
Academic Bridge Program Student Handbook 2024-25

Updated August 2024

ABP



برنامج الجسر الأكاديمي
Academic Bridge Program

عضو في مؤسسة قطر
Member of Qatar Foundation

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1 Authority

The Academic Bridge Program (ABP) of Qatar Foundation (QF) developed this ABP Student Handbook.

The ABP Student Handbook does not replace any documents of QF or PUE and should be read in conjunction with them. In cases where there is a conflict with a mandatory policy or procedure of QF or PUE, the mandatory policies of QF and/or PUE shall prevail.

1.1 Qatar Foundation Vision & Mission

The Qatar Foundation for Education, Science and Community Development, located in Doha, Qatar is an independent, private, nonprofit, chartered organization founded in 1995 by decree of His Highness Sheikh Hamad Bin Khalifa Al Thani, then Emir of the State of Qatar. The Qatar Foundation supports centers of excellence that develop people's abilities through investments in human capital, innovative technology, state of the art facilities and partnerships with elite organizations, thus raising the competency of people and the quality of life.

1.2 Qatar Foundation Mission

To prepare the people of Qatar and the region to meet the challenges of an ever-changing world and to make Qatar a leader in innovative education and research. Qatar Foundation supports a network of centers and partnerships with elite institutions, all committed to the principle that a nation's greatest resource is its people. Education City, Qatar Foundation's flagship project, is envisioned as a center of excellence in education and research that will transform Qatar into a knowledge-based society.

1.3 ABP Mission

The mission of the Academic Bridge Program is to provide high school graduates in Qatar with the academic and personal skills for success in reputable English language universities around the world, with special emphasis on preparing students for the universities in Qatar Foundation's Education City.

1.4 The Dream

"The new world educational system recognizes that education is a universal right and hence enables students wherever they might be to have access to the means of innovation, creativity, acquisition of knowledge and expertise and the practice of responsibility." - His Highness Sheikh Hamad Bin Khalifa Al-Thani, The Father Emir

2 Admissions

The Academic Bridge Program (ABP) annually admits secondary school graduates from Qatar and other countries in the region who need to improve their English, Math, Computer, Science and Social Entrepreneurship skills in order to meet the admission standards of – and to do well in – highly selective universities. Although the ABP may admit students of any nationality, priority is given to Qatari students.

Applicants with disabilities shall be considered for admission on the same basis as other applicants. The applicant shall be accepted if s/he meets the admissions requirement and if the ABP determines that the disability either a) does not create a barrier to the student benefitting from the school's full academic program, or b) can be accommodated within the ABP's existing program without the use of any additional services or support.

Students seeking admission to the ABP often wish to study business, engineering, computer science, medicine, art, international relations, journalism, or communications at university. That said, the ABP admits students who wish to study other subjects as well.

See ABP Webpage for updated information about ABP Admissions.

2.1 Re-Admission of Students

Any student who has been excused from the ABP or who has graduated from the ABP may re-apply to the ABP and must write a formal letter explaining why they should be readmitted. Generally, students who have been dismissed from the ABP will not be readmitted.

2.2 Student Medical Records

Parents and students must immediately inform the ABP of any medical issues that may have an impact on the students' learning, health or safety.

Medical records are kept in Student Services. They are available to administrators, instructors, and staff as appropriate.

3 Academic Policies

3.1 Academic Calendar

The ABP academic calendar parallels the calendars of the universities in Education City, though the ABP generally begins 1-2 weeks before the universities in the fall semester. As such, the ABP does not follow the calendars of the other institutions in the Pre-University Division of Qatar Foundation.

The ABP Calendar for Students may be found on the ABP webpage and also on the ABP Student Services Google Classroom.

3.2 Hours of Operation

The ABP is generally open from 8:00am – 4:00 pm Sunday – Thursday when the ABP is in session.

The ABP is generally closed during the breaks.

3.3 Educational Opportunities

The ABP welcomes students to apply to the ABP regardless of their race, religion, gender, or national origin.

3.4 Instructional Goals and Objectives

The ABP promotes an approach to education that meets the recognized standards of international excellence. This education will support students to:

- Acquire the greatest possible understanding of self and an appreciation of worth as individuals and members of society.
- Acquire an understanding and appreciation of persons belonging to diverse social, cultural and national groups.
- Acquire, within their potential, mastery of the basic and advanced academic skills.
- Acquire a positive attitude toward education, the learning process, and lifelong learning.
- Acquire good health habits and an understanding of the conditions necessary for maintaining physical, mental, and emotional well-being.

- Live in a world of rapid change and unforeseeable demands in which continuing education throughout adult life will be a normal expectation.

Instructional Goals

- Achieve academic excellence through varied teaching and learning strategies.
- Provide for and maintain the highest standards through continuous evaluation and improvement programs.
- Provide opportunities for a balanced development among the academic, physical, esthetic, social, and cultural aspects.
- Provide consistently challenging targets, so that each student realizes his/her full potential.
- Promote tolerance and appreciation of various cultures, traditions, and values.
- Provide a safe and supportive learning environment.
- Encourage the virtues of self-respect and respect of others.
- Embrace and use information communication technology.
- Providing a wide range of extra-curricular activities.
- Promote communication and collaboration.
- Promote effective management committed to development and improvement.

3.5 Curriculum

3.5.1 Introduction to the Curriculum

See ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

3.5.2 Instructional Materials

The ABP Department Supervisors shall select instructional materials that support the curriculum. The overall cost of the materials shall be made within the annual budget for the ABP. The ABP Director must approve the purchase of all instructional materials.

