

جامعة البحرين  
University of Bahrain



# Committees Terms of Reference

Quality Assurance and Accreditation Center

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## **Introduction**

This document provides a guide to the responsibilities and duties of the main committees of academic work at the University of Bahrain. The establishment of the committees aims at supporting academic work at the university, which is based on the principles of teamwork through the involvement of faculty members in strategic planning, operational processes, decision-making, monitoring and measuring performance. The committees reporting lines depends whether they are formed at the level of the department or college or university and forwards their recommendations to the Department Council, the College Council, or the University Council. These committees may be formed as described in this description, or a group of committees may be merged or a committee described in this description may be separated into one or more committees as needed, the amount of work required, resources and possibilities available. The committees shall be held when there is quorum that is in the presence of the chairperson of the committee and the majority of the members. The chairperson of the committee may nominate one of the members to chair the meeting in case s/he is not present. Decisions are taken and recommendations are approved by the majority of the members and the chairperson of the committee. The committee and its membership is formed depending on the nature of the committee and the available resources. With the exception of the Student Advisory Committee and the Program Advisory Committee and similar committees, the membership of the committees is limited to faculty and staff members. Committees may form sub-committees or task forces whenever required by a decision of the chairperson of the committee and the approval of the members of the committee. The committees shall hold their meetings at the invitation of the chairperson of the committee or the secretary of the committee. The minutes of the meetings shall be signed and approved by the chairperson and the secretary of the committee and shall be endorsed by signature of other members of the committee.

# Research and Scientific Publication Committee

## Description

The committee aims to enhance research and scientific publishing through the implementation of related strategic and operational plans, and to promote research and scientific publication in both quantity and quality. The committee also monitors the performance and monitoring of publishing, scientific research and preparation of the necessary reports.

## Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

## Roles and Responsibilities

1. Preparation, implementation and follow-up of scientific and strategic research plan and preparation of reports on measurement of research performance and scientific publishing.
2. Implement the University's policies, regulations, regulations and procedures related to research and scientific publishing.
3. Review proposals and requests for research funding and scientific publishing for faculty members to ensure their compatibility with the research plan and scientific publishing.
4. Review requests for hosting events and requests for participation and attending conferences and forward related recommendations.
5. Conduct conferences, workshops and capacity building workshops related to research and scientific publishing.
6. Seeking contractual research projects, monitoring their performance and accomplishing them and encouraging joint research cooperation.
7. Monitor the performance of faculty members in the achievement of contractual research projects.
8. Encourage researchers: faculty members, researchers and senior project students, to conduct innovative research and coordinate the provision of resources and research potential to them.

9. Conduct the meetings of the Committee periodically and regularly and document its meetings.
10. Providing semi-annual and annual reports on the achievements and performance of the Committee.
11. Carry out any other tasks related to the work of the Committee.

# Postgraduate Studies Committee

## Description

The committee aims to follow up the affairs of postgraduate programs and students. The Committee implements relevant strategic and operational plans. The Committee forwards its recommendations and decisions to the relevant councils and committees taking into account the administrative hierarchy. The committee also aims to coordinate events that will build the capacity of students and faculty members in subjects related to postgraduate studies. In addition, the Committee is concerned with the development of regulations, procedures and policies regarding the admission and study of students in postgraduate programs and the provision of educational resources.

## Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

## Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement and improve the University's policies, bylaws, regulations and procedures related to postgraduate studies and ensure compliance with them.
3. Conducting conferences, workshops and capacity building workshops related to postgraduate studies for students and faculty members.
4. Conducting studies on labor market needs and benchmark studies in a systemic manner.
5. Coordinating the offering of courses and postgraduate programs.
6. Review and improve study plans for postgraduate programs and courses.
7. Review postgraduate courses syllabi, their objectives, vocabulary, references, learning outcomes, teaching and assessment methods and determine their compatibility with the learning outcomes of the courses and academic programs, and coordination with other committees in this regard.
8. Follow-up and coordinate the affairs of postgraduate students.
9. Coordinate the supervision of research and viva panel in accordance with the University's policies, regulations, regulations and procedures.

