



University of Bahrain

# Regulations for Offering/Developing Academic Programs and Courses at the University of Bahrain

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23/10/2013 in accordance with Decision Number 1879/2013

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## Chapter one: General Rules and Definitions

- Article (1)** These regulations shall be called “Regulations for Offering/Developing Academic Programs and Courses at the University of Bahrain.”
- Article (2)** The regulations shall be applicable to the academic programs and courses at the undergraduate and graduate levels. They shall be also applicable to graduate programs unless stated otherwise in a specific context.
- Article (3)** All Academic programs shall be evaluated periodically during a period not exceeding five years from the date of approval or development.
- Article (4)** Every new course offered shall be assigned a title, code and number in accordance with the University Regulations, taking into consideration the ascending order of the University course codes.
- Article (5)** The following terms and phrases shall have the meaning against each , unless otherwise stated in a specific context::
- |                        |   |
|------------------------|---|
| Law:                   | Decree Law No. (12) for the year 1986 regarding the Establishment of the University of Bahrain, its Organization and Amendments thereto   |
| University:            | University of Bahrain.  |
| University Council:    | Council of the University of Bahrain  |
| College Council:       | Council of the College concerned  |
| Department Council:    | Council of the Department concerned   |
| President:             | President of the University of Bahrain  |
| Vice-President:        | Vice-President for Academic Programs and Graduate studies   |
| Dean:                  | Dean of the College concerned or whomsoever in his/her capacity   |
| Chair of Department:   | Chair of the academic department concerned  |
| Department concerned:  | A department/person authorized to make decisions regarding the implementation of the regulations  |
| Undergraduate Program: | A diploma, an associate diploma or a bachelor's degree awarded on successful completion of Secondary School Certificate or its equivalent |

Graduate Program:	A higher diploma, Master's and Doctoral degrees subsequent to successful completion of a Bachelor's degree or its equivalent
Academic Program:	A well-structured credit hour program requiring the completion of certain number of compatible academic courses with assignments leading to the award of a specific academic degree
Study Plan:	A plan for a particular academic program which includes all the required courses that students must complete before graduating
Academic Course:	An academic course of study within an academic program which includes course code, number, and a title in addition to a detailed description of its content and intended learning outcomes to be distinguished from other courses
Credit Hour:	A unit of academic credit which determines the weight of each course in relation to other courses. It is equivalent to a one-hour theoretical lecture or a set of two/three hours of practical applications or exercises per week for the whole semester
Academic Calendar:	A guide, prepared by the Deanship of Admission and Registration, and issued by a University Council decision, which provides information about dates for periods of study, breaks and holidays during any given academic year
Academic Year:	A year of study starting September to August, including two semesters (Semester I and Semester II) and an optional summer semester, if offered.
Academic Semester:	A period specified in the academic calendar for courses in which a student enrolls
Student:	A student who has been admitted to the University and is registered in one of the undergraduate or graduate programs

## Chapter Two: Offering Academic Programs their development and Follow up

- Article (6)** Upon offering/developing an academic program, the following should be taken into consideration:
- Feasibility for offering /developing an academic program.
  - Statement of program requirements, available resources and other requirements

- Ensuring an academic program is consistent in structure with the rest of University programs.

**Article (7)** Upon offering/developing a new academic program, the following documents shall be submitted along with the application form:

1. Introduction to the program
2. Stakeholders
3. A feasibility study explaining the reasons behind offering a new academic program or developing an existing one; a survey of stakeholders' perspectives such as students and employers, in accordance with the Regulations stipulated in Article (9).
4. Educational Objectives and Program Intended learning outcomes (*PILOs*)
5. An academic program study plan consisting of the required number of credit hours, list of courses, curriculum, detailed course descriptions and language of instruction
6. Teaching strategies and evaluation methods of an academic program
7. Human and financial resources required for the implementation of the academic program.
8. Internal and external reviewers.

**Article (8)** The introduction to the program should include the following:

1. Reasons for offering a new academic program or developing an existing one
2. General characteristics of the new or developed program.
3. Summary of the results of comparing the new or developed academic program to other similar programs at regional and international prestigious universities. In case of failure to provide the said summary, the academic department concerned should provide clarifications .
4. Language of instruction.
5. Proposed plan for the implementation of the program.
6. Degree-awarding requirements.
7. Admission requirements.

**Article (9)** A feasibility study of an academic program should include the following:

1. Requirements for offering a new academic program or developing an existing one in the light of labor market needs, future visions and strategic plans through conducting a survey of stakeholders' perspectives - e.g. students and others on labor market needs.

