons for the absenteeism with or without an excuse.

### Absence with valid reason from In-course Assessment

1. In case a trainee is absent from any in-course controlled assessments due to valid reasons he/she must write the reasons of being absent supported by a valid medical certificate or other documentation to the LIV/HoD for verification and approval within three working days.

**Note:** the original documentation must be presented –no verbal excuses will be accepted.

2. If a trainee misses an assessment due to a valid reason, he/she will be given a "make-up" assessment. Assessors need to enter "i" into the system, which should be cleared before the final exam.
3. Where a trainee cannot provide a valid reason for absence, he/she will not be considered for a make-up and will receive the "F" or "Zero" grade.
4. To ensure its validity, the make-up assessment should be **significantly different** from the original assessment.
5. Make-ups for in-course assessments will be completed in the last week before the final exam.
6. Assessors need to ensure that all "i" cases are cleared before the final exam.
7. No changes of grades will be considered or allowed during the last week before the exam.

### Conditions of receiving and accepting Excuse for In-course Assessments

The following conditions apply of receiving and accepting excuses for assessments:

- Excuses should be provided within three days after the assessment to the LIV/HoD (in-course assessments), presenting the original copy;

- Medical excuses issued by governmental hospitals and health centers are conditional of the physician's seal, the medical center seal and serial number;
- Medical excuses issued by private hospitals and clinics are conditional of the physician's seal and payment receipt;
- Absence due to death of a relative is conditional of a certificate indicating the trainee's relationship to the dead person;
- Absence due to being part of a formal delegation in a sports/social event, the trainee requires to submit relevant documents.
- Trainees should follow up for the acceptance or refusal of his/her excuse from the LIV/HoD;
- Trainees will be held responsible for not presenting an acceptable excuse for being absent for any in-course controlled assessment; and
- Sick certificates on the day of submission of assignments will not be accepted.

### Make-up exams for End of Semester

1. If a trainee is absent from the end of semester exam, he/she can refer to the Registration and Admission Division, which will decide whether to accept his/her excuse.
2. Valid written excuses for not attending exams should be presented to the Registration and Trainee Affairs Division within three(3) working days after the assessment. No verbal excuses will be accepted. Valid reasons include:
  - a. Medical reasons
  - b. Death of a relative
  - c. Formal delegation
3. If the excuse is accepted, the trainee will be awarded a temporary "I" grade. The trainee will have opportunity to sit for the make-up exam during the following times:
  - a. First week of July
  - b. Before the start of semester 2
4. The "make-up" exam paper will have the same format as the final exam, but must be significantly different from the original assessment.
5. Trainees will be held responsible for not presenting an acceptable excuse for being absent for End of semester exam and will receive the "F" or "Zero" grade.

### Compulsory withdrawal from the unit

1. If a trainee's absence exceeds 25% of the total training unit hours without an acceptable excuse s/he will be given the grade of WF for the unit and will not be allowed to continue any classes. He/she has to reregister for the unit during the next semester. The GPA of the trainee will be affected.

2. If a trainee's absence exceeds 25% of the total training unit hours with an acceptable excuse he/she will be given the grade of WA for the unit and will not be allowed to continue any classes. He/she has to reregister for the unit during the next semester. The GPA of the trainee will not be affected.
3. The trainee will be allowed to re-register for the unit during the announced registration period, provided that the total number of attempts to reregistered in the unit does not exceed three times.

**Official Withdrawal from Training**

The trainee is considered as a formal withdrawal from the institute if he/she has finalized all the official procedures with the condition that he/she obtains the approval of the Admission & Registration Division. In this case a grade of WE or WP will be allocated to him/her in his/her transcript according to the below conditions:

**Conditions for withdrawal (W):**

1. W is withdrawal from units no later than week 4 from the training semester.
2. Trainee is allowed to withdraw from all or maximum of 3 units. In case, trainee applied for withdrawal of 3 units, the remaining number of units must not be less than 4.
3. W will not affect the applicant's GPA.
4. Trainees under proportion are not allowed to withdraw from any unit.

**Conditions for withdrawal with Excuse (WE):**

1. WE is withdrawal from all registered units.
2. Withdrawal is permitted only for health reasons, accident/ injury, and death of a family member or first/ second-degree relative.
3. Withdrawal must be filed not later than two (2) weeks before end of classes.
4. A duly accomplished clearance Form must be submitted with the original and photocopy of medical/death certificate.
5. WE will not affect the applicant's GPA.
6. Trainee under proportion are not allowed to withdraw from any unit.

**Conditions for withdrawal with permission (WP):**

1. WP is withdrawal from maximum 3 units only provided that the remaining number of units are not less than 4
2. Withdrawal must be filed not later than Week 13 of the semester.
3. WP will not affect the applicant's GPA.

4. Trainee under proportion are not allowed to withdraw from any unit

**Change of Grade**

The "W" "WA", "WE", "WF", "WP" "F" and "I" "E" cases can be summarized as follows:

- a. Withdrawal during week 4 of the semester (W).
- b. Attending less than 75% of the unit sessions with a valid excuse (WA).
- c. Withdrawal from all units due to acceptable reasons (WE).
- d. Withdrawal from maximum 3 units (WP) before four weeks of the end of the training semester.
- e. Attending less than 75% of the unit sessions without a valid excuse (WF).
- f. Obtaining "U" grade in one or more of the Awarding Body Assessment and Grading Criteria (F).
- g. Absence from end-of semester exam or other assessment, if with a valid, approved reason (I).
- h. Exemption from credit transfer/cross credit and RPL (E).