3.5.2.1 Suitability of Instructional and Library Materials

All classroom materials must have a substantive educational worth. The inclusion of any sensitive issues must be outweighed by the educational value of the materials.

In considering whether a particular issue is serious enough to warrant the exclusion of a material from the classroom, the ABP will consider the majority view of the culture of Qatar. It is not possible to consider all views, nor to exclude all materials which would be sensitive to specific individuals, but not to the culture as a whole.

It is understood that even if materials are available in Qatar or in Education City, they may not necessarily be appropriate for the ABP. The State of Qatar

has reasonably lenient guidelines regarding materials available for personal use. However, these guidelines are not appropriate guidelines for selecting required materials.

Matters dealing with the Qatari culture, religion, traditions, conventions, and politics will be dealt with using utmost sensitivity. While it is not possible to list every topic that might be inappropriate, the following areas must be considered before materials are recommended for use in the classroom:

- Materials may not show disrespect towards the Islamic religion.
- The Prophet Mohammed (PBUH) may not be represented in any art form.
- Images and textual descriptions may not have an immoral intent
- Materials may address alternate views of issues related to the State of Qatar, its sovereignty, the GCC or Arab states, only if they are presented in an academic and balanced way appropriate to the development of the students.
- Materials may not denounce the State of Qatar, its sovereignty, the GCC or Arab states in any way.
- Materials may not display an obvious bias towards any religion as their main focus.

3.5.2.2 **Challenges to Curriculum or Instructional Materials**

Occasionally, parents, instructors, or students may question the suitability and content of certain materials in the ABP curriculum or the ABP collection.

The first step in resolving any issues is an initial conversation should take place to discuss the concern and the educational value of the material.

- If the material is from a Library, the conversation begins with the Librarian.
- If the material is from the classroom, the conversation begins with the respective department supervisors and the Assistant Director of Academic Affairs.

This conversation should be focused on attempting to resolve the matter informally by discussing the concern, the value of the material, and the criteria used in selecting materials.

If this conversation does not resolve the matter, the concerned party may request a formal review of the material by submitting a ‘Materials Challenge’ request in writing to the Assistant Director of Academic Affairs. The Assistant Director of Academic Affairs will consult with whomever s/he chooses within the ABP and/or PUE. The person(s) submitting the Materials Challenge form shall be advised of the ABP’s decision within 10 working days of their submission of the form. After a decision is made by the ABP’s Assistant Director of Academic Affairs, a written appeal may be submitted to the ABP Director. The ABP Director may consult with whomever s/he chooses within the ABP and/or PUE. The person(s) submitting the Materials Challenge shall be advised of the ABP’s decision within 10 working days of their submission of the challenge.

3.6 **Cross-Registration**

See ABP Curriculum Guide. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

3.7 **Invited Speakers**

Having invited speakers is an excellent way to enhance the educational and social development of students. Speakers should observe the following guidelines:

- Presentations are not to be a sales pitch. Their purpose is to deliver and experiences.
- Speakers may have books, pamphlets, artwork, and so forth available for sale only after the presentation and should not ask for sales during the presentation.
- Speakers should be mindful on the cultural and religious context in which they are giving their presentation.

Invitations for speakers in the classroom must be submitted at least 7 days in advance to the Assistant Director for Academic Affairs for her/his approval.

Invitations for speakers outside the classroom must be submitted at least 7 days in advance to the Assistant Director for Student Services for her/his approval.

The ABP Director and/or his/her designee shall take any necessary actions to minimize or eliminate any disruptions to the ABP's learning environment.

3.8 Language of Instruction

The ABP is a college preparatory program designed specifically to prepare students for entrance to – and success in – universities in which English is the medium of instruction. Accordingly, the language of instruction at the ABP is English.

3.9 Student Placement

See ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

3.10 Procedure for Appealing Placement

Before appealing placement, students should consult the ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom. This document provides information about the criteria for course placement.

After consulting that document, if a student feels she/he has been misplaced, the student should consult with the relevant instructor(s).

After speaking with the instructor(s), the student may appeal to the relevant Department Supervisor.

After appealing to the relevant Department Supervisor, the student may appeal to the ABP Assistant Director for Academic Affairs. This appeal should be in writing.

After appealing to the relevant Department Supervisor, the student may appeal to the ABP Director.

3.11 Student Schedules and Course Loads

For course loads, see ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

Students do not choose their schedules, instructors, or levels.

3.12 **Changes to Student Schedules**

Students do not choose their schedules, instructors, or levels.

If a student has a valid reason to make a change to their schedule, the student should appeal the schedule to the Head of Department, then recommendations will be sent to the Assistant Director for Academic Affairs for final approval. The request should be in writing.

3.13 **Library Materials Selection and Adoption**

The librarian shall take primary responsibility for the selection of library materials. S/he shall solicit requests for materials from the faculty, staff, and students. The ABP Director shall review and approve all orders before they are processed for their relevance to the ABP program and their cost.

3.14 **Cross-Cultural Learning Opportunities**

The ABP will foster in young people of all backgrounds an attitude of pride in and respect for one's own country while developing an open-minded understanding of the cultures of others. Teaching methods and instructional materials from a wide variety of sources are used.

The ABP recognizes the exceptional opportunities for learning and growth that young people gain from living in an international setting. Effort shall be made to take advantage of these opportunities, academically as well as socially and culturally.