2. Scientific and practical characteristics of the program.
3. Comparing the program to other similar programs at local, regional and international universities, in accordance to professional standards (if available)
4. Ensuring that the new academic program is not similar to an existing program at the University.
5. Comparing an existing academic program to the developed program vis-à-vis:
  - List of new courses
  - List of courses to be cancelled.
  - List of courses that have been reviewed with a summary of the results.

**Article (10)** Program Educational Objectives (PEOs) should be in harmony with both the objectives and role of the Faculty and University. A report confirming such compliance, and in conformity with the quality and accreditation requirements, should be presented.

**Article (11)** Program Intended Learning Outcomes (*PILOs*) shall be stated together with a matrix indicating the relationship between the Program Educational Objectives (*PEOs*) and the Program Intended Learning Outcomes (*PILOs*), in addition to mapping the Program Intended Learning Outcomes (*PILOs*) to the University Intended Learning Outcomes (*UILOs*).

**Article (12)** An academic study plan should take the following into consideration:

1. Maximum and minimum number of academic program credit hours, in accordance with the University Regulations
2. A unified system in coding and numbering of courses, in accordance with University System of Coding
3. Distribution of courses into semesters with the minimum number per semester as stipulated in Article (16) of the regulations of Study and Examination at the University
4. Distribution of courses in a study plan should be in ascending order of course codes
5. Inclusion of specialization practicum program for the undergraduate programs whenever possible

**Article (13)** A list of academic courses shall be prepared for a new or developed academic program and shall be classified according to course types.

**Article (14)** A report illustrating the relationship between each course and the Program Intended Learning Outcomes (*PILOs*) shall be prepared.

**Article (15)** Mapping the Program Intended Learning Outcomes (*PILOs*) onto the National Qualification Framework (NQF).

**Article (16)** Program requirements shall include the following for its implementation:

1. Laboratories and workshops: types, number and equipment of laboratories, operation materials, safety and security measures, number and equipment of warehouses, and software, etc.
2. Academic and administrative human resources: Number, general and specific specializations, academic level, years of experience, skills, etc.
3. Buildings and facilities: total number of classrooms and their size, total numbers of academic and administrative offices, total numbers of support and service rooms (photocopying rooms, meeting rooms, toilets, kitchens, warehouses, etc.), the required space for each room/office, all office equipment in accordance with function, reference books in the field of specialization, etc.
4. Requirements for integrating the disabled in the program to ensure fulfillment of the Program Intended Learning Outcomes (PILOs).
5. Expected annual financial cost during the first five years of implementation of the program.

**Article (17)** Upon recommendation of the department concerned, the Dean concerned shall develop an operational plan in coordination with the Deanship for Admission and Registration as follows:

1. Expected date for the start of a new or developed academic program.
2. Mechanism for transition from an existing academic program to the developed one
3. Readiness for the implementation of the new academic program.
4. Determining program capacity.

**Article (18)** Upon offering a new academic program or developing an existing one, the academic Department concerned shall:

1. Conduct a detailed review of the academic program by the Curriculum Committee in the Department which may consult faculty members.
2. Compare the proposed academic program to other similar programs offered by prestigious universities worldwide. The comparative study shall include the following:
  - a. Admission requirements.
  - b. Program total number of credit hours.
  - c. Specialization course titles, descriptions, and total number of credit hours (Departmental requirement and elective courses)
  - d. General course titles, descriptions, and total number of credit

hours.

- e. Number of credit hours designated for practical training in undergraduate academic programs inside and outside the University (Lab hours, industrial training, practical training, etc), if any.
3. Coordinate with all departments and academic centers involved in the teaching of the program's general academic courses (basic sciences, humanities, English, etc.) to ensure their willingness to meet the requirements of the new or developed academic program.
4. Review the academic program in collaboration with prestigious universities inside and outside the Kingdom offering similar academic programs (external review).
5. Conduct a national survey of stakeholders' perspectives (ministries, institutions and government bodies, major industrial companies, financial institutions, professional associations) on the new or developed program (survey of labor market).
6. Survey alumni and students' opinions on developing the academic program.
7. Assign an external reference body for program design such as those accredited by professional associations or any other accreditation bodies.

**Article (19)** Program approval mechanism:

1. The department concerned shall form an academic committee to develop a new or existing academic program and set a time limit to carry out its tasks.
2. The academic program shall be submitted to the departmental Curriculum Committee to prepare a report to be presented to the Chair of Department who shall, in turn, submit it to the Department Council within 10 working days from the date of its receipt to make appropriate recommendation. The recommendation, the academic program, and the reports shall be submitted to the Dean who, in turn, shall submit them to the College Curriculum Committee which shall make a recommendation and refer the matter to the College Council. Upon its approval, it shall be referred to the University Curriculum Committee for the undergraduate program. As to the proposed postgraduate program, on the other hand, it shall be referred to the Higher Studies Council. In both cases, the matter shall finally be referred to the University Council for a final decision.
3. In case the program is not approved, it shall be returned to the department for further study, in accordance with the administrative hierarchy, taking into account the observations made thereon.
4. The college representative shall inform the Dean of the approval



of the new or the developed academic program who shall, in turn, inform the department concerned. The latter shall translate and edit the program as well as prepare the required brochures for promoting it.