**Warning & Dismissal**

- A written warning will be sent to a trainee through the Admission and registration office if his/her cumulative GPA is less than 1.75 out of 4.
- Trainee will be Completely dismissed from Bahrain Training Institute in any of the following cases:
  - if he/she does not manage to raise his cumulative GPA during the next academic semester of being under the probation status and he/she is not allowed to transfer to another academic program.
  - if he/she does not meet the graduation requirement within the allocated period to finish the programme.
  - If the accumulative GPA is less than 1 from 4.
- The warning is cancelled if the trainee manages to raise his cumulative GPA to the minimum grade to graduate or more.
- If the cumulative GPA goes down again in another period during the study, a new warning is issued and treated as an independent warning and it is not related to the last warning that the trainee got before. Trainees who are under probation are not allowed to register for more than 4 units during the next semester.
- If a trainee's SGPA reaches 2 out of 4 in the final semester and his CGPA is still less than 1.75, the trainee will be extended to one final semester to raise his/her CGPA to 1.75 as minimum requirement for graduation. If the trainee is not able to raise his/her CGPA he/she will be dismissed from BTI.

### Appeal against dismissal

- Trainee has the right to file an appeal to trainee affairs manager against the judgment of his/her dismissal. This appeal should be supported by evidences. The Director General is to issue a judgment to establish a committee to look into the appeal cases headed by the trainee affair manager.
- The trainee affair manager has to communicate the decision reached by the committee to the Director General. The Director General has the right to reconsider the case. Within a week of reaching to the judgment, the trainee should be notified of the final judgment by sending him/her an official letter.

### Certification and Qualifications

BTI trainees may be awarded the following Awards, Certificates or Diplomas;

- a. BTI diplomas and certificates.
- b. Pearson BTEC Extended and Higher National Diploma (only if within 5 years from registration with BTEC for the programme).
- c. Other Awards, Certificates or Diplomas that are offered by BTI, alone or in coordination with other Awarding Bodies.

Unless otherwise specified, a trainee must:

- Complete all designated units
- Achieve the pass conditions for all designated units.

## Credit Transfer and Recognition of Prior Learning (RPL)

### 1. Credit Accumulation

For the achievement of a specific programme, trainees have to comply with the mandatory and optional number of units required by awarding bodies and the mandatory units required by BTI.

### 2. Credit Transfer

Trainees who shift from one programme or qualification to another within BTI need not to re-register for the units accomplished and passed if these are the same units specified to be enrolled for the completion of the programme being shifted to. Units are automatically credited on the following conditions:

- The grade in an earned unit meets the minimum passing grade set by BTI or awarding bodies.

- The unit is completed within the previous three years from date of credit transfer.
- Trainees who successfully completed and passed units in any recognised educational institution in Bahrain, are entitled upon admission to apply for the transfer of credits for unit equivalents offered in BTI. The opportunity is given only once to each trainee in their first semester of the programme. The credit transfer is subject to the following rules and conditions:
  - The programme for which units are previously earned in any accredited institution is duly recognized by the Ministry of Education.
  - The grade in an earned unit should be at least C (70%).
  - The content and learning outcomes of a completed unit substantially match those of the unit or programme applied for.
  - The credit value, credit hours and level of an earned unit are the same as or more but not less than that of the unit applied for.
  - Credit is allowed for a completed unit only on the basis of an official transcript of records and unit descriptor.
  - Credit is awarded for a unit completed within the previous three years from date of credit transfer application.

Trainees with current and relevant work experience of one or more years in the same field of specialization are entitled to apply for credit transfer in lieu of the mandatory on-the-job training. The work experience must be directly related to the study of programme and must be more than one year continuous

The application is processed after the trainee fills a request in addition to the fees as per the procedure for each unit requested in Registration and Admission Office, with attachments proving his/her previous studies within the first two weeks of the semester. The Admission and Registration will forward it to the evaluation committee, which will examine the case and might request a personal interview or test; and then a decision will be taken. After that the trainee will be informed about the decision through the Registration and Admission Office. It is conditional that the trainee has secured at least 70% of the training unit being studied at other certified institution. Subject older than 5 years will not be considered for credit transfer. However, validity of English language proficiency certifications expired within two years of date of certificate.

The trainee, who applies for transfer of credit, must continue attending the training units until the issuance of an acceptance exemption letter approved by the Registration and Admission Office.

Cross-credit

### 3. Appeal of Credit Transfer

- 3.1 BTI has the absolute right to decline or accept credit transfer to aspiring trainees based on the authenticity and sufficiency of presented evidences.
- 3.2 Decisions are final and applicants will not have a change to appeal against the findings.

### 4. Recognition of Prior Learning (RPL)

RPL is the process of assessing and accrediting the acquired knowledge, skills and capabilities of a trainee gained from formal, non-formal or informal learning against a set of criteria as specified in the unit/qualification. RPL is to award credits for a part of a learning programme or full unit for which a trainee is registered.

Upon registration to any programme at BTI, trainees are to receive their programme structure highlighting all units to be covered over the stretch of the four semesters of the programme. Trainees are to examine the programme structure and may apply for RPL to all units they believe that they should be exempted from based on their experience and prior learning.

