

The University of Bahrain
Accreditation Inspection
Sunday 24 - Thursday 28 April 2016
Location: e-learning center

Inspection timetable

Sunday 24 April

- 0800 Team arrives at University
- 0815 Welcome and introduction from President and senior staff*
- 0900 Guide to the contents of the base room
- 0930 Quick tour of adjacent facilities
- 0945 Team scrutinises documentation in the base room

LUNCH (working lunch in base room preferred)

- 1400 - 1445 Meeting with President/Vice President
- 1445 - 1515 Team meeting
- 1515 - 1600 Meeting with Board of Trustees members
- 1600 - 1630 Meeting with external members of the University Council
- 1630 - 1730 Team Meeting
- 1730 Team departs⁺

*This is a courtesy/introductory meeting and not a 'working' meeting

+ The team may visit another campus on its return to their hotel

Monday 25 April

0800 - 0900 Team Meeting

0900 -1030 Meeting with **Senior Management Team (Deans, Dean of Student Affairs, Dean of Admission and Registration, Dean of Postgraduate studies, Dean of Scientific Research, QAAC Director)**[@]

1030 - 1200 Team meeting & scrutiny of documentation

1200 -1300

LUNCH (working lunch in base room preferred)

1300 - 1415 Meeting with **representative group of students***

1415 - 1600 Team meeting and scrutiny of documentation

1600 - 1645 Meeting with **external stakeholders** #

1645 - 1730 Team meeting

1730 Team departs⁺

@ Excluding President/Vice-Presidents

* Representative of programmes of study, mode of study, year of study, age, country of origin, etc

Employers of graduates, advisory board members, alumni, etc

+ The team may visit another campus on its return to their hotel

Tuesday 26 April

0800- 0900 Team Meeting and scrutiny of documentation

0900 -1030 Meeting with **Academic Management Team (Chairpersons, Program Coordinators)**

1030- 1200 Team meeting and scrutiny of documentation

LUNCH (working lunch in base room preferred)

1300 - 1430 Meeting with **representative group of teaching staff**

1430 - 1500 Team meeting and scrutiny of documentation

1500 - 1600 Meeting with **student support staff**

1600 – 1700 Team Meeting

1700 Team departs⁺

+ The team may visit another campus on its return to their hotel

Wednesday 27 April

0800 - 1100 Team inspects campuses at Salmaniya and Isa Town*

1130 - 1230 Learning Resources tour (Sakhir)

1230 - 1330 Team Meeting (working lunch)

LUNCH (working lunch in base room preferred)

1330 – 1415 Meeting with **key LR staff** (on Sakhir campus)

1415 - 1700 Team Meeting and scrutiny of documentation

1700 - Team departs⁺

*Including tour of learning resources, student support and student facilities – unless already undertaken earlier in the inspection. May include meetings with relevant staff and students

+ The team may visit another campus on its return to their hotel

Thursday 28 April

0800 - 0900 Team Meeting and scrutiny of documentation

0900 - 1200 Follow-up meetings as required

LUNCH (working lunch in base room preferred)

1300 - 1600 Team Meeting to deliberate on findings

1600 -1645 Feedback to President and senior staff

If anything is unclear please do not hesitate to get back to me.

NOTES

Note 1

All timings are provisional and inspectors may request additional meetings during the course of the inspection.

Note 2

Classroom observations of teaching will take place throughout the inspection period. Please ensure that all staff are aware of the Teaching Observations Protocol and that lesson plans are made available to inspectors *before* the relevant observations. Please arrange for the inspector to be collected from, and returned to, the base room before and after observations.

Note 3

Please provide a secure base-room for the inspection team, conveniently located close to main University facilities. Please ensure that this room contains hardcopies of the SER and all supporting documentation (in English unless exempt). Please organise these documents in to the eight inspection areas, clearly addressing each of the relevant standards and key indicators.

Note 4

Please ensure that the Base Room has sufficient space for the team to scrutinise documentation and hold team meetings and wi-fi. It should have sufficient plug sockets for laptops etc and/or extension leads and contain a photocopier, printer and (if possible) scanner. Also, please arrange for there to be appropriate office items such as stapler, hole-punch, paperclips, etc and a range of stationery and related items, such as transparent folders.

Note 5

The sample of student marked work should be accompanied by the set examination paper or assignment, tutor feedback comments and the complete marklist showing marks for all candidates taking it and be representative of the marks/grades awarded, including fail, different types of assessment (examination, essay, test, project, etc) and the range of academic programmes offered by the University. Please arrange by College for ease of reference.

Note 6

Unless otherwise requested, University staff are expected to attend one meeting only – except the welcome and final feedback session.