**Article (20)** The college representative shall follow-up on the program development and present reports to the College Council in collaboration with the colleges and the Centre for Quality Assurance and Accreditation. The follow-up shall include:

1. The duration needed for offering and developing an academic program.
2. A list of the programs to be developed within a period of five years.
3. A survey of the stakeholders' perspectives.

### **Chapter Three: Offering/Developing Academic Courses**

**Article (21)** Offering or developing an academic course should fulfill the following requirements:

- Stating the reasons for offering/developing an academic course.
- Specifying the new or developed Course Intended Learning Outcomes (*CILOs*) and mapping them to the Program Intended Learning Outcomes (*PILOs*).
- Identifying the requirements needed for the academic course, available resources and any other requirements prior to the approval of the course.
- Ensuring that the academic course complements the program academic courses.

**Article (22)** The Regulations stipulated in Articles (6 & 7) shall apply upon offering/developing the academic course and shall be in conformity with its nature.

**Article (23)** Course Intended Learning Outcomes (*CILOs*) should be clear, measurable and mapped to the Program Intended Learning Outcomes (*PILOs*) and level specified by the National Qualifications Framework. Offering/Developing an Academic Course Form shall include the following:

1. Course Intended Learning Outcomes (*CILOs*) (arranged in points).
2. Program Intended Learning Outcomes (*PILOs*) (arranged in points).
3. A matrix of mapping Course Intended Learning Outcomes (*CILOs*) should be mapped to the Program Intended Learning Outcomes (*PILOs*).
4. An academic course should meet the requirements for quality

assurance and accreditation and those of the National Qualifications Framework (NQF)

**Article (24)** Course Intended Learning Outcomes (CILOs) should cover areas of knowledge, understanding and thinking skills. It shall also take into consideration the specialized skills graduates are expected to acquire in a manner that is appropriate to labor market requirements and strategic plans.

**Article (25)** A new or developed course should have a Course Syllabus Form which includes:

1. Course Title, Code and Number.
2. Course Credit-Hours (theoretical-practical) in accordance with the adopted Regulations.
3. Course Prerequisite(s)
4. Course description which includes a summary of the scientific content of the course.
5. Course Intended Learning Outcomes (CILOs)
6. Course teaching strategies, assessment and distribution of grades.
7. Course topics covered per week.
8. Course textbooks and references.
9. Course practical element (workshops and laboratories), if any.
10. Use of computer labs, if any.
11. Software used in teaching the course, if any.

**Article (26)** Requirements for the implementation and offering of an academic course shall be specified such as the expected date for the start of a new or developed academic course, mechanism for transition from an existing academic course to the developed one and the readiness for the implementation of a new academic course.

**Article (27)** Upon offering a new or developed course, the academic department concerned shall:

1. Conduct a detailed review of an academic program by the Curriculum Committee in the Department which may consult faculty members.
2. Consult the departments concerned about the suitability of a new or developed course to their academic needs.

**Article (28)** Course approval mechanism:

1. A faculty member may submit a proposal requesting to offer a new academic course or develop an existing one to the Chair of Department.

The Council (Department, College or University) may form a

committee to prepare a new course or develop an existing one and set a time limit to carry out its tasks.

The President or the Vice-President shall in consultation with the Dean and after seeking the opinion of the Department Council concerned form a committee or authorize a staff member to prepare to offer the new or develop an existing course.

2. The academic program shall be submitted to the Department Curriculum Committee to prepare a report to be presented to the Chair of Department who shall, in turn, submit it to the Department Council within 10 working days from the date of its receipt to make appropriate recommendation. The recommendation, the academic program, and the reports shall be submitted to the Dean who, in turn, shall submit them to the College Curriculum Committee which shall make a recommendation and refer the matter to the College Council. Upon its approval, it shall be referred to the University Curriculum Committee as to the undergraduate program. A postgraduate program, on the other hand, shall be referred to the Higher Studies Council. In both cases, the matter shall finally be referred to the University Council for a final decision.

In case the program is not approved, it shall be returned to the department for further study, in accordance with the administrative hierarchy, taking into account the observations made thereon.

The college representative shall inform the Dean of the approval of a new or developed academic program who shall, in turn, inform the department concerned.