The RPL application is processed after the trainee fills a request in addition to the fees as per the procedure for each unit requested in Registration and Admission Office, with attachments proving his/her previous studies and/or experience within the announced period of RPL.

The Registration and Admission Office will forward it to the RPL committee, which will examine the case and might request a personal interview or test, and then a decision will be taken. After that the trainee will be informed about the decision through the Registration and Admission Office.

The trainee who applies for transfer of credit, must continue attending the training units until the issuance of an acceptance exemption letter approved by the Registration and Admission Office.

#### RPL applicants

The following applicants qualify for RPL:

- An applicant who has completed formal learning in any recognized Educational Institution within GCC.
- An applicant who attended structured non-formal learning which includes learning and training activities in the workplace or voluntary sector and/or through community service programmes that did not lead to formal certification.
- An applicant who attended unstructured informal learning which was never intentional and gained through work-related, social, family hobby or leisure activities and experiences.
- Trainees need to apply for RPL at least 2 weeks before the start of the semester.

### Assessment Scheme and Grades Calculation

#### Transcript

A trainee’s transcript is a record of all the units that the trainee has studied since his /her registration at BTI till the final training semester. These are listed in a serial according to training semesters with information about credit hours, semester average and accumulated average.

#### Awarding of Grades

1. BTI assessment practices will use the recommended Awarding body and QQA grading methodology, with emphasis on criterion-based assessment policy. However, the current dual system of reporting grades (Awarding body - Fail, Pass, Merit and Distinction) and BTI-letter grades: A to D/F and GPA) will continue to exist.
2. Assessments of non- Awarding Body units/ additional criteria shall be assessed according to an approved scoring rubric.

#### Awarding Body Grades

1. Awarding Body grades of Unsatisfactory/Fail (U/F), or Satisfactory/Pass (S/P) will be awarded for each grading criteria (GC). The grade descriptors are as follows:

Grade band	Description
Unsatisfactory/ Fail (U/F)	Does not meet all requirements defined in the Awarding Body grading criteria.
Satisfactory/ Pass (S/P)	Meets all the requirements defined in the Awarding Body assessment and grading criteria.

2. Conditions for achieving the pass, merit and distinction at Unit level are as follows:
  - a. Conditions for Pass (P)
    - Attend at least 75% of the unit sessions, a trainee who fails to satisfy this criterion will be awarded a “WA”, “WE” and “WF” grade even if s/he passes all the Awarding Body Pass criteria.
    - Achieve all Awarding Body Pass grading criteria, i.e., achieving a minimum “S” (Satisfactory) in each BTEC Assessment and Grading criteria.
  - b. Condition for Merit (BTEC only)
    - Achieve all BTEC Pass grading criteria
    - Achieve a minimum of “S” (satisfactory) in each BTEC Merit grading criteria.
  - c. Condition for Distinction (BTEC only)
    - Achieve all BTEC Pass and all BTEC Merit grading criteria
    - Achieve a minimum of “S” (satisfactory) in each BTEC Distinction grading criteria.

3. All assignments should be marked according to a marking/grading scheme, and team-marked wherever practical, to ensure consistency and fairness in the grading of trainees.
4. Assessors shall give feedback on the electronic system to all trainees according to the assessment and grading criteria. Feedback will indicate whether sufficient evidence was submitted or not.
5. Feedback to trainees on their grades shall only be given after internal verification.
6. Trainees who receive the “U” grade for any assessment and grading criteria in an assignment may be considered for resubmission (refer to resubmission conditions/assessment policy leaflet).

#### Progression for Continuing Studies

If the trainee GPA becomes less than the cut-off GPA (CGPA) (1.75), s/he will be given a probation period for one semester to improve his/her GPA. If s/he failed to improve the GPA towards the end of the semester then the trainee would be dismissed.

If the trainee is expected to graduate and his/her (CGPA) is less than (1.75) the trainee will be given one semester to raise his/her CGPA. If the trainee is not able to raise his/her CGPA he/she will be dismissed from BTI.

#### Conditions to obtain Awarding Body Qualification

1. The trainee must achieve a minimum CGPA of 1.75 to progress and graduate successfully in the programme.
2. To obtain Awarding Body Diploma, a trainee should:
  - Achieve a minimum of a “Pass” grade for all units of the programme.
  - Attend at least 75% of all sessions for each unit.
  - Pass the final exam according to BTI requirements.
3. The trainee needs to complete all his/her requirements for graduation within allocated period for the awarding body.

#### BTI Grades

1. Assessment practices within BTI are based on the general principles of criteria-based assessments, where the desired Learning Outcomes (LO), Assessment and Grading Criteria (AGC) for each unit are clearly specified; and assessment tasks are designed to indicate progress towards achieving the Los and AGCs.

