

University Council

مجلس الجامعة

التاريخ: ٢٥ مارس ٢٠١٥م

الأخ الفاضل الأستاذ الدكتور وهيب عيسى الناصر  
المحترم نائب الرئيس للبرامج الأكاديمية والدراسات العليا

تحية طيبة وبعد،،،  
نظرًا إلى استعجال إصدار قرار مجلس الجامعة بالتمرير بشأن اعتماد نظام مراجعة السياسات في جامعة البحرين ضمن مشروع الهيئة الوطنية للمؤهلات وضمان جودة التعليم والتدريب.

أود إعلامكم بأن مجلس الجامعة قد أصدر بتاريخ ٢٥ مارس ٢٠١٥م القرار الآتي:

القرار رقم ٢٠١٥/٥٤٦ (٢٠١٥/٣/٢٥م)  
وافق مجلس الجامعة على اعتماد "نظام مراجعة السياسات في جامعة البحرين"، وفق المرفق.

وتفضلوا بقبول فائق التحية،،،

الدكتور إبراهيم محمد أحمد جناحي  
رئيس الجامعة

نسخة منه إلى:  
- النواب والعمداء

2030

البحرين  
BAHRAIN

UNIVERSITY OF BAHRAIN

جامعة البحرين



University Council

مجلس الجامعة



نظام

مراجعة السياسات في جامعة البحرين

2015م



University of Bahrain  
System for proposing, reviewing and developing policies



Approved by: University Council  
Approved on: 25<sup>th</sup> of March, 2015  
Date of Effect: 1<sup>st</sup> of April, 2015

Chapter 1. Preliminary Information and Definitions

Article(1) Title of the Policy

The title of this policy is "System for proposing, reviewing and developing policies"

Article(2) Commencement

This policy and procedures commence on 1st of April 2015.

Article(3) Purpose

The objectives of this policy "System for proposing, reviewing and developing policies " is to:

- Define and establish the range of policy instruments (policy, procedure and instruction) comprising the University's policy framework.
- Specify approval authorities for all university policies.
- Specify processes for the development, review and approval of all policy instruments

Article(4) Scope

All University Policy, Procedures, Regulations and Guidelines must be developed in accordance with this Policy.

Article(5) Policy Owner

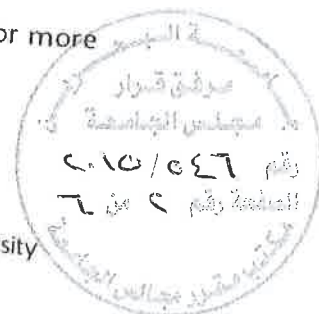
The main office responsible for the implementation and update of this policy is the Quality Assurance and Accreditation Office (QAAC).

Article(6) Policy Review

This policy shall be reviewed and revised as necessary every three (3) years or more frequently as laws or regulations change.

Article(7) Definitions

- University: refers to University of Bahrain.
- Senior Management: refers to the President and Vice- Presidents of the University
- Dean: refers to the Dean of a College under the University



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- Director: refers to the Director of an administrative department under the University
- Approval Authority: Is the body or officer authorized to approve a policy, procedure or instruction .
- Policy Sponsor: Is the Vice-President/President responsible for overseeing the development of new policies and procedures and the review of those existing within their purview. Policy Sponsors amend Instructions to support compliance.

The Policy Sponsor is responsible for:

- Authority to submit Policy to the University Council for approval
- Overarching responsibility for the Policy, Procedure and/or Guideline
- Responsibility for ensuring implementation
- Responsibility for ensuring reporting
- Responsibility for ensuring implementation and compliance monitoring and evaluation
- Responsibility for ensuring review in accordance with the scheduled review dates.

- Policy Delegate: who reports to the Policy Sponsor- through appropriate administrative channels- on a particular policy, and is the delegated point of contact and action in relation to that policy and procedure(s). The Policy Delegate is responsible for:

- drafting (writing)
- benchmarking
- consultation
- revision
- submission of draft documents to the Policy Sponsor for quality control purposes.