3. Any changes in a course content should be approved by the College Council without the need to approve it by the University Council. Upon its approval, the college representative shall be informed. The Departments concerned shall be consulted regarding the suitability of the new/developed course to their needs in accordance with the mechanism stipulated by the regulations.

## **Chapter Four: Termination/Suspension of Academic Programs**

**Article (29)** In order to close or temporarily suspend a program, the following shall be required:

1. Reasons for Terminating/suspending the academic program.
2. Positive and negative effects of Terminating/suspending an academic program.
3. Methods of dealing with the Termination/suspension of an academic program at all levels.

**Article (30)** Upon Termination/suspension of an academic program, the following

documents shall be submitted along with the application form:

1. Review of the program
2. A feasibility study explaining the reasons behind the Termination/suspension of the academic program and the negative and positive effects thereon.
3. Effects of Terminating/suspending the academic program on other University programs.
4. List of courses in the program.
5. Implementation plan.
6. Internal and external review.
7. Inventory of the closed/suspended program infrastructure such as laboratories, workplace, academic and administrative human resources and other facilities.
8. Duration for which an academic program shall be suspended.

**Article (31)** A feasibility study explaining the reasons behind the Termination/suspension of the academic program shall include the following:

1. Detailed description of the reasons behind the Termination/suspension of the academic program, supported by evidence (e.g. failure of the program to meet the requirements of labor market, future businesses, strategic plans, etc.).
2. Effects of Terminating/suspending an academic program on the University, College and Department strategic plans.
3. List of internal and external financial, administrative and scientific obligations of an academic program (e.g. completion of funded or subsidized research, organization of conferences and workshops, receiving equipment or spare parts, renewal of membership in scientific journals, renewal of software subscription, etc.).
4. Cost and revenues of Terminating/suspending the academic program.
5. Effects of Terminating/suspending the academic program on both academic and administrative staff (e.g. transfer of staff to other programs, departments or colleges, non-renewal of academic staff contracts, overseas students conducting research related directly to closed/suspended academic program, etc).
6. Effects of Terminating/suspending the academic program on students' academic performance.
7. Effects of Terminating/suspending the academic program on the number of students admitted at the University.
8. University programs that shall be affected upon

Terminating/suspending the academic program (e.g. academic programs that offer courses in to the closed/suspended program and vice versa).

**Article (32)** Inventory of the closed/suspended program infrastructure shall be conducted in order to utilize the various facilities administratively, financially and academically (e.g. laboratories and workplaces, academic and human resources and the public facilities of the closed/suspended program).

**Article (33)** The department concerned shall develop an operational plan in coordination with the Dean and the Deanship for Admission and Registration as follows:

1. Expected date for the Termination/suspension of the academic program.
2. Mechanism of transferring students enrolled in the closed/suspended academic program to other programs.
3. Schedule for Terminating/suspending the academic program.
4. Fulfillment of requirements to start the Termination/suspension of the academic program.
5. Coordinate with all departments and academic centers involved in the program that shall be affected upon the Termination/suspension of the academic program (e.g. academic programs that offer courses to the closed/suspended program and vice versa).

**Article (34)** Program Termination/suspension approval mechanism:

1. The Council (Department, College or University) may form a committee to prepare a report on the possibility of Terminating/suspending an academic program.
2. The President or Vice-President shall in consultation with the Dean and after seeking the opinion of the Department Council concerned form a committee or authorize a staff member to prepare a report on the Termination/suspension of the academic program.
3. The special report shall be submitted to the departmental Curriculum Committee to prepare another report to be presented to the Chair of Department who shall, in turn, submit it to the Department Council within 10 working days from the date of its receipt to make appropriate recommendation. The recommendation and the reports shall be submitted to the Dean who, in turn, shall submit them to the College Curriculum Committee which shall make a recommendation and refer the matter to the College Council. Upon its approval, the matter shall be referred to the University Curriculum Committee, in case of an undergraduate program. A postgraduate program, on the other hand, shall be referred to the Higher Studies Council.

In both cases, the matter shall finally be referred to the University Council for a final decision.

4. In case the program Termination/suspension is not approved, it shall be returned to the department for further study, in accordance with the administrative hierarchy, taking into account the observations made thereon.
5. The college representative shall inform the Dean of the approval of the program Termination/suspension who shall, in turn, inform the department concerned.

**Article (35)**

Documentation attached to these regulations shall be considered as advisory guides upon offering , development or suspension of the academic programs or courses .