2. Each BTI assessment criterion will be assessed according to a scoring rubric covering the following four domains:
  - Knowledge and understanding (40% contribution);
  - Application and skills (40% contribution);
  - Generic problem solving and/ or effort (10% contribution); and
  - Critical thinking and/ or presentation (10% contribution).
3. Each task/question will be scored out of 100% (according to the scoring rubric).
4. The overall score of the assessment will be 100% (will be automatically calculated on the system).
5. Conditions for achieving the Pass, Merit and distinction at Unit level are as follows:
  - a. Condition for Pass
    - Attend at least 75% of the unit sessions, a trainee who fails to satisfy this criterion will be awarded a “WA” and “WF” grade even if s/he passes all the Awarding Body Pass criteria. In such a case the trainee is required to re-register for the unit.
    - Achieve all Awarding Body Pass grading criteria,
    - Achieve at least 40% in the final exam.
    - Achieve a final grade (overall grade) of 50%.
  - b. Condition for Merit
    - Achieve all Awarding Body Pass grading criteria,
    - Achieve at least 40% in the final exam.
    - Achieve an overall grade of 65%+.
  - c. Condition for Distinction
    - Achieve all Awarding Body Pass grading criteria,
    - Achieve at least 40% in the final exam.
    - Achieve an overall grade of 85%+.
6. Assessors shall give comprehensive constructive feedback on the electronic system to all trainees according to the specific task/question, except where it is linked to the Awarding Body criterion.
7. Feedback to trainees on their performance shall only be given after internal verification on samples given to the IV.
8. There will be no re-sits or 2nd opportunity for trainees who fail any BTI assessments.



**Conditions to obtain BTI Qualification**

1. The trainee must achieve a minimum GPA of 1.75 to graduate successfully in the programme.
2. To obtain a BTI Diploma, a trainee should:
  - Achieve a minimum of a “Pass” grade for all units/units of the programme.
  - Attend at least 75% of all sessions for each unit.
  - Achieve 40% in the final exam
  - Achieve an overall grade of 50%.
3. The trainee needs to complete all his/her requirements for graduation within the period allocated from the awarding body from the date of registration.

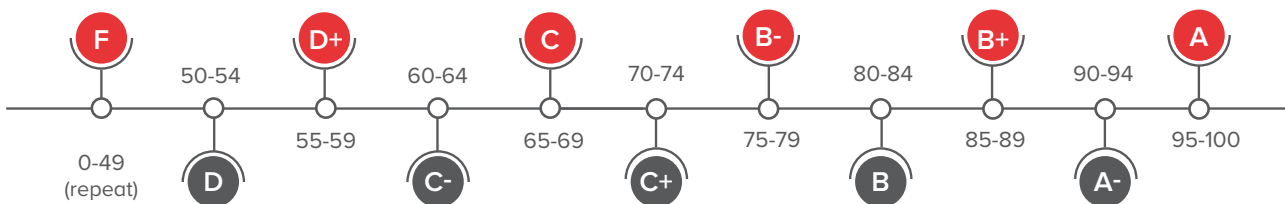
**BTI Grading Methodology**

BTI uses a system of letter grades in assessing the work of trainees. Points are determined for the final grade as shown in the table below:

Value		0.00	1.00	1.33	1.67	2.00	2.33	2.67	3.00	3.33	3.67	4.00
BTI Grade	I Make-up	E W WA WF WE WP	D	D+	C-	C	C+	B-	B	B+	A-	A

Method of calculating Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA).  
 SGPA and CGPA are calculated as follows:

**BTI grades are as follows:**



- Every letter of rating is valued by certain points as shown in the table above.
- These points are multiplied by the credit hours of the module.
- Points for all the training modules are calculated by the same method, and then added to calculate the total number of points for the semester modules.
- The total number of points is divided by the total credit hours of the semester to get the average value that ranges between 0.00 to 4.00.
- The cumulative average is the result of dividing the total points that the trainee secured up to the last semester by the total credit hours for all the semesters.
- BTI adopts two kinds of Grade Average:
  - The Semester Grade Point Average (SGPA) which depends on the training modules completed by the trainee in the training semester.
  - The Cumulative Grade Point Average (CGPA), which depends on all training modules completed by the trainee in the programme.

Example: how to calculate the semester average

Unit	No. of credit hours	Grades	Values	Qualitative values
1	1	C+	2.33	2.33
2	2	B	3.00	6
3	2	A	4.00	8
4	1	A	4.00	4
5	2	B-	2.67	5.34
6	2	B	3.00	6
7	2	A-	3.67	7.34
<b>Total</b>	<b>12</b>			<b>39.01</b>

Semester Grades (SGPA)=  $39.01/12 = 3.25$ .

### Assessment Scheme and Grade Calculation

All assessments are graded using criterion reference methodology and are graded in accordance with BTEC(achieved/not- achieved) and BTI requirements and can be a combination of tests, Quizzes, Case Studies, Practical Assessments and Final Exams.

A trainee that receives a grade that is less than 50% of the total grade of the end of semester examination grade and the in-course grades for each semester is considered a fail, and the trainee has to reregister for the unit again.

The assessment guidelines of the external awarding bodies are followed in the submission of assignments. Trainees will have to submit all assignments on the submission dates as no late submission will be accepted. Assessments are to be submitted to a local point and NOT directly to the trainer. Trainees will have to fulfill three conditions to be allowed to resubmit the assignment. These are as follows:

- The trainee has met the initial deadlines set in the assignment, or has met an agreed deadline extension;
- The trainer judges that the trainee will be able to provide improved evidence without further guidance. This will be based on trainee attendance and class participation (mock exams, case studies. Exercises, etc.);
- The assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed and dated declaration of authenticity by the learner. Where it is found that trainee copied and pasted from any source, provided assignments that are copied from other trainees, no proper referencing was given or where the assignment was done by someone else, the trainee will fail and will not be provided a change for resubmission.

Work that has been copied and pasted from any source will not be accepted and trainees will not have a change to resubmit again and will fail the unit. Trainees will have to reregister for the unit again.

Trainees, who fulfill the initial resubmission conditions and still fail a P-criterion, will have chance to have a retake.