- University Policy Officer: Is the University Secretariat responsible for the provision of advice on the Universities' policy framework including the operation of the Policies development and review policy and the Policy Development, Approval and Review Procedure. The University Policy Officer provides general advice on policy development, and coordinates processes administered by University Secretariat within the Policy Development and Review Procedure. Responsibility for the policy registration, and the routine administration of policies thereafter rests with the Policy Officer.

- Policy Implementation Responsible Office: is the office responsible for policy implementation, administration, and review/revision. The manager of the Compliance/implementation Office will be charged with overseeing the implementation, compliance monitoring and evaluation, administration, and review of designated policies.

- University Policy is defined as a policy that:





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- Has broad applicability beyond the internal operating procedures of a single office, department or division ( have application across the university).
  - Requires the President's ( university council) , or his/her designee's, review and approval for adoption and revision;
  - Ensures compliance with applicable civil bureau , relevant legislation and university statutes and regulations.
  - Ensures compliance with applicable policies adopted by the Board of Trustees.
  - Promotes operational effectiveness and efficiencies and reduces institutional risks.
  - Supersedes other institutional policies or regulations adopted by offices, departments or divisions in the event of conflicts or inconsistencies between or among the policies.
- Unit Specific Policy: is a policy that pertains only to the internal operating procedures of a single academic or administrative office, department or division
- Procedures: are statements that provide for the orderly implementation of policies through detailed, prescribed actions. Responsibility for the implementation of policies and the routine administration of policies thereafter rests with the policy officer.
- Instructions: are statements that give effect to established principles or processes within policy and procedure and develop existing provisions in greater detail where such a need exists. Instructions are issued by a Policy Sponsor. They are intended to assist people to comply with policies and procedures. Instructions may also take the form of a flowchart, template or form. Instructions are reviewed from time to time as needed, and in tandem with reviews of related policy and procedure.

## Chapter 2. System for proposing, reviewing and developing policies

### Article(8) Policy Statement

The purpose of this policy is to ensure that University policies and procedures are necessary, current, relevant and useful by providing a framework for their design, approval, implementation, monitoring and review.; and to promote the regular review of University Policies.



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Chapter 3. Policy Procedures Statements and Support Procedures

Article(9) Procedure Statements

System for proposing, reviewing and developing policies will be undertaken in accordance with a written defined procedures.

1. A review schedule is maintained by the University Secretariat and reported to the university council on an annual basis.
2. University Policies shall include the following information:
  - a) University Policy number.
  - b) University Policy name.
  - c) Policy topic.
  - d) Introduction (if any)
  - e) Definitions.
  - f) Policy statement.
  - g) Scope.
  - h) Objectives.
  - i) Detailed implementing procedures.
  - j) Supporting and related policies, procedures, regulation and forms.
  - k) Date of initial approval and revision history .
3. Policy topics may include:
  - a) Academic affairs.
  - b) Admissions and Financial Aid.
  - c) Advancement and external affairs.
  - d) Business administration and auxiliary services.
  - e) Conferences and events.
  - f) Educational outreach.
  - g) Governance and administration.
  - h) Information technology.
  - i) Personnel.
  - j) Public Relations and Marketing.
  - k) Research and sponsored activities.
  - l) Student activities and services.
  - m) University facilities and property.
  - n) Others.



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Article(10) Policy Template

Standard templates should be used for all University Policies .

Article(11) University Supporting and Related policies, procedures, regulations and forms

- Procedures for proposing, reviewing and developing policies
- University Quality Assurance Policy.
- Program Design, Development, Approval and Review Procedures.

Chapter 4. Responsibilities Summary

Article(12) Responsibilities summary

Authority/Consultation: University Policy Officer

Management Responsibility: VPs and Policy Delegates.

Implementation Responsibility:

College Dean and college Council; Academic Chair and Department Council; Supporting Deanships Deans.

Directors and heads of divisions of University's Centers, Administrative units and Divisions.

Approval Authority: University Council

