UNIVERSITY OF BAHRAIN

University of Bahrain Institutional Self-Evaluation Policy

Authority / Owner of Policy: Competitiveness and Organizational Development Directorate

Effective: June 29. 2025

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POLICY INFORMATION

Title:	University of Bahrain Institutional Self-Evaluation Policy
Policy Description:	This policy outlines a systematic and structured framework for conducting institutional self-evaluations within the University of Bahrain. The policy aims to ensure the university maintains high standards of academic excellence, operational efficiency, and compliance with the General Framework of Higher Education Institutional Review. It fosters a culture of accountability, transparency, and continuous improvement across all academic and administrative functions.
Policy Scope:	☐ Academic ☐ Administrative ☐ Research ☐ Student ☒ general
Policy Status	☒ New policy ☐ Revision of existing policy
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Authority/ Owner of Policy:	Competitiveness and Organizational Development Directorate
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Related Documents:	▪ Quality Assurance Policy ▪ The General Framework of Higher Education Institutional Review

Policy Stakeholders

☐ President

☐ Vice Presidents

☐ Legal Advisor

☐ Deans

☐ Directors

☐ Faculty members

☐ Students

☐ Admin Staff

☒ All University Affiliates

1 Definitions

Define any unique or key terms that will enhance the reader's comprehension of the policy. Please follow the format below.

University:	University of Bahrain
President:	University President
Directorate:	Competitiveness and Organizational Development Directorate
Institutional Self-Evaluation:	A systematic process designed to evaluate the University's performance, effectiveness, and alignment with its mission, vision, and strategic goals. It serves as a critical tool for continuous improvement, ensuring that the University maintains high standards of quality in its academic programs, administrative processes, and overall operations.
Self-Evaluation Report:	A comprehensive document providing a critical evaluation of the University's performance, practices, and outcomes in accordance with specific criteria, such as: criteria of the General Framework of Higher Education Institutional Review. The self-evaluation report typically follows the ADRI framework (Approach, Deployment, Review, Improvement).
Framework:	General Framework of Higher Education Institutional Review
BQA:	Education & Training Quality Authority

Internal Review Panel:	An independent committee of experts that is established by a resolution from the President, who also appoints its chair. The panel consists of three to five members with demonstrated competence in the field of quality assurance and may seek assistance from external experts. A representative from the Directorate serves as a non- voting observer. The panel contributes to institutional evaluation processes following the approved national framework
QAAE:	The Quality Assurance and Accreditation Executive Committee at the University
Ad hoc Committee:	A committee under the QAAE, which is established by the Director of the Directorate to be responsible for the preparation and coordination of the Institutional Self-Evaluation process.

2 Policy Purpose

This policy aims to establish a systematic and sustainable process for institutional self-evaluation and continuous improvement at the University to ensure maintaining high standards of academic excellence and operational efficiency. More specifically, it aims to:

a. To ensure compliance with the requirements and criteria of the Framework.
b. To clarify the mechanisms for the evidence-based assessment of the University's strengths, weaknesses, opportunities, and challenges.
c. To define the standards of the Self-Evaluation Report and its analysis in preparation for external institutional review processes.
d. To promote a culture of accountability and transparency among faculty, staff, and stakeholders.

3 Policy Scope

This Policy applies to all administrative and academic organizational units at the University. These organizational units will undergo a comprehensive periodic review process as part of a four-year cycle. The scope of the review encompasses the evaluation of institutional governance, teaching and learning, quality assurance system, scientific research, community engagement, and student support. Also, this Policy Ensures a sustainable and consistent approach to evaluating and enhancing the university's performance in alignment with national and international quality standards.

4 Policy Statement

4.1 The Directorate:

The Directorate is responsible for organizing and facilitating self-evaluation processes across the University. Its key functions include preparing for the implementation of the self-evaluation process, ensuring compliance with BQA standards, and driving continuous improvement plans based on the evaluation and review results, in addition to consolidating related initiatives.

The responsibilities of the Directorate include:

4.1.1 Preparation of the Institutional Self-Evaluation

a. Develop a comprehensive plan for the institutional self-evaluation procedure that outlines the timeframe of the review process and identifies the main bodies responsible for implementing the Framework's criteria and indicators and the key stakeholders to be interviewed.

b. Schedule the preparation for the institutional self-evaluation process following the timeframe set in Figure No. (1).

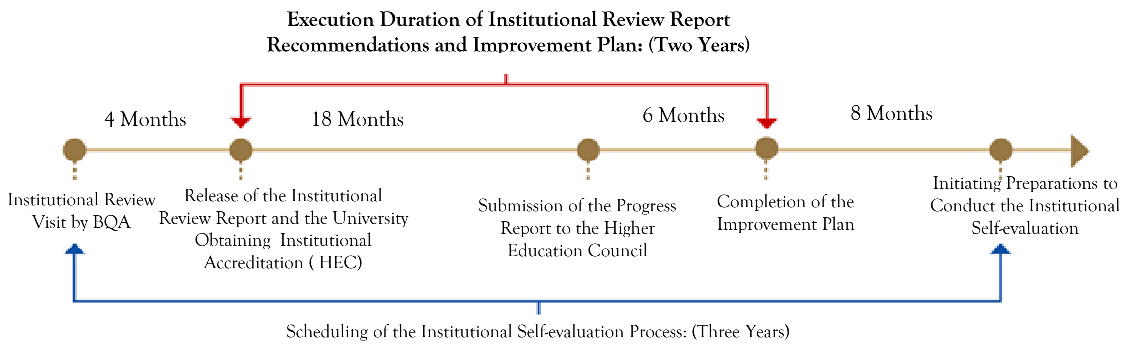

Figure No. (1)

c. Initiating preparation to conduct the self-evaluation process eight months after the implementation period for the BQA institutional review improvement plan, or when it is required based on the University's strategic priorities.
d. Present and discuss the timeframe for the self-evaluation process with the QAAE, followed by its submission to the President for review and approval.