### Conditions for passing a unit

1. Achieve all BTEC pass grading criteria/the awarding body.
2. Attend at least 75% of all sessions for each unit.
3. Achieve 40% in the final exam.
4. Achieve an overall grade of 50%+.

### Failure and Re-sit

In case a trainee does not fulfill all the pass conditions, the trainee fails and is granted the F grade and will have to reregister for the unit again during the next semester. There are no re-sits for any failed unit.

### Other Training Programmes

In case of Non BTEC and other accredited programmes, the assessment, and the grading methodology to be followed will be as per the requirements of the specific awarding bodies.

### Graduation Certificate

- All graduation requirements such as units – research papers – reports – unit examinations are to be completed within five years from the date of registration with the institute.
- After completing all the graduation requirements, the trainee is given a graduation certificate based on the model that is presented by the institute.

### The appeal system

#### The Appeal on Granted Grades

1. If trainee disagrees with his/her grade, s/he can apply for a grade review at the Admission and Registration Division by completing the BTI grades Appeal, stating the grounds for the review request.
2. This application should be received within two weeks (10 working days depending on the academic calendar) from the date on which grades are posted on the BTI website.
3. A grade review fee will be payable. The fee is refundable if the complaint of trainee is upheld.
4. The Decision(s) from the review panel is final.
5. The HOD will sign and forward all relevant documents to the admission and registration office for publication.

6. Regarding the Recognition of Prior Learning (RPL) decision, there is no appeal. Appeals regarding the conduct of the RPL process should be referred to the DG.

Note: The same conditions apply to in-course assessments.

### **Entry to assessment Venues and Commencement of Assessment**

1. The trainees should make sure of the time, place of the exam and be present sufficiently before the start the exam.
2. Trainees are allowed to enter the exam room only within 10 minutes prior to the scheduled start time of the exam, as doors will be closed on time to providing sufficient time for distribution of exam papers.
3. After distributing the exam papers, doors of the exam hall will be opened.
4. Trainees are required to bring all the necessary exam tools (pens, pencils, drawing tools etc...)
5. Trainees are required to leave their files, notebooks, books, briefcases, bags and coats etc. in plain view at the front or sides of the room beyond arm's length before trainees sit at their allocated place and to make sure that they do not carry anything with them related to the examined unit.
6. Mobile telephones and any other communications devices must be switched off and kept out of sight during the exam.
7. All Trainees should present BTI ID card or temporary permit slip from Admission and Registration office; trainees will not be allowed to sit for the exam without their ID.
8. Trainees should fill in the information related to the exam on their answer book and fill in all the required information on the questions paper.

### **During the Assessments (Controlled Assessment)**

1. Trainees should read all the information and special instructions related to the examined unit.
2. No books, notes or any other material are allowed to be with the trainee during the assessment. All books, notes and other material must be left outside or in from the assessment venue.
3. No mobiles are allowed within the assessment venue. Trainees are requested to put their mobiles on silent mode and to put them away. No mobiles or bags are to be on the tables.
4. No trainee is allowed to leave the exam hall/room during the first thirty (30) minutes of the exam time.
5. Invigilators should not provide explanation or translation of any question nor tips/ hints on their answers. They should not engage in length conversation with trainees.

6. Trainees are not allowed to transfer items such as erasers, pencils, calculators, etc.
7. All cases of disruption by trainees will be reported on the relevant form available with the Senior invigilator.
8. No trainee is allowed to enter the exam hall/room after the first 15 minutes of the exam, without the discretion of the Senior invigilator.
9. In emergency situations (fire, etc.), trainees should be instructed to stop writing, and to evacuate the hall according to emergency procedures.

### **At the End of Controlled Assessments**

1. Trainees are not allowed to continue writing once the time is up.
2. All answer books and question papers will be collected by invigilators.
3. Exam rules will be valid from the beginning of the exam until it finishes.

### **Plagiarism, Malpractice, Cheating and Penalties**

#### **1. Plagiarism**

- 1.1 Plagiarism is a form of academic misconduct and is seen as a form of cheating. it is defined as taking and using someone else's thoughts, writings and representing it as your own (e.g. using an author's words or ideas, without putting them in quotation marks without proper acknowledgement and citing the source, copying from another trainee's work ...).
- 1.2 Examples of plagiarism include:
  - The inclusion of more than a single phrase from another's work without the use of quotation marks and acknowledgement of the source.
  - The summarising of someone's work by simply changing a few words or altering the order of the presentation without acknowledgement of the source.
  - The unauthorised use of ideas of another person without acknowledgement of the source.
  - Copying the work of other trainees, and submitting as the trainee's own work.
  - Copying and pasting from internet without interpreting and summarising.
- 1.3 All statements, opinions, conclusions, etc, taken from another author's work should be cited, whether the work is directly quoted, paraphrased or summarized. This applies even for copied diagrams, tables, pictures or illustrations.

- 1.4 Trainees should refer to all sources used as part of the assessment, using the Harvard Reference System (APA). Assessors need to ensure that trainees are aware of how to make reference to sources used (Refer to Training Division for more information about Harvard Reference System).
- 1.5 Plagiarised/ copied work shall not be marked and trainees will fail the assessment. For BTEC assignments, trainees will not be allowed to resubmit the assignment and will have to reregister for the unit again. For BTI assessments, trainees will fail and will not be able to do the assessment again.