10. Review and develop the admission requirements for postgraduate programs and implement them, and oversee the admission tests and interviews, when applicable.
11. Studying the proposals of Master's and PhD's and submitting related recommendations.
12. Conduct the meetings of the Committee periodically and regularly and document its meetings.
13. Providing semi-annual and annual reports on the achievements and performance of the Committee.
14. Carry out any other tasks related to the work of the Committee.

# Curriculum Committee

## Description

The Committee aims to follow-up the affairs of the undergraduate programs and courses. The Committee implements the relevant strategic and operational plans. The Committee forwards its recommendations and decisions to the relevant councils and committees taking into account the administrative hierarchy. The committee also aims to coordinate events that will build faculty members capacity in subjects related to curriculum development, learning outcomes and student assessment. Moreover, the Committee aims to study and review the applications for the placement of qualifications on the National Qualifications Framework, and to ensure that learning resources are available, and to conduct benchmark studies and other measures that will improve outcomes and improve programs and academic courses.

## Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

## Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement university policies, plans, regulations, procedures and procedures related to academic curricula.
3. Prepare, review and follow-up requests for the development, introduction or modification of academic courses and programs.
4. Conduct studies on labor market needs and benchmark studies in a systemic manner.
5. Review courses syllabi, their objectives, vocabulary, references, learning outcomes, teaching and assessment methods and determine their compatibility with the learning outcomes of the courses and academic programs, and coordination of other committees in this regard.
6. Studying and reviewing requests for placement of qualifications according to university procedures and qualification placement plans.

7. Study the needs of programs and curricula, prepare reports and submit related recommendations.
8. Encourage the use of e-learning methods in promoting the educational process.
9. Conduct conferences and capacity building workshops related to the development of academic curricula and learning outcomes.
10. Follow-up and implementation of changes required for academic courses or plans based on approved improvement plans or recommendations.
11. Coordination and work with quality committees and examination committees and moderation and others at the level of the department and college.
12. Conduct the meetings of the Committee periodically and regularly and document its meetings.
13. Providing semi-annual and annual reports on the achievements and performance of the Committee.
14. Carry out any other tasks related to the work of the Committee.

# Academic Promotion Committee

## Description

The Committee aims to study applications and files of academic promotions, coordinate the evaluation of applications by external examiners, and make related recommendations. The Committee also aims to encourage faculty members to apply for academic promotion, guidance and capacity building workshops to advice on how to meet the requirements for academic promotion. The committee aims to review and improve relevant procedures, regulations and policies.

## Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

## Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement university policies, plans, regulations, procedures and procedures related to the committee.
3. Monitor the requirements for academic promotion of faculty members and develop a plan to encourage them to apply for promotion.
4. Review the promotion portfolio of the faculty member and verify the fulfillment of the conditions and process them according to the university regulations.
5. Selection of examiners and coordination of the evaluation of research publication.
6. Studying the reports of the examiners and reports on the applicant's activities in the field of teaching and serving the university and society.
7. Recommending approval or not to approve the promotion.
8. Conduct the meetings of the Committee periodically and regularly and document its meetings.
9. Providing semi-annual and annual reports on the achievements and performance of the Committee.
10. Carry out any other tasks related to the work of the Committee.

## Students Committee

### Description

The Committee aims to follow up students' affairs and follow-up their academic progress and coordinate the provision of academic advising to them. The Committee is also concerned with the study of complaints and student cases, requests for the equivalence of courses and other related subjects and raising recommendations taking into account the administrative hierarchy. The Committee also aims to improve academic advising, develop procedures, regulations and policies, and conduct capacity building activities for faculty members.


### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement university policies, regulations, regulations and procedures relating to students and ensure compliance with them.
3. Study student cases and requests for equivalence of decisions and complaints and raise recommendations related to them in accordance with the policies, regulations, regulations and procedures of the university.
4. Provide guidance and general advising to students.
5. Follow-up the academic advising and ensure the availability of academic guides for students.
6. Conducting workshops and capacity-building workshops related to academic advising, bylaws and regulations related to the work of the Committee.
7. Preparation for the induction day for newly enrolled students in coordination with the Deanship of Student Affairs.

8. Conduct the meetings of the Committee periodically and regularly and document its meetings.
  9. Providing semi-annual and annual reports on the achievements and performance of the Committee.
  10. Carry out any other tasks related to the work of the Committee.
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## Schedules and Invigilation Committee

### Description

The Committee aims to prepare the schedules to ensure that the courses and sections are offered according to the study plans and the numbers of students and faculty members. The Committee also communicates with relevant entities such as the Deanship of Admission and Registration to coordinate the schedules. The Committee also consults the members of the faculty when preparing their schedules to cover their teaching load. The Committee forwards its recommendations and reports, taking into account the hierarchy.

### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the schedule, teaching load and invigilation duties.
2. Implement the university's policies, regulations, regulations and procedures related to the academic load, teaching, invigilation and examinations and ensure compliance with them.
3. Forward schedules proposal on a regular basis and take the necessary approvals to schedule courses and sections.
4. Ensure the compliance and implementation of bylaws and regulations relating to academic load and preparation of teaching schedules for faculty members.
5. Schedule all invigilation periods and provide invigilators adequately.
6. Preparation of admission and transfer quota studies and the forwarding the studies to related recommendations.
7. Studying the academic quorum, the number of students, the monitoring periods, the preparation of reports and the related recommendations.
8. Conduct the meetings of the Committee periodically and regularly and document its meetings.

9. Providing semi-annual and annual reports on the achievements and performance of the Committee.
10. Carry out any other tasks related to the work of the Committee.



## Student Misconduct Committee

### Description

The Dean shall form a misconduct committee for academic misconduct of the students to investigate and study the student misconduct and disciplinary cases as stipulated in the list of disciplinary violations of the students of the University of Bahrain.

### Membership

The Committee comprises

1. Committee chairperson
2. Committee members
3. A representative from the Deanship of Students Affairs
4. A representative from the College of Law
5. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement university policies, regulations, regulations and procedures relating to the work of the committee and ensure compliance with them.
3. Study student misconduct and disciplinary cases and forward related reports.
4. Conduct the meetings of the Committee periodically and regularly and document its meetings.
5. Providing semi-annual and annual reports on the achievements and performance of the Committee.
6. Carry out any other tasks related to the work of the Committee.

## Strategy and Performance Committee

### Description

The Committee aims to prepare strategic and operational plans and follow them to achieve their objectives. The Committee also aims at monitoring the progress of work and achieving targets and linking them to performance indicators. The Committee forwards progress and achievement reports, taking into account the administrative hierarchy. The Committee also aims to conduct events that will build the capacity of faculty members on related topics.

### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Link strategic and operational plans and initiatives with the Transformation Plan of the University of Bahrain.
3. Follow-up progress in the objectives and initiatives of the Strategic Plan and prepare related reports.
4. Preparing studies and conducting meetings related to strategic development and performance measurement with related parties.
5. Analysis of data, information and reporting that measure performance and document the progress of work periodically and regularly and coordinate the provision.
6. Implementing the University's policies, bylaws, regulations and procedures relating to the work of the Committee and ensuring compliance with them.
7. Conducting conferences and capacity-building workshops related to the work of the Committee and sensitizing concerned parties.
8. Conducting the meetings of the Committee periodically and regularly and document its meetings.
9. Providing semi-annual and annual reports on the achievements and performance of the Committee.

