

- **Registration process in extra-curricular activities:**

1. Announcements about activities and events are published on:
  - Social Media (BTI official Instagram account)
  - Trainees accounts.
2. The allocated time for trainees' participation in events and activities is every Wednesday from 11 a.m. to 1 p.m.
3. Trainees must fill an **"Extra-curricular Activity Registration Form to obtain "A" Credit" hour**. The form can be found on BTI official website.
4. The form shall be sent to email: [trainees.activity@bti.moe.bh](mailto:trainees.activity@bti.moe.bh)
5. The forms must be received by the Trainees' Activities Specialists. Trainees must attend on the time and venue of the activity, and to commit to good conduct throughout the activity.
6. The Trainees Activities' Specialist will provide the rules and regulations of granting the "A Credit" for trainees of both the Extended Diploma and the High National Diploma programs. These are as follows:
  - The trainee must attend the extra-curricular activity
  - The trainee who meets the requirements is granted a one-hour "A Credit" per activity. The number of "A Credit" hours must not be less than 15 "A Credit" hours in one training semester, according to "A Credit" forms.
  - The "A Credit" hours are added to the trainees' GPA at the end of training semester during which the activity took place.
  - The trainee is granted a maximum of (2 A Credit Hours) for his/her training time at BTI. A maximum of one A Credit hour is granted for the one training semester.

- **"A Credit" will not be granted for the extra-curricular activities for the following cases:**

- Trainees in Foundation programs
- Trainees under disciplinary sanction.
- Retroactively, for participation in previous semesters