3.15 **Academic Freedom**

The ABP believes in the concept of academic freedom and international intercultural awareness; that means the students are to be taught and

encouraged to search for truth in its many forms. Students are encouraged to learn about, discuss and appreciate different beliefs, practices, and opinions. Within the classroom, the skills and attitudes of good citizenship are nurtured through teacher encouraged discussion, exploration, and critical analysis of a broad range of issues and topics that confront a global society.

However, the sensitivities of the host country's position on various domestic, political, and social issues must be represented at all times. Controversial issues will be presented in a fair and unbiased manner with the maturity and intellectual grasp of students duly taken into account. If a student initiates a question of a controversial nature, the teacher should handle the matter with tact, courtesy, understanding, and appreciation for the situation.

Faculty members should ensure that materials and resources used are consistent with curriculum guidelines and relevant to course content.

3.16 **Printers, Scanners, and Photocopiers**

There are black and white printers in the computer labs and in the LRC that students may use. If students need to print in color or to scan items, they should contact the ABP Librarian for assistance.

3.17 **Homework**

Homework is a part of every student's learning experience. Homework is meant to reinforce skills and knowledge already acquired in class.

3.17.1 Request Submitted Prior to a Final Exam to Take a Final Exam at an Alternative Time

To provide clarity, to create consistency in decision-making, and to reduce some of the pressures placed on instructors, students who miss their final exam should be referred to the Office of Academic Affairs.

The Office of Academic Affairs will then make a decision as to whether the absence is excused or unexcused.

The Office of Academic Affairs will inform the instructor(s) and department supervisor(s) of the decision.

If the absence is deemed to be excused, the instructor - in consultation with the department supervisor - may choose whether to have the student take a make-up exam or to average the marking period grades to form the semester grade.

Make-up exams are scheduled by the Office of Academic Affairs. Generally, make-up exams will be taken in the ABP Library.

3.18 Grading

See ABP Curriculum Guide. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

3.19 Report Cards & Transcripts

See ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

3.20 Recognition of Student Achievement

The ABP celebrates student achievement both informally and formally.

The ABP celebrates student achievement with an Honor Roll, a High Honor Roll, and a list recognizing students with outstanding attendance.

Students who perform exemplary academic work by earning an average of 90 or above and no grade below 90 are placed on the High Honor Roll.

Those with an average of 80 or above and no grade below 80 are placed on the Honor Roll.

Students who have perfect attendance and no tardies are awarded for Perfect Attendance.

Students' Honors are determined at the following times:

- end of Marking Period 1
- end of the Fall Semester
- end of Marking Period 3
- end of the Spring Semester

Students who earn Honors or High Honors in all the semesters that they were at the ABP graduate with Honors. These students receive a cold cord to wear at graduation.

3.21 Probation Policy

To help ensure that students make satisfactory progress through the program of studies, students at risk are identified.

Students are deemed to be at risk if they earn an average of 70% or less and fail 2 or more classes at the following times:

- End of Marking Period 1
- End of Fall Semester
- End of Marking Period 3

Students deemed to be at risk are placed on Probation.

Students on probation are warned that they are at risk of failing the ABP, being dismissed from the ABP, and/or not graduating from the ABP.

Students on probation are flagged for additional support.

3.22 Progression and Retention of Students

For information about progression at the ABP, see ABP Achievement Scale and Interpretation of that Scale. This is available on the ABP webpage, on the ABP Instagram page, and on the ABP Student Services Google Classroom.

Students must earn a minimum GPA of at least 1.0 in their last semester at the ABP to graduate.

Students who do not make minimum progress through the program or whose behavior does not meet the expectations of the ABP may be dismissed from the ABP by the ABP Director.

3.23 College Advising

The ABP employs a College Counselor whose primary duty is to help students make informed and appropriate decisions relating to college applications.

3.24 Standardized Tests

ABP Students are required to take the IELTS once during the Fall Semester and once during the Spring Semester.

3.25 Orientation for New Students

The ABP conducts an orientation for new students before the start of the Fall Semester and before the start of the Spring Semester. All new students are expected to attend these orientations.

3.26 Student Support

3.26.1 Office Hours

ABP students are strongly encouraged to seek extra help and work with instructors during the instructors' office hours.

3.26.2 Learning Resource Center (LRC)

ABP students are strongly encouraged to seek extra help and work with instructors from all fields during their availability in the LRC.

3.26.3 Academic Advising

All students have an Academic Advisor.

Details about the role of the Academic Advisor and the expectations of Advisees may be found on the ABP Student Services Google Classroom.

3.26.4 Students with Special Needs

Students who have physical challenges, learning differences, or psychological needs, may be able to receive special accommodation and/or services. To request such accommodations/services, students should see a member of the student support team.

3.27 Availability of Counseling

The ABP is fortunate to have a counselor who can assist students with a variety of social, emotional, and behavioral issues. If you want to meet with the Counselor, please speak with one of the members of the Student Support Team.

3.28 Participation in Research Projects

One of the key missions of the ABP is to conduct research on methods that may improve students' achievement and behavior. Students, faculty, and staff may be asked to participate in a research project. All research projects will be reviewed according to accepted international standards for conducting research with human participants.

Researchers must seek the approval of the relevant Assistant Director before beginning the research. The basic principle for conducting research is that participants are provided information about the project and its intended results. Based upon this information, participants give informed consent before beginning a project and they may also withdraw from the project at any time. Finally, any information gathered during the research project will not contain any personally identifiable information, and the information will remain confidential and only reported on a group basis.