## 2. Malpractice by trainees

The following are regarded as trainee Plagiarism/ Malpractices:

- Making a false declaration of authenticity (example, where the assignment was done by someone else);
- Misusing assessment material and resources;
- The inclusion of inappropriate, offensive or obscene material in assignments;
- Impression by pretending to be someone else in order to produce the work for another;
- Theft( where a trainee's work is removed or stolen), with the intention to pass the course work off as one's own;
- Fabrication of results and /or evidence;
- Failing to abide by the instructions or advice of an assessor in relation to the assessment rules, regulations and security;
- Cheating to gain unfair advantage;
- Plagiarism by copying and passing off, the whole or part(s) of another person's work, without appropriately acknowledging the source;
- Collusion by working collaboratively with others to produce work that is submitted as their own individual work;
- Disruptive behaviour during an assessment session, including the use of offensive language;
- Cheating or trying to cheat during assessments, or assistance in assessments, assignments, research projects for graduation and disturbing assessment environment;
- Attacks or bad behaviour against any BTI personnel or other trainees;
- Any forgery of the BTI documents or using the forged papers. This also applies to electronic documents.

## 3 Cheating

3.1 BTI considers cheating as a serious misconduct. Cheating includes:

- Copying information from others or passing them to others;
- Dishonesty in getting information and answers during the exam;
- Bringing in any written information either related to the examined topic or not;
- Using mobiles during an assessment for whatever purpose;
- Any talking (Arabic, English or any other language) during controlled assessments;
- Use of any non-verbal cues during controlled assessments;
- Dishonesty to get information related to the exams before holding them;
- Stealing exams;
- Overlooking or showing an answer sheet to another trainee;
- Starting the exam before permission is given or continuing writing after being told to stop at the end of the exam;
- Taking inside exam halls small notes, books or diaries to help any trainee in the exam. This includes information written on discs, calculators, paperback, electronic dictionaries or any other tools to be used for this purpose;
- In addition to the mentioned above, the invigilator may consider any suspicious movement by the trainee inside the exam hall as a disturbance to the exam rules.

3.2 Trainees who are caught cheating during any controlled assessment will be requested to leave the assessment area.

3.3 In the occurrence of the above situation and controlled assessment disturbance, the trainer is expected to write a report and send it to the HoD (in-course assessment - BTI-QF-009Z) and Administration and Registration Office (final exam - BTI-QF-009Z) for investigation

3.4 If caught cheating, trainees will fail the assessment. In addition to that, the trainee will be given a written warning and will be deprived from fees exemption.

3.5 If cheating is being repeated, the disciplinary committee has the right to dismiss the trainee. In addition to the above measures, a letter indicating the taken decision will be sent to the employer of sponsored trainee.

#### 4. Fraud

4.1 BTI does not tolerate fraud or corruption and requires from staff and trainees to act honestly and with integrity at all times and to safeguard the resources for which they are responsible

4.2 The following constitute fraud under BTI Policy BTI-QP-101A:

##### 4.2.1 Unauthorized Collaboration

- Receiving help with assignment, reports, lab exercises/ experiments, data collection, or other activities when not allowed by the trainer
- Trainees accepting credit for a group project without doing their share of the work
- Helping others with their assignments when not allowed by the trainer
- A group doing another trainee's work on a group project, lab exercises/experiments, presentation, report, or other activity while presenting the work as if done by the entire group equally

##### 4.3 Wilful Misrepresentation

- Fabricating sources
- Providing false information about reasons for class absences or late work when requesting a make-up test or exam or an extension for assignment and meeting deadlines
- Submitting a paper from a previous semester for a current class without the approval from the trainer
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, trainee ID cards, or any other official document.
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of a trainer or another trainee without proper authorization

##### 4.4 Facilitating Academic Dishonesty

- Doing an assignment for another trainee
- Allowing trainees to use past assignments, papers, lab reports, or similar items
- Sharing assignments with another trainee when told collaboration is not allowed

#### 5 Penalties

If the trainee is caught cheating during assessments (exams, tests, assignments, or graduation projects) or helping others to cheat, the following penalties are applied:

- The trainee is considered "failed" in the assessment at which he/she was caught cheating and will be awarded Zero;
- His/her registration might be cancelled in the particular semester;
- He/she may be prevented from registering for the following semester;
- If the trainee is caught cheating twice in any unit during the period of registration, he/she will be dismissed.

#### Behavioral Offence and Penalties Regulation

Ministerial Decree No. (7) For the year 2012

By issuing Behavioral Offence and Penalties Regulation for trainees of Bahrain Training Institute

Minister of Education,,,

After perusal of Decree No. (24) for the year 2011, amending Decree No. (29) for the year 2006 to re-organize the Ministry of Education, and according to the Behavioral Offence and Penalties Regulation established in training year 2010-2011for Bahrain Training Institute, the following has been decided:

##### Article One

The regulation of Behavioral Offence and Penalties is attached with this decision.

##### Article Two

This regulation is applied on all the trainees registered in the institute.

##### Article Three

All the provisions contrary to this Behavioral Offence and Penalties regulation order are canceled.

##### Article Four

The regulation of Behavioral Offence and Penalties is valid from the date of approval and issuing.

Dr.Majed Bin Ali Alnoaimi

Minister of Education

#### Behavioral Offence and Penalties Regulation

##### Chapter One

##### Behavioral Offence and Penalties Regulation

**Article (1)**

This regulation is applied on all the trainees registered in the Institute and is under the rules, regulations and behavior penalties stipulated in this regulation.