4.1.2 Compilation and Indexing of Supporting Documentation

a. Systematically compile and index all supporting documentation submitted by relevant departments and units at the University in cooperation with the Ad Hoc Committee.
b. Review the self-evaluation report submitted by the Ad Hoc Committee, before its submission to the Internal Review Panel, to ensure consistency, clarity, and alignment with the Framework's requirements.
c. Submit the finalized self-evaluation report to the Internal Review Panel

4.1.3 Organizing Interviews and Receiving Candidates Lists

a. Develop the interview schedule and submitting it to the QAAE for revision and approval.
b. Receive interview candidates lists from relevant departments and colleges.
c. Contact interview candidates for approval and attendance confirmation.

4.1.4 Development of the Improvement Plan

a. Analyze the results of the self-evaluation process and develop a comprehensive improvement plan based on the Internal Review Panel recommendations.
b. Present the proposed improvement plan and its implementation timeline to the QAAE Committee and the University Council for approval and adoption.
c. Monitor and follow up on the implementation of the improvement plan with relevant organizational units.
d. Provide regular feedback and recommendations on the progress of the improvement plan's execution to ensure the timely completion of the improvement plan.

4.2 Internal Review Panel:

The Internal Review Panel is responsible for:

a. Review and analyze the self-evaluation report and supporting documentation before conducting interviews.

b. Conduct the institutional self-evaluation process according to the approved schedule, including interviews with all relevant stakeholders mentioned in the Framework.
c. Track and cross-verify documentary evidence (supporting documentation) with oral evidence (interviews) to ensure consistency and accuracy.
d. Complete the preliminary report, providing an overall judgment based on the aggregate assessment of the criteria.
e. Prepare the final report, detailing findings, recommendations, and areas for improvement, and submit it to the Director of the Directorate.

4.3 QAAE Committee:

The QAAE is responsible for overseeing the self-evaluation process at the University. This includes approving the review timeframe and colleges' interview candidates lists, as well as ensuring compliance with the Framework and the University's strategic goals. The Committee's responsibilities include the following:

a. Review the institutional self-evaluation cycle and timeframe well in advance of the improvement plan's completion (the improvement plan related to implementing the recommendations of the most recent institutional review conducted by the BQA), as illustrated in Figure 1.
b. Ensure the self-evaluation report is consistent, clear, and aligned with the Framework requirements.
c. Nominate students, graduates, and employers to participate in the interviews, ensuring diversity.

4.4 The Ad Hoc Committee:

The Ad Hoc Committee is responsible for the following:

a. Prepare the required list of evidence in alignment with the Framework requirements.
b. Meet and communicate with relevant departments and units to explain the self-evaluation requirements and provide them with the list of evidence.
c. Validate the submitted evidence to ensure compliance with the Framework requirements and criteria.
d. Draft the self-evaluation report using the ADRI approach and submit it to the Directorate for review and feedback.

5 Policy Procedures

5.1 Institutional Self-Evaluation Planning and Preparation

a. The Internal Review Panel shall undertake the self-evaluation planning and preparation two years before the next BQA institutional review cycle and one year before the completion of the University's current improvement plan. (As outlined in Figure 1) of this policy.
b. The Directorate undertakes the organization and preparation of the institutional self-evaluation processes at the University.
c. The Director of the Directorate establishes and forms the Ad Hoc Committee, which is tasked with reviewing the supporting documentation and drafting the self-evaluation report.
d. The Ad Hoc Committee must ensure completing its tasks within a maximum of four months.
e. The Director of the Directorate shall present the final version of the self-evaluation report to the QAAE Committee for approval.
f. Once the final version of the self-evaluation report is reviewed, it shall be submitted to the Internal Review Panel along with the supporting documentation.

5.2 The Institutional Self-Evaluation Process

Following the receipt of the self-evaluation report, the Internal Review Panel shall conduct a comprehensive assessment, which includes the following steps:

a. **Before the interviews**: The Internal Review Panel analyzes the self-evaluation report and the supporting documentation to extract the required information from the provided evidence. This includes identifying any significant or problematic items that require further review and investigation.
b. **During the interviews**: The Internal Review Panel conducts a series of interview sessions over three days, engaging with stakeholders such as the University leadership, faculty, staff, students, and partners. The Panel cross-checks oral evidence (interviews) with documentary evidence to ensure consistency and accuracy.

5.3 Post-Evaluation Procedure

a. The Internal Review Panel prepares a detailed report outlining recommendations for improvement, and identifying and commending strengths.

b. The Directorate develops an improvement plan to implement the recommendations within a specified timeframe.
c. The Directorate monitors the implementation progress of the improvement plan and informs the President thereof.
d. All evaluation findings, reports, and related documents are treated as confidential, and disclosure thereof is prohibited except as required by relevant laws, regulations, and bylaws.
e. Evaluation outcomes and improvement plans will be shared with relevant stakeholders to promote transparency and accountability.

6 Contact Information

To provide further assistance in implementing this policy, or any related questions can be directed to the Competitiveness and Organizational Development Directorate:

Email: QAAC@uob.edu.bh

Contact #: 17438083