

التاريخ: ٢٥ مارس ٢٠١٥م

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

تحية طيبة وبعد،،،
نظراً إلى استعجال إصدار قرار مجلس الجامعة بالتمرير بشأن اعتماد سياسة المقارنة
المرجعية ضمن مشروع الهيئة الوطنية للمؤهلات وضمان جودة التعليم والتدريب.
أود إعلامكم بأن مجلس الجامعة قد أصدر بتاريخ ٢٥ مارس ٢٠١٥م القرار الآتي:

القرار رقم ٢٠١٥/٥٤٧ (٢٥/٣/٢٠١٥م)
وافق مجلس الجامعة على اعتماد "سياسة المقارنة المرجعية"، وفق المرفق.

وتفضلوا بقبول فائق التحية،،،

الدكتور إبراهيم محمد أحمد جناحي
رئيس الجامعة

نسخة منه إلى:
- النواب والعمداء



سياسة المقارنة المرجعية

2015م



University of Bahrain
Benchmarking Policy



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

Chapter 1. Preliminary Information and Definitions

Article (1) Title of the Policy

The title of this policy is "University of Bahrain Benchmarking Policy"

Article (2) Commencement

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

Article (3) Purpose

The purpose of the benchmarking policy is to ensure that the University's performance is comparable to national and international standards and it acts as a means of improving performance and assuring these standards. The policy also aims to ensure that the concerned departments are more coordinated and systematic in their approach to benchmarking that supports the University's overall strategic plan and is linked to its performance targets and quality improvement systems.

Article (4) Scope

This policy applies to all benchmarking *activities* undertaken by University staff / faculty / students, including formal projects initiated by the University as well as external projects in which the University is involved. It does not cover any informal benchmarking activities, unless authorized by the University.

All benchmarking activities that needs any kind of University support (monetary or resources) requires the approval of the Chair/ Dean/ Director of the Department/ College/ Unit, the respective Vice President and University Council. The University expects the relevant parties involved in the benchmarking activity to comply with the core principles, guidelines and management procedures as mentioned below.



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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 four (4) years or more frequently as laws or regulations change.

Article (7) Definitions

The following terms of reference would apply throughout this policy document; unless otherwise stated:

- 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
- Director: refers to the Director of an administrative department under the University
- Project: refers to any benchmarking activity for which a proposal has been submitted and prior approval has been sought from the University

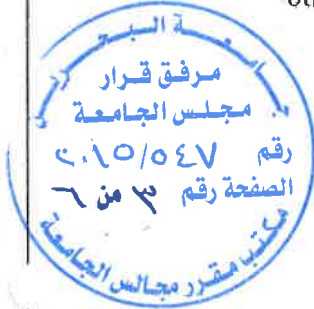
Chapter 2. Benchmarking Policy

Article (8) Introduction

Benchmarking is essentially a tool for improving performance. It is a 'quality process' used to compare the performance of like organizations. Benchmarking can be described as "first and foremost, a learning process structured so as to enable those engaging in the process to compare their services/activities/products in order to identify their comparative strengths and weaknesses as a basis for self improvement and/or self-regulation.

The process of benchmarking involves:

1. Identifying areas for improvement
2. Gathering appropriate information to enable comparisons (in order to improve performance)
3. Selecting benchmark indicators (quantitative measures of achievement)



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Comparisons might be made against the following:

- Individual benchmarking peers / partners
- Internationally accepted set of standards which may result in accreditation / certification
- Other units within the University
- Data on past performance



Article (9) **Policy Statement**

The University evaluates itself against national and international peers and partners through benchmarking activities, enabling it to evaluate its performance, monitor standards, compare best practices and make quality improvements. The University is committed to ensure that it continues to demonstrate the high standards of performance in every aspect of *teaching and learning, research, associated educational and administrative activities and community engagement*. This commitment of the University is underpinned by the fact that it has established a Quality Assurance Center to ensure a robust and efficient mechanism is in place to support continuous improvement of its policies, processes and outcomes. *The Quality Assurance Center is responsible for all aspects of benchmarking.*

Article (10) **Benchmarking Principles**

Benchmarking activities should ensure the following:

1. The benchmarking activity complies with and supports the University's vision, mission, goals and strategic goals and initiatives.
2. The parties undertaking the activity should establish the objective and expectations from the proposed activity prior to the commencement of the project; with a view to establish mutual understanding and benefit of all University Departments.
3. The parties involved will ensure that the activity is balanced in terms of the value/benefit and the cost of undertaking the activity.
4. The respective parties have a commitment to learning from best practices, identifying the gaps in the current system, implementing potential improvements arising from the benchmarking exercise and sharing / communicating the relevant findings.
5. The respective parties should develop and execute an action plan to satisfy the benchmarking process.
6. All benchmarking activities of academic and administrative units shall be authorized and consulted by the Quality Assurance Executive Committee (QAE). This committee is

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headed by the QAAC director and comprises the Presidents Advisor for Academic Quality and all college's Quality Assurance Offices Directors.

Wherever any exchange of information is involved, the following should be adhered to:

- Confidentiality:** All benchmarking activities should be treated as confidential and comply with the University rules and regulations. Any exchange of information, publication or external communication should only be made with prior approval within the University rules and regulations.
- Use of Benchmarking Information:** Benchmarking information shall not be used for any other purpose, other than the stated objectives for which the exercise was undertaken.
- Intellectual Property:** All rights to any intellectual property developed during the course of the exercise would reside with the University, except in cases where there is an explicit written agreement with the benchmarking partners.
- Agreement:** In case the benchmarking exercise involves external parties / partners, an agreement should be signed stating the terms of information exchange, confidentiality, intellectual property and usage of the benchmarking study.

Chapter 3. Policy Procedures Statements and Support Procedures

Article (11) Benchmarking Procedure Statements

Benchmarking Policy will be undertaken in accordance with the Benchmarking Procedure that includes the following main steps:

- Selecting the right benchmarking entity.**
- Benchmarking activity commencement and management.**
- Publishing benchmarking findings within the University.**
- Implementing benchmarking findings.**



Article (12) University Supporting and Related Policies, procedures and regulations

- University Quality Assurance Policy.
- Benchmarking Procedure.
- Program Design, Development, Approval and Review Procedures.

University Council

مجلس الجامعة

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- Quality Assurance Policies and Procedures for Programs.
- Study and Exams Policy.
- Moderation of Exams policy

Chapter 4. Responsibilities Summary

Article (13) Responsibilities summary

Authority/Consultation: QAAC

Management Responsibility: QAAC with VPs and Deans.

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