4 Student Policies, Procedures, & Expectations

4.1 Expectations & Responsibilities of Students

ABP students are members of a community with high expectations for learning and mutual respect. As part of this community, students significantly contribute when they develop an individual sense of responsibility, integrity, and respect for themselves and for others. These qualities build a safe, orderly, and effective learning environment for students and teachers.

Each person in the ABP has the responsibility to know our expectations for academic achievement and behavior. By accepting these expectations, the ABP will form a strong community of members who live and interact based on commonly shared values.

Each student is expected and responsible for:

- Following ABP and classroom standards for academic work and behavior.
- Attending classes daily and being on time for all classes.
- Coming prepared to the ABP with necessary books and materials.
- Completing academic work honestly and on time.
- Making arrangements for making up work when absent.
- Treating others with respect and being treated in the same manner.

- Understanding that self-expression and freedom of thought is expressed within the QF community and within the Qatari culture.
- Maintaining a pleasant, clean, and safe environment.
- Dressing in such a manner that is respectful of the customs and values of Qatari culture.

The ABP establishes and enforces only those rules and regulations for conduct that are needed to maintain the well-being of the individual student and the academic community.

The student, by registering at the ABP, agrees to conform to its regulations. The student is subject to disciplinary action for violating any section of the Student Conduct Policy and may be placed on behavioral probation. A student on behavioral probation who continues to disregard the policy on student conduct may be terminated from the program.

Students in the Academic Bridge Program are expected at all times to respect the law, observe ABP policies and regulations and treat all others in the ABP community with respect. Student misconduct may result in severe penalties including removal from the program.

4.1.1 Academic Integrity

The ABP expects all students to meet the highest standards of academic integrity. Students who submit work that is not his/her own, who cheat or who assist others in cheating, are committing acts of academic dishonesty. ABP instructors and staff members are committed to providing assignments and experiences that support each student's progress in understanding their responsibility concerning academic honesty as they mature through each grade level. These professionals will provide feedback to help students to model acceptable behaviors.

The ABP has developed a set of steps and measures to be taken against plagiarism and cheating according to international standards and the student's age level. Plagiarism is using someone else's ideas, words, or other original material without clearly acknowledging the source of that information. Cheating, in its various forms, is academic dishonesty: copying, buying or stealing work, using a source for answers, and/or misleading the instructor by suggesting that the work is completed is the student's own work – therefore violating the accepted standards of academic integrity.

Instructors shall report any instance of alleged academic dishonesty. Together with the student, they will review the circumstances of the potential infraction and, if an infraction is found to have occurred, they will assign a consequence based upon the seriousness of the infraction.

Students in the ABP are expected to maintain complete honesty and integrity in their academic experiences, both in and out of the classroom. Students who fail to conduct themselves in the appropriate manner may be subject to removal from the program.

Examples of academic dishonesty include, but are not limited to: cheating, fabrication, plagiarism, conspiracy, collusion, falsifying academic records, and any other act designed to give an unfair advantage to a student.

1. Cheating

- Unauthorized acquisition of an exam paper or part of an exam paper
- Copying from another student's exam paper
- Use of unauthorized materials (including textbooks, notes, formula lists, calculators, mobile phones, resources taken from the Internet, etc.) or assistance from others in any academic exercise, including papers, tests, quizzes, examinations, and homework assignments
- Submission of the same work for more than one course without the authorization of the instructors
- Submission of another person's work

2. Plagiarism

- Unauthorized use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement
- Representing the work of others, including people who are engaged in selling term papers or other academic documents, as one's own

3. Conspiracy

- Students who aid in someone else's cheating or plagiarism are equally at fault and will be dealt with appropriately.

4. Fabrication

- Fabrication includes, but is not limited to, falsification or invention of any data, information, or citation in an academic work.

5. Collusion

- Unauthorized collaboration with another person on academic assignments
- Collaboration with another person to commit a violation of ABP policies

1. Falsification of Academic Records

- Attempted or actual bribing/coercion of a member of the ABP community or any other individual to alter a grade
- Altering, or assisting in altering any official ABP record
- Forging the signature of an ABP official on any academic record
- Submission of false information or making false statements to ABP employees

- Omission or concealment of requested information required for, or related to, any academic record

Academic records include transcripts, applications for admission, assessment scores, test papers, registration materials, homework assignments, advising records, student exit interviews, and student records of skills.

At the beginning each academic year, students receive policies explaining the expectations for student behavior including academic expectations. Students make a pledge, both orally and in writing, during orientation to act with academic integrity.

4.2 Student Privileges

Each student has the privilege of:

- Participating in an educational program and community that will help her/him achieve and grow as a person.
- Presenting her/his concerns to ABP administrators and receiving prompt responses.
- Participating in developing, improving, and enforcing ABP standards for behavior.
- Submitting grievances that shall follow due process procedures.

These expectations, responsibilities, and privileges are the pillars upon which the relationships throughout the community are developed and nurtured. Instructors are responsible for managing behavior in the classroom. Instructors guide students to following and understanding classroom and ABP expectations by providing explicit feedback and recognizing and complimenting acceptable behaviors.