# Appendices

# Appendix 1



## Illustrative tables

**Table (1): Mapping the Program Educational Objectives (PEOs) to the Program Intended Learning Outcomes (PILOs)**

PEOs	Mapping to (PILOs)			
	<i>a</i>	<i>b</i>	<i>c</i>	...
<i>1</i>	x			
<i>2</i>			x	
<i>3</i>				x
...		x		

The use of the symbol "x" in any box indicates a direct link between a PEO and a specific PILO

**Table (2): Academic Program Courses List and their Classification**

<i>Course Type</i>	<i>Course Title</i>	<i>Course Code</i>	<i>Number of Units</i>		<i>Number of Credit Hours</i>	<i>Department / Center</i>	<i>College</i>
			<i>Theoretical</i>	<i>Practical</i>			
<b>University Requirement</b>							
Total							
<b>College Requirement</b>							
Total							
Departmental Requirement (Major Requirement + General Requirement)	Obligatory						
	Total						
	Elective						
	Total						
Total							

**Table (3): Program Course Type Distribution in Percentage**

Course Types	Percentage
Departmental Requirement – Obligatory Courses	
Departmental Requirement – Elective Courses	
Basic Sciences	
Computer Science	
Humanities	
English Language (if any)	
Other Faculty Requirements	
Other	

**Table (4): Mapping the Courses to the Program Intended Learning Outcomes (PILOs)**

Courses	Mapping to (PILOs)			
	<i>a</i>	<i>B</i>	<i>c</i>	...
Course Code	x			x
Course Code	x		x	
Course Code		X		
Course Code		X	x	x

The use of the symbol "x" in any box indicates a direct link between a course and a specific PILO

**Table (5): Mapping the Course Intended Learning Outcomes (CILOs) to the Program Intended Learning Outcomes (PILOs)**

(CILOs)	Mapping to (PILOs)			
	<i>A</i>	<i>b</i>	<i>c</i>	...
<i>1</i>	X			
<i>2</i>			x	
<i>3</i>				x
...		x		

The use of the symbol "x" in any box indicates a direct link between a PILO and a specific CILO.

**Table (6): The order according to which courses shall be taken**

<i>Year</i>	<i>Semester</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Course Type</i>	<i>Pre-requisite</i>
1 <sup>st</sup>	1					
1 <sup>st</sup>	2					
2 <sup>nd</sup>	1					
2 <sup>nd</sup>	2					

This distribution of courses applies to the rest of the semesters.

# **Appendix (2)**



University of Bahrain  
Quality Assurance & Accreditation Center



Quality Assurance  
& Accreditation Center

## Offering/Developing an Academic Program Form

Faculty:

.....

Department:

.....

Program (in Arabic):

.....

Action Required:  Offering a New Academic Program  
 Developing an Academic Program

.....

Date of Submitting the Application to the Department Concerned:

.....

Department Council Approval Date:

.....

College Council Approval Date:

.....

University Council Approval Date:

.....

University Council Decision No:

.....

Expected Date for the Start of the Program:

.....

**Offering a New Academic Program or  
Developing an Academic Program Form**

**1. Review of the Program**

**1.1 Reasons for offering a new academic program or developing an academic program:**

(For example, to carry out a feasibility study, a questionnaire, comparative studies of the program to other similar programs, or to meet industrial, community or research requirements by offering a particular program to the student and the local and regional communities)

**1.2 General characteristics of the new or developed program:**

(For example, meets the needs of the labor market, is considered an uncommon specialization, students are very interested in this program, the availability of job opportunities, the creation of partnerships with local and international universities, or as a reflection of the continuous process of improvement and development)

**1.3 Summary of the results of comparing the new or developed academic program to other similar programs at regional and international prestigious universities:**

#### 1.4 Admission requirements

--

#### 1.5 Degree-awarding requirements

--

#### 1.6 Brief definition of the program

(In the following table, explain briefly the characteristics of the new or developed program)

( ) New Program

Name of Program	
Department	
Faculty	
Academic Degree to be Obtained (in Arabic)	
Academic Degree to be Obtained (in English)	
Language of Instruction	
Full-Time/Part-Time Program	
Program Capacity	
Expected Date for the Start of the Program	

( ) Developing a program

Name of Program	
Department	
Faculty	
University Council Decision No. to Adopt the Program and Date	
Degree to be Obtained (in Arabic)	
Degree to be Obtained (in English)	
Language of Instruction	
Full-Time/Part-Time Program	
Program Capacity	
Last Decision Taken by University Council for the Development of the Program	
Expected Date for the Start of the Program	

Please explain the mechanism used in developing the existing academic program:

.....

.....

.....

.....

.....

.....

.....

.....