**Article (2)****Behavioral Offences**

The following actions are considered an offence and the trainees who commit them will face the misbehavior penalties mentioned in this regulation:

- a. Actions that contradict with rules and regulations of the institute, departments, or divisions.
- b. Intended absence of attending lectures, disturbing studies, or training, or persuading on doing them.
- c. Also stopping practicing other training activities which are important to be attended, according to BTI regulations.
- d. Cheating or trying to cheat during exams, or assistance in exam, assignments, research projects for graduation and disturbing exams environment.
- e. Disorder that disrupts tranquility required by lectures and other academic activities at the Institute.
- f. Attacks or bad behavior against any BTI personnel or other trainees.
- g. Any actions committed by the trainee against honesty, dignity or morality of the institute's rules and regulations whether inside BTI, while using BTI transportation, or during the participation in any outside activity by BTI.
- h. Any forgery of the institute's documents or using the forged papers. This is applied on electronic documents, too.
- i. Distribution of newsletters, issuing paperback or electronic wall magazines inside the institute, collections of petition signatures and fund-raising without the coordination with the concerned parties at BTI.
- j. To advocate against the legitimate institutions, or breach the values of loyalty and belonging of national unity.
- k. Any invitation for organization within the institute or participation in any activity not complying with the regulatory rules without prior permission from the institute authorities.
- l. Non-compliance with the proper dress according to customs and traditions of the Kingdom of Bahrain.
- m. Non-compliance with the rules of safety and security and not wearing safety clothes & shoes during workshops and laboratories sessions.
- n. Destruction of the Institute's properties and fixed properties.
- o. Participation or calling for demonstrations within the Institute without prior authorization from the concerned authorities in the Institute.
- p. Cause any chaos and disturbance within the Institute.

**Article (3)****Disciplinary Punishments**

The behavioral punishment that can be applied on the trainee:

- a. Verbal Warning
- b. Three grades warning, first, second and third (final).
- c. Request the trainee to leave the classroom in appropriate manner and consider him/her absent.
- d. Suspend the trainee one session or more in the module/s and consider him/her absent.
- e. Prevent the trainee from entering BTI buildings.
- f. Prevention for a certain period from benefiting the services provided by one or more of the institute's divisions where such offence is committed under the disciplinary decision.
- g. Prevention for a certain period from practicing one activity or more from the training activities where such offence is committed under the disciplinary decision.
- h. Prevention from benefiting from grants and fees exemption.
- i. Consider "fail" in the test or module.
- j. Cancel the registration of one module or more in the semester where the offence took place.
- k. Suspension for a period from one day to a month depending on the circumstances and size of the offence.
- l. Temporary dismissal from the institute for one semester or more depending on the circumstances and size of the offence in addition to depriving from refund.
- m. Final dismissal depending on the circumstances and size of the offence.
- n. Cancel the decision to grant the certificate, and this penalty is not imposed unless there is evidence of fraud or forgery.

**Article (4)**

Any sanctions mentioned in Article (3) of this regulation do not prevent the trainee from compensation for any damage caused in the property of the Institute, and not from criminal prosecution if the offense constituted a crime under the Penal Code.

**Article (5)**

The trainee is not to be penalized on one misbehavior by more than one party. In any case, he/she is not to be penalized for the same misbehavior twice.

**Article (6)**

Disciplinary measure issued by Disciplinary committee should be kept in trainee file and forward a copy of it to:

- a. Director General
- b. Manager of trainees Affairs
- c. Head of concerned Training Division
- d. Head of Admission and registration (Only for penalty (j,l,m,n) in Article (3) of this regulation.
- e. Safety and Security Division (Only for penalties (k,l, m) in Article(3) of this regulation.
- f. Trainee’s Guardian if applicable.
- g. The trainee
- h. Sponsor of the trainee.

**Article (7)**

If the trainee is caught cheating during exams, tests, assignments, or graduation projects or helping others to cheat, one of the following penalties is applied:

- a. The trainee is considered “failed” in the exam or quiz or research at which he/she was caught cheating and will be awarded zero.
- b. His/her registration might be cancelled in this particular semester.
- c. He/she will be prevented from registering for the following semester.
- d. If the trainee is caught cheating again, he/she will be dismissed.

**Chapter Two**

**Investigation Committee**

**Article (8)**

BTI management forms in the start of every training year an investigation committee, valid to renewable to look on the misbehavior offences committed by trainees inside the campus or in any of the facilities annexed to it. The committee is composed of 5 members from the training and administration personnel including a member from Guidance and Counseling division; and it is called Trainees’ Disciplinary Committee.

The committee can call the head of the division or a representative at which the offence has occurred to attend the investigation sessions and is not entitled to vote in case of the need for his attendance.

**Article (9)**

The Trainees’ Disciplinary Committee continues its work until a new committee is appointed or a decision is taken to renew its work for another year by the Director General based on a proposal from the manager of Trainees Affairs Department.

**Article (10)**

Trainees Disciplinary Committee meeting is only valid with the presence of two thirds of the committee members including the chairperson or the vice-chairperson. The Committee takes its decisions by the majority of votes and in any case of equal votes, the side of the chairman is opted.

All the Trainees Disciplinary Committee decisions are applicable and the trainee has the right to write to the Director-General for the review of the committee’s decision within 15 days from the date when he was informed about the decision. The Director-General has the right to approve, amend or abolish the punishment.