4.3 Bullying

ABP students have a right to learn in a safe and civil learning environment. Students who fear for their safety from bullying cannot learn effectively. Any form of bullying is not permitted. Bullying is defined as an intentional form of violence that is inflicted repeatedly on other, usually weaker students. The four most common types of bullying are:

- Verbal: Name-calling, sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion, gender or sexual orientation, and unwanted sexual comments.
- Relational: Behaviors that harm others by damaging, threatening to damage or manipulating one's relationships his his/her peers, or by injuring one's feelings of social acceptance. For example:
 - Spreading rumors about a classmate
 - Telling others not to associate with a certain classmate as a form of retaliation.
- Physical: Hitting, poking, shoving, or coercing a classmate or destroying or stealing their belongings.
- Cyber: using the Internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.

The administrators, faculty, and staff of the ABP will respond to bullying and cyber-bullying behaviors through supervision, recognition of appropriate student behavior, social skills instruction, conflict mediation, problem solving, and other disciplinary actions, including suspension and expulsion. All incidents of any type of bullying should be reported to an ABP employee who will, in turn, take appropriate action.

4.4 Smoking, Drug and Alcohol Policy

All students must follow the general Health and Wellness Regulations of Education City. ABP students have access to the QF Care Clinic in the Student Center. That clinic offers primary medical and dental care, emergency medicine, referrals to specialists and pharmacy services.

Students shall not knowingly and willing possess, use, transmit, sell or be under the influence of any chemical, including alcohol, in the building before, during, or after classes or at any ABP activity, function, or event. The only exception is students who are taking prescription medicine under a doctor's direction.

Chemical dependency is a treatable health problem that is primarily the responsibility of the home and community. The ABP reserves the right to request outside consultation when drug or alcohol abuse is suspected.

4.5 Student Searches

The ABP may, with good reason and cause, search a student or his/her personal property if it is judged that the student is withholding something that is banned, stolen, or a threat to safety. In such cases, another staff member will accompany the administrator of the same gender as the student when the search is conducted in private. An incident report shall be written and submitted to the ABP Director.

4.5.1 Search and Seizure of Suspected Illegal Items

If a student is suspected of possessing illegal substances and/or items (e.g., drugs, alcohol, firecrackers), employees should immediately escort the student to the office of the ABP Director. The student must remain under the supervision of an ABP employee at all times.

- All searches must have a minimum of two employees present.

4.6 Care of ABP Property

Students are expected to exercise care when handling ABP property. Students who destroy ABP property, or the property of others, will be held accountable and required to compensate the ABP for the full cost of the item(s) they destroy, deface, or otherwise damage. ABP property refers to any ABP furniture, books, computers, or other property contained in the LAS Building, as well as any ABP-provided transportation vehicle. If ABP property is lost or damaged, parents will be responsible for the cost of the replacement.

The ABP reserves the right to withhold a student's final grades, report cards, and transcripts until satisfactory restitution for damages of ABP property has been made.

4.7 Dress Code for Students

While on ABP and Education City premises, students should dress appropriately and respect the cultural and religious foundation of the State of Qatar. Students who are not dressed properly will be sent to the office of the Assistant Director for Student Services.

- Students should maintain the highest possible professional image in terms of how they dress and appear at all times; as well as comply with the appropriate standards of this policy.
- Students should dress conservatively in professionally appropriate attire.
- Acceptable attire for male students:

1. Trousers, a shirt, and shoes.

2. National and Gulf national students normally wear their national attire.

d) Acceptable attire for female students:

1. Nationals and Gulf students normally wear the national attire (Abaya with Shailah). We stress on giving this traditional dress the respect it deserves by wearing it appropriately. It is not acceptable to wear Abaya without Shailah covering the head.

Female students should wear the closed style abaya so that there are no possible instances of the abaya opening up to show the clothes being worn underneath. In addition, students should not wear short dresses or tight trousers or pajamas underneath the abaya. Shoes should be comfortable and appropriate for a student. Extreme high heels are not allowed.

2. Acceptable non-Qatari female attire includes long dresses, wide trousers/ long skirts, blouses with a modest neckline and long sleeves. Dresses, skirts, trousers and blouses must be of a professional style.

Examples of Inappropriate Attire:

- Clothes that are frayed, shorts, T- shirts, sleeveless vests, hats, casual capris, tank tops, midriff tops, halter-tops.
- Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans.
- Leggings or tight trousers.
- Shredded trousers and shirts.
- Clothing that is transparent or reveals back, shoulders, chest, and stomach.
- Clothes such as miniskirts, spaghetti straps, see through lace, sundresses, shirts and blouses that are too short or tight fitting.
- Clothes or items that do not suit the gender of the student.
- Exotic haircuts or hair dye.

- Fake lashes or heavily overdone make-up.
- Shoes with flashy colors or lights.

4.8 Dress and Behaviour during Ramadan

Students are required to be particularly sensitive during the Holy Month of Ramadan, ensuring their dress and behavior is conservative at all times. During Ramadan, public eating and/or drinking (including the chewing of gum) are strictly forbidden except in the LAS Cafeteria. Perfumes and make-up should be kept to a minimum during Ramadan.

4.9 Mobile Phones and Other Electronic Devices on Campus

Students should not use their mobile phones during classes unless the instructor has explicitly asked students to use their mobile phones.

4.10 E-mail and Internet Access

PUE has taken active measures to block access to controversial sites. However, it is impossible to restrict access to all questionable material. Students are expected to make responsible decisions with regard to Internet access. When in doubt, students are requested to seek guidance from their instructors. Students who use their Internet access for uses that are not acceptable may lose their access.

ABP students are provided an ABP e-mail account to facilitate communication. Students should check their ABP e-mail daily. Students may wish to link their ABP e-mail accounts to their personal accounts so that e-mails sent to their ABP e-mail accounts are forwarded to their personal e-mail accounts.