## 2. Stakeholders

### 2.1 Specify the program's stakeholders

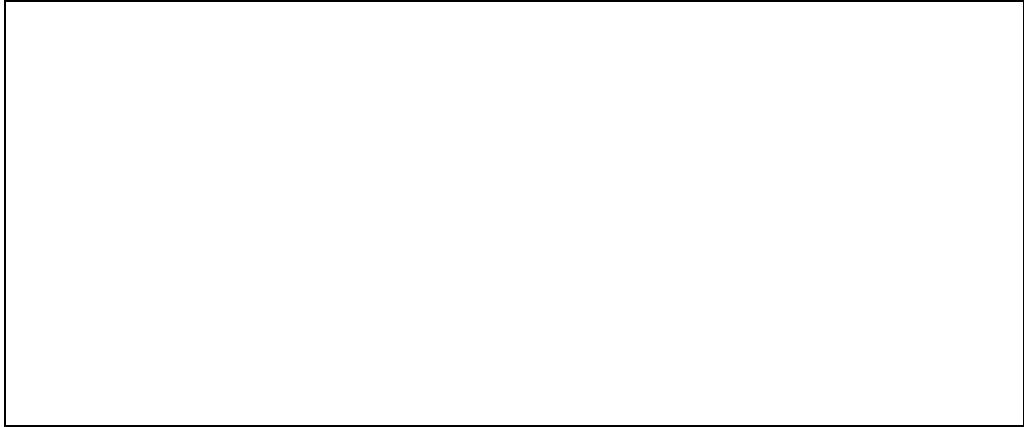
(For example: students, academic staff, graduates, the community, employers)

### 2.2 Existing/expected partnerships

(Describe the program's internal/external partnerships and their positive contribution to the program, the students and academic staff as well as describe the community services and activities which the program provides/will provide and the role they play in serving the community)

**3. Feasibility Study of the reasons behind offering a new program or the need to develop an existing program in accordance with Article (9) of the Regulations:**

**3.1 Results of the survey of those concerned with the needs of the labor market and the survey of the stakeholders' perspectives such as students and others:**



**3.2 The program's practical and scientific characteristics:**



**3.3 Results of comparing the new or developed academic program to other similar programs at regional or international prestigious universities:**

--

**3.4 Degree of similarity between the new program and an already existing one at the University:**

--

**3.5 Comparison between the existing program and the proposed one (This point is related to developing an academic program):**

(Please compare the existing program with the proposed program in terms of objectives, the Program Intended Learning Outcomes (*PILOs*), courses, number of credit hours)

--

#### **4. Program Educational Objectives (PEOs) and the Program Intended Learning Outcomes (PILOs)**

##### **4.1 Program Educational Objectives – PEOs:**

List the *PEOs*, taking into account the following:

- The *PEOs* shall not be less than 3 objectives and shall not exceed 6.
- The *PEOs* shall be mapped to preparing specialized and well-oriented professionals.
- The *PEOs* should be mapped to reflecting a life-long learning process.
- The *PEOs* should be mapped towards scientific research.
- The *PEOs* should be mapped to achieving community service and connecting the university to the institutions of the society.

Program Educational Objectives – *PEOs*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

##### **4.2 Program Intended Learning Outcomes – PILOs**

- *PILOs* shall not be less than 3 and should not exceed 11.
- *PILOs* shall cover the following four Outcome Domains:
  - Knowledge and understanding
  - Specialized skills
  - Thinking skills
  - General personal and professional skills (such as communication and self-development skills related to employment)

When developing an existing program, any changes made to these *PILOs* should be reflected.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**4.3 Mapping the *PILOs* to the four Outcome Domains:**

<i>PILOs</i>	Knowledge & Understanding	Specialized Skills	Thinking Skills	General Skills
a.				
b.				
c.				

**4.4 Mapping the *PILOs* to the *PEOs***

<i>PILOs</i>	<i>PEOs</i>					
	1	2	3	4	5	6
a.						
b.						
c.						

**4.5 Mapping the *PILOs* to the University Intended Learning Outcomes (*UILOs*):**

<i>PILOS</i>	<i>UILOS</i>					
	1	2	3	4	5	6
a.						
b.						
c.						

**4.6 Determining Performance Indicators (*PIs*)**

(Determine the *PIs* which are used to measure the *PILOs* by including the courses to which such criteria apply)

<i>PIs</i>	Courses						
1A							

## 5. Academic Program Study Plan

### 5.1 Dividing credit hours according to the course types

No.	Course Types	Credit Hours
1.	University Requirements	
2.	College Requirements	
3.	Departmental Obligatory Requirements	
4.	Departmental Elective Courses	
5.	Free Elective Courses	
6.	Minor Courses (if any)	
7.	Practical Credit Hour Courses or their Equivalence	
	Total Number of Credit Hours	





### 5.3 Study Plan

In the following table, list the courses which the faculties and departments at the University offer for this program, distributed according to semesters, type of course (University Requirement, College Requirement, Departmental Obligatory Courses, Departmental Elective Courses, Free Elective Courses), number of credit hours (theoretical – practical ) and the pre-requisites (if any).