**Article (11)**

- a. It is not allowed to impose any punishment on the trainee without investigation undertaken by the specialized concerned parties and listening to his defense, the decision must be justified when issued by the signing of the penalty. The exception of the sanctions is set only in terms of (a,c,d,e) in article (3)of this regulation. If the Head of concerned Training Division or Manager of Trainees Affairs Department decide to set an investigation into the offence, the investigation committee should listen to the statements of the violator and hear his/her defence, and submit the report in writing with the outcome of the investigation and the penalty recommended to the signing of the penalty.
- b. If the trainee does not attend in front of the Trainees Disciplinary Committee and has no acceptable excuse, she/he shall be recalled again in writing; if she/he did not attend within the following 3 days from the scheduled date, the committee has the right to hold another session and a decision of imposing a punishment in his/her absence.

**Article (12)**

In case of disturbance, which may affect the regulation of training in the institute, or in a threatening situation that requires an immediate decision; the Director-General has the right to take on the specialization of the Trainees Disciplinary Committee stipulated in this regulation and can take a decision of which he/she has to inform the specialized side.

**Article (13)**

Director General has the right to form other special disciplinary committees whenever the need arises.

**Article (14)**

Guidance & Counseling Division administers the Trainees Disciplinary Committee, preserves its records, conveys its decisions and decides its meetings dates.

### Chapter three

#### Authorities and Procedures

##### Article (15)

##### The Trainer's Authority:

In order to preserve the behavioral discipline during the training lectures, the trainer may take one or more of the following measures:

- Issues a verbal and written warning to the trainee on his/her misbehavior as seen appropriate.
- Send the trainee to the head of the division where he/she is to be considered absent in case of continued misbehavior and continued disobedience.
- If the trainee refused to leave the class, to keep quiet and apologize for his/her misbehavior, then the trainer would continue the training or the lecture and present a report to the head of the division where he/she should clarify the incident and suggests remedies.
- If the trainee continues making a mess, refuses to leave the classroom where the trainer deemed impossible to continue the class, then the trainer could contact security and present a report to the head of the division registering the trainee as absent.
- The trainer is entitled to terminate the training session in case of mess aroused by a group of trainees and to report it to the head of the division.
- The trainer is entitled to give advice to a group of trainees.

##### Article (16)

##### Security Personnel Authority/ Security Supervisor

- Security staff will report the offences and refer the offenders to the Security Supervisor.
- Security staff has the right to not allow the trainee to enter the Institute, if he/she does not comply with the proper dress according to customs and traditions of the kingdom of Bahrain. The Division of Guidance & Counseling should be notified about this action.
- Security Supervisor is entitled to exit the trainee from the buildings in the case of disorder, or any act that would disrupt the study and threaten the safety and security of the Institute, where the Division of guidance and counseling should be informed.
- Security staff is entitled to direct and guide the misdemeanor in case of minor misbehavior.
- The security staff is entitled to give verbal warning in case of the offences listed in (l,p) in article (2) of this regulation.

##### Article (17)

##### The Authority of Head of Division

- To call the misbehaved trainee to listen to him/her and to be acquainted to his/her motives, advice and guide him/her in case of a minor misbehavior. In case of complicated offences, Director General should be notified.

- It is sufficient for the trainee to give a verbal or written apology to the trainer, security staff or the administration regarding the committed misbehavior, undertaking that he/she would not repeat the misbehavior in the future, where a copy will be kept in the trainees file at Admission & Registration Division, and another copy will be kept at the Disciplinary Committee file.
- In case the Head of Division realised that it is a major conflict which could not be resolved within the division then he/she has to report to the G&C with an attached report including his/her recommendations.
- The head of the training division is entitled to suspend the trainee for one or two sessions of the division modules and consider him absent.
- The head of the training division is entitled to suspend the trainee for one day and to send a report on that to the relevant division, considering him absent without excuse.

##### Article (18)

##### Authorities of Trainees Affairs Department- Guidance & Counseling Division

- a. To subjugate the trainee to guidance and counseling session.
- b. To issue a verbal warning.
- c. To issue a written warning.
- d. To impose a written commitment.

##### Article (19)

##### The authority of Trainees Disciplinary Committee

The Disciplinary Committee has the right to sign any of the sanctions provided for in Article (3) of this regulation as it deems appropriate.

### Chapter Four

#### General Provisions

##### Article (20)

No trainee is to protest for not being aware of the regulations, code and the directions of the institute or any announcement on the institute's board.

##### Article (21)

The Director General may review the decision of the final dismissal after one year from the date of issue.

##### Article (22)

The Disciplinary Committee after referring to Director General may take the decision for cases which have no text in this regulation.

Note: The signed document of Behavioral offences and Penalties Regulation is the Arabic copy.



## TELEPHONE GUIDE

### Safety & Security Division

(+973) 17870930, (+973) 17870931

### Guidance & Counseling Division Counselors' offices

(+973) 17870681, (+973) 17870684

(+973) 17870685, (+973) 17870686

(+973) 17870687, (+973) 17870689

### Admission & Registration Division Counter front office

(+973) 17680007, (+973) 17870922

(+973) 17870933

### Graduate Recruitment Center GRC Consultants' Offices

(+973) 17870913, (+973) 17870914

(+973) 17870915

### Learning Resource Center Counter front office

(+973) 17870924, (+973) 17870925

## BTI MAP