There are computers located in various parts of the building for student use. These computers are networked. Additionally, the LAS Building has free Wi-Fi for student use.

4.11 Social Media

ABP students are expected to behave honorably in both real and virtual (online) spaces. Students are responsible for the information that they post, share, or respond to online.

Students should exercise care in setting appropriate boundaries between their personal and online behavior, understanding what is thought to be private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Friend relationships may provide access to non-friend users. Others may tag photos or video footage that may become available to anyone searching social networks. Students may wish to regularly review their personal pages, especially when others post content. Keep in mind that nothing is truly private when posted online.

Students will be held accountable for any activities that are improper, illegal, or that cause undue discomfort to fellow students, parents, ABP employees, the broader community, or society at large. Inappropriate behaviour will be subject to disciplinary review and action.

4.12 Student Misconduct

Forms of student misconduct include, but are not limited to the following:

- Disrespectful behavior toward others
- Disruptive behavior
- Misuse of resources
- Theft, damage, or unauthorized use of ABP property

- Failure to comply with requests from ABP employees or QF security personnel
- Violation of ABP published policies and regulations

4.13 Disciplinary Philosophy

In cases in which a student does not follow acceptable classroom expectations and routines, the instructor should engage in a problem-solving process using the following principles:

- Address the reasons underlying the behavior, rather than just the behavior itself
- Help students identify the underlying reason(s) for the unacceptable behavior and develop possible solutions for helping the student meet classroom expectations.
- Seek solutions rather than placing blame.

The fundamental premise for establishing a community culture is the persons involved with one another on a daily basis are the cornerstones of this culture. Thus, instructors and students should try to mutually work to resolve any issues that may arise in the classroom or other extra-curricular activities.

Disciplinary procedures are only used as corrective measures in tandem with effective instruction, and are progressive in nature. The type of misbehavior, individual student's record, and history of past discipline measures and their effectiveness are always taken into consideration before disciplining a student. A hierarchy of progressive discipline will be considered within the ABP before moving to suspension and expulsion, whenever possible.

Discipline is only used as a corrective measure when coupled with effective instruction. It is also progressive, meaning milder consequences are considered before more severe ones. The type of misbehavior, the individual student's record, and history of past discipline measures and their

effectiveness are always taken into consideration before deciding on what consequence is necessary.

4.13.1 The Role of the Assistant Directors with Regard to Student Discipline

The Assistant Director of Academic Affairs is responsible for overseeing all matters relating to student conduct in the classroom.

The Assistant Director for Student Services is responsible for overseeing all matters relating to student conduct outside the classroom.

4.13.2 Discipline Committee

A discipline committee meets to consider serious discipline cases and to recommend actions and penalties to the ABP Director.

4.14 Student Disciplinary Consequences

Below are disciplinary actions that the ABP may take with students.

- Warning letter
- Probation
- Suspension
- Restrictions on participation in certain activities
- Restitution for damages
- Dismissal .

In order to protect the welfare and safety of students and staff in extreme cases of violence or incidents of extreme safety violations, a student may be suspended while an investigation of his/her case is being conducted.

Expulsion terminates the student's right to attend classes and ABP activities.

The ABP Director has the sole authority to suspend or expel students.

4.15 Student Attendance

The official attendance policy at the ABP is based on four fundamental assumptions:

- The best way for any student to learn is to attend class.
- The student, parents, instructors, and administrators have shared responsibilities for ensuring student attendance in school.
- Excused absences shall be permitted only for the observance of recognized religious holidays, illness, or family emergencies, as determined by the Coordinator of Admissions and Records or the Director. Unexcused absences are unacceptable.
- The ABP Director may withhold course credit for a given term or school year based upon excessive student absences.

The ABP program encourages all students to attend all of their scheduled classes throughout the semester. The importance of attendance is stressed to students at the start of the year during the program orientation and throughout the year by their instructors, advisors, and members of the Student Support Team.

The ABP Office of Admission categorizes absences.

By default, an absence is recorded as (A). (A) is an Unexcused Absence.

Students who do not have an absence excused by the ABP Office of Admission are not allowed to make-up any missed work, assignments, or tests.

If a student wants to have her/his absence excused, the student needs to submit documentation and/or an explanation for the absence to the Office of Admissions within 1 day of returning to the ABP.

If the Office of Admissions deems an absence to be excused, the absence may be deemed:

- Excused Absence (AE) or
- Academically Excused (AC)

When tabulating the total number of absences in a marking period and semester, Excused Absences (AE) are counted as absences.

When tabulating the total number of absences in a marking period and semester, Academic Excused (AC) are NOT counted as absences.

The circumstances in which an excused absence (AE) will be given include:

- Medical Notes: Any notes from a hospital/clinic, doctor or dentist indicating the date of issue and suggested rest days. (No limit on number of consecutive sick days)
- Death in the Family: Students are not required to bring any proof due to the sensitivity of the matter.
- Going to Perform Umrah or Hajj (Pilgrimage to Mecca): Proof of travel, airline ticket, or visa is requested.
- Driving Test
- Traffic Accidents: Students should submit a police report indicating the date and time of the accident.

- Sponsorship Documentation & Visas for overseas applicants

The circumstances in which an academic excused absence (AC) will be given include:

- Outside testing: This includes the date of a make-up AS exam, the date of a make-up IB exam, or the date of a placement exam of a university
- University Interviews: ABP students who are requested by university admission offices to attend interviews or other mandatory events
- ABP organized events which students are required to attend

Students are responsible for contacting their instructors on the day they return to arrange make-up work for classes they missed and for which they have an excused absence.