10. Carry out any other tasks related to the work of the Committee.



## Alumni and Employers Follow-up Committee

### Description

The committee aims to follow-up and coordinate with alumni and employers and include them in the decision-making and development processes and measure their satisfaction with programs, courses, and learning outcomes. The Committee updates the relevant lists and communicates with alumni and employers in order to link the data with the quality of the programs and their outcomes. The Committee submits the progress report, and achievement of the performance indicators taking into account the administrative hierarchy. The Committee also aims to coordinate the conducting of events that will achieve the objectives of the committee and enhance communication with alumni and employers.

### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement the University's policies, regulations, regulations and procedures relating to the work of the Committee and ensure compliance with them.
3. Conduct the necessary studies to evaluate the achievement of outcomes and educational objectives and the satisfaction of alumni and employers in a systematic and periodic manner and forward related recommendations.
4. Conducting meetings and workshops and capacity-building workshops related to the work of the Committee and sensitizing concerned parties.
5. Coordination and work with quality committees and other committees at the level of the department and college.
6. Conducting the meetings of the Committee periodically and regularly and document its meetings.
7. Providing semi-annual and annual reports on the achievements and performance of the Committee.

8. Carry out any other tasks related to the work of the Committee.



## Facilities and Occupational Health and Safety Committee

### Description

The aim of the Committee is to provide an appropriate working environment in-line with the standards of occupational health and safety in the Kingdom of Bahrain, and to provide a work environment to achieve the safety of individuals and property on campus and improve the health and safety standards on campus. The Committee also aims to coordinate the availability of educational equipment, equipment and resources that will provide the best services and academic programs. Moreover, the Commission prepare the working environment to prevent accidents and injuries, detect and identify risks and their location in accordance with the nature of work in buildings. The Committee submits its recommendations and reports taking into account the administrative hierarchy. As mentioned in Occupational Health and Safety system.

### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implement the University's policies, regulations, regulations and procedures relating to the work of the Committee and ensure compliance with them.
3. Maintain and update facilities records.
4. Coordination with the relevant entities for the maintenance of facilities and equipment and the coordination with related purchase and maintenance requests.
5. Monitor and document the condition of facilities and equipment periodically.
6. Monitoring all violations related to occupational health and safety in the university buildings and corridors.
7. Keep documents and documents related to building needs and procedures required to correct the situation and monitor what has been accomplished.
8. Submit an annual report to the Central Committee for Occupational Health and Safety and related bodies.

9. Raising violations and recommendations of the Committee and keeping all documents until the need.
10. Holding the meetings of the Committee periodically and regularly and document its meetings.
11. Providing semi-annual and annual reports on the achievements and performance of the Committee.
12. Carry out any other tasks related to the work of the Committee.

## Moderation Committee

### Description

The aim of the committee is to develop assessment methods and make them more accurate and appropriate to measure students' achievement of learning outcomes. Through the scheduling of examinations, the implementation of the course rolling plan and the moderation of courses and follow-up. The Committee shall submit its recommendations and reports taking into account the administrative hierarchy.

### Membership

The Committee comprises:

1. Committee chairperson
2. Committee members
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implementation of the University's policies, plans, regulations, procedures and procedures concerning examinations moderation and ensuring compliance with them.
3. Organizing and coordinating internal moderation (pre- and post-) and external moderation.
4. Conduct conferences and capacity building workshops related to the work of the Committee.
5. Conduct periodic and regular meetings of the committee and documenting its records
6. Providing semi-annual and annual reports on the achievements and performance of the Committee.
7. Carry out any other tasks related to the work of the Committee.

# Quality Assurance Committee

## Description

The committee supervises and implements plans, bylaws, policies, procedures related to quality assurance and accreditation and ensure fulfilling national and international quality assurance and accreditation requirements. Moreover, the Committee develops the annual self-evaluation report and conduct internal review and course portfolio audit and follow-up and implement qualification placement plans. Moreover, the Committee follow-up quality assurance and accreditation improvement plans as per detailed the Quality Assurance Procedures Manual.