<i>Year</i>	<i>Sem</i>	<i>Crs Code</i>	<i>Crs Title</i>	<i>CRD</i>	<i>Crs Type</i>	<i>Pre-Requisite</i>
<i>3rd</i>	<i>1</i>					
<i>3rd</i>	<i>2</i>					
<i>4th</i>	<i>1</i>					
<i>4th</i>	<i>2</i>					

<i>Year</i>	<i>Sem</i>	<i>Crs Code</i>	<i>Crs Title</i>	<i>CRD</i>	<i>Crs Type</i>	<i>Pre-Requisite</i>
<i>1st</i>	<i>1</i>					
<i>1st</i>	<i>2</i>					
<i>2nd</i>	<i>1</i>					
<i>2nd</i>	<i>2</i>					

#### 5.4 Course Descriptions:

Course Code:		Course Title:	
Course Description:			

7

Course Code:		Course Title:	
Course Description:			

Course Code:		Course Title:	
Course Description:			

**5.5 Mapping the Program Courses to the Program Intended Learning Outcomes (PILOs)**

Course Types	Program Intended Learning Outcomes (PILOs)						
	A	B	C	D	E	F	G
College Requirements							
Departmental Obligatory Requirements							
Departmental Elective Courses							
Free Elective Courses							
University Requirements							

### 5.6 Teaching and Evaluation Methods:

(Illustrate the teaching and evaluation methods for the program's required and elective courses in a manner that maps the Program Learning Objectives (PEOs) to the Program Intended Learning Outcomes (PILOs)

Course Code	Teaching Method	Evaluation Method

### 6. Human and Financial Resources:

#### 6.1 Academic Staff:

(In the following table, list the number of academic staff qualified to teach the courses of the program)

No.	Academic Rank	Qualification	Number	Courses to be Covered

(In the following table, list the number of academic staff that should be appointed for the program)

No.	Academic Rank	Qualification	Numbers	Courses to be covered

## 6.2 Administrative Staff:

(In the following table, list the number of administrative staff required for the academic program)

No.	Job Title	Number	Qualification	Available/ Not Available

## 6.3 Required Facilities and Learning Resources

(In the following table, list the required facilities and learning resources needed for the program)

No.	Type of facility/Resource	Number	Specifications (space, technical specifications...)	Available/Not Available
1.	Buildings			
2.	Library			
3.	Classrooms			
4.	Educational laboratories			
5.	Information and Communications Technology (ICT)			
6.	Facilities for the Disabled			
7.	Photocopiers			
8.	References and Books			
	Other			

#### 6.4 Academic and Administrative Staff facilities

(In the following table, list the Academic and Administrative Staff facilities needed for the academic program)

No.	Facility	Number	Specifications (space, technical specifications,...)	Available/not Available
1.	Offices			
2.	Meeting rooms			s
3.	Toilets			
4.	Staff common room			
	Other			

#### 6.5 Budget

(In the following table, determine the budget needed for the program to achieve the desired educational goals by including a table that shows the annual financial cost of the program during the first five years. Mention any external financial support or resources, if any)

--

## **7. Academic Standards, Accreditation and External Reviews:**

### **7.1 Adopting Academic Standards:**

(The standards adopted when designing or developing a program are determined by the quality assurance standards, by instructions given by specialized people or by general instructions given by professional associations, institutions, and international agencies or adopted in similar programs in other regional or international prestigious universities. The measures taken to implement those standards should also be explained)

### **7.2 Accreditation and External Reviews:**

- Name of accreditation body and date (if available)
- Name of external reviewer and date (if available)
- The extent to which the program benefited from external reviewers' reports (if available)

**8. Mapping the program on to the National Qualifications Framework (NQF)**

**8.1 Specify vocational standards (if available)**

**8.2 What are the chances of enrolling in another program after graduation?**

**8.3 Are there ways to recognize and gain accreditation for previous learning based on practical experience?**



**8.4 Mapping the program on to the National Qualifications Framework (NQF) in accordance with the Program Intended Learning Outcomes (PILOs):**

<b>Name of Program</b>		
<b>Mapping the program on to the National Qualifications Framework (NQF)</b>	<b>Level</b>	<b>Reason</b>
<b>Knowledge</b>		
Theoretical Understanding		
Practical Application		
<b>Skills</b>		
Generic Cognitive Knowledge		
Communication, ICT and Numeracy		
<b>Competence</b>		
Autonomy and Responsibility		
Learning Knowledge		
Insight		
General Level of the Program		