4.15.1 Tardy

Students who are 1-9 minutes late from class will be marked tardy. Students who are 10 or more minutes late from class will be marked absent. Even if the student is going to be 10 or more minutes late to class, the student should go to the class and complete the work.

4.15.2 Late Work

Students whose absences are excused in a timely fashion may, where feasible, have extended deadlines to complete the work.

4.16 Grievances

The ABP is committed to delivering a high quality of service and encourages its students to report where there is cause for concern and a need for improvement.

At the same time, it is expected that in raising possible issues of complaint that the complaining student has observed his/her obligations as a member of the ABP by meeting his/her academic commitments and maintaining a level of general behavior that accords with the ABP regulations or conforms to a sense of reasonable consideration for others.

If the complaint is of an academic nature, the complaint should first be raised informally with the instructor concerned.

If a satisfactory resolution is not reached, the student should raise the issue with the department supervisor responsible for that academic subject.

If the complaint has still not been resolved satisfactorily, the student should raise the issue with the Assistant Director for Academic Affairs.

If the complaint is not academic in nature and cannot be resolved, the complaint should be referred to the Assistant Director of Student Services.

The Assistant Director of Academic Affairs and Student Services will attempt to resolve complaints informally and amiably.

If the complainant is not satisfied with the decision reached by the Assistant Directors, the student may appeal to the ABP Director, whose decision will be final.

In cases involving complaints against ABP faculty, staff, or students, the complainant will be informed of decisions arising from her/his complaint, but will not be informed of the details of any sanctions that may be taken against the person or persons who are the subject of the complaint.

4.17 Role of Parents and Legal Guardians

The ABP hopes that parents/legal guardians will encourage students to attend classes, to do their best and to assist their children when they have difficulty.

Daily attendance is of great importance and there is a high correlation between attendance, success at the ABP, and success in university admissions. When making holiday plans or other arrangements, parents should try, as much as possible, to arrange things so that ABP students do not miss their classes.

The ABP provides parents and legal guardians access through PowerSchool to students' academic performance.

Parents are offered the chance to meet one-on-one with faculty members, once per year, to discuss students' performance, needs, and how the parents can promote the academic and social-emotional growth and development of the student. Parents should not contact instructors about their children's progress. Instead, parents should contact the Assistant Director of Academic Affairs. That is because in a tertiary level institution such as the ABP, it is generally not appropriate for the parents to meet with faculty members.

4.17.1.1 Parent Complaints

The first step for parents in resolving any disputes is to file a complaint on the ABP website via the link provided. This will result in contacting the

appropriate Assistant Director. No complaints should be made or discussed in the presence of students.

If this step does not result in a satisfactory conclusion, parents may submit a complaint to the ABP Director.

During and after this process, there should be confidentiality about the nature of the complaint, any results from the investigation, and actions taken.

When complaints are received, the following steps are taken:

- Investigate the complaint or grievance.
- Determine what course of action should be taken based upon the results of the investigation.
- Take the necessary steps to ensure that such a situation is not repeated.
- Inform the parent(s) of the decision and subsequent steps taken.

4.18 Personal Data

The student should report any change of phone numbers or emergency contact information should be submitted to the Office of Admissions

4.19 Student ID Cards

Students should apply for Student ID Cards. Information about applying for ID Cards is on the ABP Student Services Google Classroom.

4.20 Withdrawing

Students who wish to withdraw from the ABP should notify the Office of Admissions.

Students who wish to withdraw from the ABP and are enrolled in a Cross-Registration class should also inform the Assistant Director of Academic Affairs.

4.21 **Extra-Curricular Activities**

Extra-curricular activities are provided to enable students to build and expand on their individual interests and talents. These activities are held outside normal class hours and are voluntary for students.

Student Services aims to facilitate each student's entry into, and participation in, the ABP through initial orientation sessions, scheduled student functions, and activities. It also assists and encourages student-generated events and functions. The activity program encourages students to participate in the life of the ABP community, thus fostering the sense of belonging and connection and the development of social skills that is critical to academic success and a successful and fulfilled life.

4.21.1 Eligibility to Participate in Extra-Curricular Activities

All students are welcome to participate in extracurricular activities.

4.21.2 Student Clubs

Information about Student Clubs may be found on the ABP Student Services Google Classroom

4.21.3 Sports and Recreation Activities

ABP students have access to extraordinary sports and recreational facilities in Education City.

4.21.4 Student Association

See ABP Student Services Google Classroom

4.21.5 Student Events

Students wishing to hold a specific event must first get permission from the Assistant Director for Student Services at least one week prior to the scheduled event. Students must also have permission from an ABP employee who is willing to serve as event sponsor.

The Assistant Director for Student Services will consult with the ABP Director to make the final decisions concerning the feasibility of holding the function. In general, there should be one chaperone for every 25 students.

For off site activities involving both male and female students, both male and female chaperones are required.

To avoid disruptions, students should not have birthday celebrations in the building.

4.22 **Animals**

Animals are not permitted in the LAS Building.

4.23 **Field Trips**

Field trips are encouraged when they add to the educational value of students' programs.