## Membership

The Committee comprises:

1. Committee chairperson (have to be director of quality assurance office, or coordinator, or responsible person for quality assurance in the college)
2. Committee members
3. Committee secretary

## Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Implementation of the University's policies, plans, regulations, procedures.
3. Following-up the operational plan for the programs
4. Following-up the implementation of quality assurance processes and procedures as per the approved operational plan for the programs and provide chairperson of departments and quality assurance directors and others with updated data and information.
5. Conduct conferences and capacity building workshops related to the work of the Committee.
6. Prepare the self-evaluation report annually.
7. Implement the quality assurance and accreditation system of the University.
8. Update the advisory committee lists with coordination with the department's chairpersons and quality assurance offices and related personnel.
9. Prepare and review qualifications placement applications as per the university procedures and placement plans.
10. Ensure addressing national and international accreditation criteria and standards.

11. Conduct periodic and regular meetings of the committee and documenting its records.
  12. Providing semi-annual and annual reports on the achievements and performance of the Committee.
  13. Carry out any other tasks related to the work of the Committee.
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## Students Advisory Committee

### **Description**

The Committee aims to involve students in the development of academic programs and courses, and to measure their satisfaction with programs, curricula, outputs and educational objectives. The Committee submits the progress report, achievement and achievement of the performance indicators taking into account the administrative hierarchy. The Committee also aims to coordinate conducting events that will achieve the objectives of the Committee and enhance communication with students. The Committee meets at least once a year in accordance with the operational plan of the program. As mentioned in the Quality Assurance Procedures Manual.

### **Membership**

The Committee comprises:

1. Chairperson of the committee (has to be chairperson of the student committee)
2. Committee members (current student of the program)
3. Committee secretary

### **Roles and Responsibilities**

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Evaluate academic programs and services and forward related recommendations.
3. Implementation of the University's policies, plans, regulations, procedures.
4. Conduct periodic and regular meetings of the committee and documenting its records.
5. Conduct conferences and capacity building workshops related to the work of the Committee.
6. Providing semi-annual and annual reports on the achievements and performance of the Committee.
7. Carry out any other tasks related to the work of the Committee.

## Program Advisory Committee

### Description

The aim of the committee is to involve employers and alumni in the development of academic programs and courses and to measure their satisfaction with programs, curricula, outputs and educational objectives in order to enhance the linking of learning outcomes with the requirements of the labor market. The Committee shall submit the progress report, achievement and achievement of the performance indicators taking into account the hierarchy. The committee also aims to conducting events that will achieve the objectives of the committee and enhance communication with employers and alumni. The Committee meets at least once a year in accordance with the operational plan of the program, and as stated in the Quality Assurance Procedures Manual.

### Membership

The Committee comprises:

1. Chairperson of the committee(has to be the chairperson of Alumni and Employers Follow-up Committee )
2. Committee members (related alumni and employers)
3. Committee secretary

### Roles and Responsibilities

1. Preparing, implementing, following up and reporting of the plan of the Committee.
2. Evaluate academic programs and services and forward related recommendations.
3. Implementation of the University's policies, plans, regulations, procedures.
4. Conduct conferences and capacity building workshops related to the work of the Committee.
5. Conduct periodic and regular meetings of the committee and documenting its records.
6. Providing semi-annual and annual reports on the achievements and performance of the Committee.
7. Carry out any other tasks related to the work of the Committee.

 [uob.edu.bh](http://uob.edu.bh)  [qaac.uob.edu.bh](http://qaac.uob.edu.bh)  +973 1743 8803  [qaac@uob.edu.bh](mailto:qaac@uob.edu.bh)

 [@qaac.uob](https://www.instagram.com/qaac.uob)  [@uobedubh](https://www.instagram.com/uobedubh)  [@uobedubh](https://twitter.com/uobedubh)  [@uob\\_qaac](https://twitter.com/uob_qaac)