**8.5 Other comparative criteria or professional consultants required to determine the level:**

--

**8.6 Summary of the reasons for choosing this particular level:**

--

**8.7 The total number of the program's credit hours according to the National Qualifications Framework (NQF):**

<b>Overall Decision (Level and Number of Credit Hours according to NQF)</b>		
	<b>Level</b>	<b>Number of Credit Hours</b>
<b>The Program as a Whole</b>		

Explain the calculation method and whether the number of credit hours agrees with the proposed level:

--

# Appendix 3



University of Bahrain  
Quality Assurance & Accreditation Center



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## Course Syllabus Form

1. <b><u>College:</u></b>							
2. <b><u>Department:</u></b>							
3. <b><u>Program:</u></b>							
4. <b><u>Course code:</u></b>							
5. <b><u>Course title:</u></b>							
6. <b><u>Course credits (Theoretical – Practical):</u></b>							
7. <b><u>Pre-requisites:</u></b>							
8. <b>Time/place of lecture:</b>							
9. <b>Course web-page:</b>							
10. <b>Course coordinator:</b>							
11. <b>Academic year:</b>							
12. <b>Semester:</b>			<b>First</b>		<b>Second</b>		<b>Summer</b>
13. <b><u>Textbooks:</u></b>							
14. <b>References:</b>							

<b>15. Other references (For example, e-learning, field trips, periodicals, computer software, etc.):</b>											
<b>16. <u>Course description (from the catalogue):</u></b>											
<b>17. <u>Course Intended Learning Outcomes (CILOs):</u></b>											
	<b>Mapping to PILOs</b>										
<i>CILOs</i>	<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>g</b>	<b>h</b>	<b>i</b>	<b>j</b>	<b>k</b>
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
<b>18. Course assessment:</b>											
<b>Assessment Type</b>	<b>Assessment in conformity with the CILOs</b>				<b>Number</b>	<b>Percentage</b>	<b>Date</b>				
Quizzes						%					
Midterms						%					
Laboratory/Practical						%					
Assignments						%					
Projects/Case Studies						%					

<b>Final</b>			<b>%</b>	
<b>Total</b>			<b>100%</b>	
<b>19. <u>Topics/Vocabulary which must be covered</u></b>				
Topic			Detail	

<b>20. Course Weekly Breakdown:</b>					
<b>Week</b>	<b>Date</b>	<b>Topics Covered</b>	<b>PILOs</b>	<b>Teaching Method</b>	<b>Assessment</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
15					

16					
----	--	--	--	--	--

Prepared by:
Date:
Date of Approval by the Department:

University of Bahrain – Quality Assurance and Accreditation Centre – Course Syllabus Form

Note: Additional information such as ones related to the policies adopted in the classroom may be added by the instructor, as required

Note: All the underlined information can only be changed with the approval of the departmental academic or quality assurance committee



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### Termination/Suspension of Academic Program Form

1. Program:
2. College:
3. Department:
4. Program starting date:
5. Proposed date for Terminating/suspending the program:
6. Proposed date for reopening the program:
7. Reasons for Terminating/suspending the program (provide evidence):
8. Effects of Terminating/suspending the program on the strategic plan of the university, college and department:
a. Positive effects of Terminating/suspending the program:
b. Negative effects of Terminating/suspending the program:
9. List of the program courses:



10. Other programs that will be affected by Terminating/suspending the program (if any):
11. Date of last internal/external review of the closed/suspended program:
12. Effects of Terminating/suspending the program on the students enrolled in the program:
13. Mechanism of transferring the students enrolled in the program to other academic programs:
14. Effects of Terminating/suspending the program on the academic staff:
15. Effects of Terminating/suspending the program on the administrative staff:
16. Financial cost of Terminating/suspending the program:
17. Method of dealing with the resources of the program (e.g. buildings, laboratories, etc.)

18. Schedule for Terminating/suspending the program (Please give detailed description of the schedule):

# Appendix 5



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### Pre-requisite Course Addition/Deletion Form

College	
Department	
Department Council Decision No. and Date	
College Council Decision No. and Date	
Action Required: <input type="checkbox"/> Adding a Pre-requisite <input type="checkbox"/> Deleting a Pre-requisite <input type="checkbox"/> Changing a Pre-requisite	
Course Code	
Course Title	
Number of Credit Hours (Theoretical – Practical)	
Previous Pre-requisite	
New Pre-requisite	
Justifications	

# Appendix 6



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### Course Credit Hours Change Form

College	
Department	
Department Council Decision No. and Date	
College Council Decision No. and Date	

Course Code	
Course Title	
Pre-requisite	
Current Credit Hours Number (Theoretical – Practical)	
New Credit Hours Number (Theoretical – Practical)	
Justifications	