- Generally, the sponsor of a field trip should seek approval for a request for a field trip at least 10 working days before the beginning of the trip. That said, it is understood that in some circumstances, such advance planning may not be possible.
- Trips of an academic nature need to be approved by the appropriate Department Supervisor and the Assistant Director of Academic Affairs.
- The sponsor of the field trip should submit a request for the trip describing the following: date, time, activity, destination, transportation needs, benefit of the trip, chaperones, and cost.
- Trips of an extracurricular nature and that occur outside of regular class hours need to be approved by the Assistant Director of Student Services.

4.24 Communications

The ABP uses the following to communicate with students and Stakeholders:
ABP Webpage

- ABP Social Media
- E-mail
- SMS
- ABP Google Drives
- Google Meet
- MS Teams

4.25 Authority & Responsibility for Releasing News

Members of the ABP Leadership Team and designated members of Student Services may release routine and non-controversial information concerning the ABP.

All materials for public release should use the currently approved official logos for the ABP and QF.

Student Services is responsible for marketing, public relations, and media coverage.

Greater ABP visibility and contact with the community is sought through a number of promotional events and strategies such as press releases, website information, Facebook and Twitter Accounts, advertisements, promotional gift packs, merchandise bearing the QF/ABP logos, informational publications, orientation presentations, exhibitions, contacts with institutions, authorities, ministries, schools and the general public.

5 Records Policy

5.1 Student Records

A student's file shall contain the following information:

- Admissions (e.g., entrance examination results, transcripts from previous schools)
- Basic identification (e.g., Qatar ID Number, passport ID, basic parental information including employment letter, home address, contact information – mobile phone numbers)
- Report cards

The ABP uses a data management system called PowerSchool. This software program is designed to record and store most of the information described above. This program produces report cards that include data about attendance.

Any personally-identifiable information shall be accessed only by ABP faculty and staff, as required for standard business.

The ABP shares all ABP grade reports with HBKU, the HBKU partner universities, parents, HEI, and other sponsors of students. The ABP also shares ongoing information about students' attendance and academic performance with HBKU, the HBKU partner universities, parents, HEI, and other sponsors of students.

6 Facilities

The ABP is located in the Penrose House.

The ABP shares this building with other entities of Qatar Foundation

6.1 Use of facilities

Groups may request to use the facilities.

The ABP may request a deposit and/or rental fee for such use.

Requests to use the facilities should be made to the ABP Focal Point for Facilities.

6.2 Visitors

- Visitors to the ABP should check in with Security.
- Any student wishing to bring a guest into a class should obtain the permission of the instructor in advance.

6.3 A Clean Building

Students are expected to contribute to maintaining a clean environment at the ABP, both in the building and in the garage. This means trash of any sort (papers, plastic cups, soft drink cans, candy wrappers, etc.) must be deposited in the waste receptacles provided. Hallways, restrooms, and all academic areas must be kept free from litter.

6.4 Posting Material in the Building

The ABP provides bulletin boards for posters and announcements by students, faculty, and approved organizations. Materials that are approved must be placed on bulletin boards, in the poster slots outside classrooms, or in other areas approved by Student Services.

In addition to these physical venues, approved materials may also be placed on the ABP LCD screens.

Obscene, libelous, misleading, or misrepresentative material may not be posted or shared.

The ABP reserves the right to remove any material that contravenes this policy.

The ABP shares the building with other centers of Qatar Foundation. These centers, of course, have the right to post and share materials in the LAS Building, as they see fit.

All materials that students want placed in the building should be submitted to the Assistant Director for Student Services for approval.

6.5 Events and Celebrations

In order to hold an event or celebration in the LAS Building, students must obtain the permission of the Assistant Director of Student Services.

6.6 Smoking

No smoking is allowed inside the LAS Building.

6.7 Prayer

Separate prayer rooms have been designated for males and females. Time has been scheduled in the middle of the day for lunch and prayer.

6.8 Library

Faculty, staff, and students of the Academic Bridge Program (ABP) have access to a well-stocked and equipped library. See ABP Library Guide

6.9 Student Lockers

Each student will be issued a locker and key for the duration of the academic year. All personal items should be either carried to class or locked away securely.

No personal signs, photos, posters, or flyers may be affixed to the outside of the lockers. Students are responsible for the safe-keeping of their lockers.

Valuable personal property should not be brought to campus. The

The ABP will not be responsible for loss of or damage to personal property on campus.

6.10 Student Housing

QF provides a limited number of housing spaces for ABP students. There are separate buildings for males and females. Some housing is 1 to a room, while some housing is shared.

QF Housing helps meet students' academic, social, safety, and health needs.

Students from abroad must complete all required Qatar Foundation forms to request housing online.

Students who are already living in Qatar may also apply for housing.

ABP Student Services can advise students on how to apply for housing.

Students who are applying for QF housing or who are in QF must also make sure to follow the payment procedures.

6.11 Safety & Security

Fire extinguishers and warning alarms are located throughout the building and are to be activated only in case of an emergency. Any person found to deliberately set off an alarm without cause will be subject to severe disciplinary action.

In case of a fire or other general emergency, all people must respond immediately to instructions from the fire wardens and move to a safe location outside the LAS Building.

People may return only when they have been directed to do so by the ABP focal point for HSSE or her/his designee.

There are emergency exit diagrams throughout the building to guide people to the nearest appropriate exit.

6.12 Emergency Plans

Qatar Foundation, PUE, and the ABP have plans for what to do in an emergency.

6.13 Notification of Students in an Emergency

ABP Student Services will inform students through the appropriate means including, though not limited to, the use of e-mail and SMSes.

6.14 Calendar

The ABP Calendar may be found at the ABP webpage.