



UNIVERSITY  
OF BAHRAIN

ACADEMIC PROGRAM AND QUALITY ASSURANCE

# INTERNAL QUALITY REVIEW POLICY AND PROCEDURE

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Authority / Owner of Policy: Quality Assurance and Accreditation Center

Effective: 26/10/2023

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# INTERNAL QUALITY REVIEW POLICY AND PROCEDURE

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<b>Title:</b>	Internal Quality Review Policy and Procedure
<b>Policy Description:</b>	This policy set out the mechanism to conduct the periodic review of the effectiveness of the quality assurance mechanisms for the management of the related academic programmes.
<b>Policy Scope:</b>	<input checked="" type="checkbox"/> Academic <input type="checkbox"/> Administrative <input type="checkbox"/> Research <input type="checkbox"/> Student <input type="checkbox"/> General
<b>Policy Status</b>	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy
<b>Approval Authority:</b>	University of Bahrain Council
<b>Authority/ Owner of Policy:</b>	Quality Assurance and Accreditation Center
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<b>Related Documents:</b>	IQR Report Template

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## Policy Stakeholders

- President
- Vice President
- Legal Advisor
- Deans
- Directors
- Faculty members

- Students
- Admin Staff
- All University Affiliates

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## 1 Definitions

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**Internal Quality Review (IQR)** is an academic quality improvement process conducted as a rolling programme of peer review, in which academic programs and quality management systems at the College and Department levels are reviewed.

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## 2 Policy Purpose

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The purpose of the Internal Quality Review (IQR) Policy is to set out the mechanism to conduct the periodic review of the effectiveness of the quality assurance mechanisms for the management of the related academic programmes.

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## 3 Policy Scope

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- 3.1 The Policy applies to all academic programs including postgraduate programs offered at the University of Bahrain.
- 3.2 The Policy applies to programs which are running and have a consistent number of admitted students for the past two years.
- 3.3 Academic programs should undergo IQR according to the IQR schedule approved annually by the Quality Assurance Executive Committee.

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## 4 Policy Statement

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4.1 IQR is a developmental process which provides an opportunity for Departments to identify ways of enhancing the management of its programs, and the existing quality management structures and systems to provide a high-quality learning experience for students.

4.2 The objectives of IQR are to:

- Enable the Colleges and Departments to review the quality assurance mechanisms for the management of its programs.
- Ensure that the University policies and procedures are consistently applied across colleges.
- Ensure that the University policies and procedures are fit-for-purpose and operate as intended to safeguard academic standards.
- Ensure that the academic programs are reviewed considering stakeholder feedback.
- Improve the readiness of programs for national and international reviews and accreditations.

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## 5 Roles and Responsibilities

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5.1 QA EXECUTIVE COMMITTEE

- a. Prepares and approves an annual schedule of programs to undergo IQR.

5.2 INTERNAL REVIEW PANEL

- a. Conducts the IQR according to the set standards.
- b. Prepares the IRQ report according to the provided template.

### 5.3 QUALITY ASSURANCE OFFICE DIRECTOR

- a. Coordinates with the Quality Assurance and Accreditation Centre for the formation of the Internal Review Panel and the organization of the visit.
- b. Liaises with the College and Department for the collection of the evidence necessary for the review.
- c. Monitors the preparation of the improvement plan according to the recommendations of the Internal Review Panel and its implementation.

### 5.4 Internal Review Panel

The Internal Review Panel comprises (the panel formation can be adjusted accordingly with the agreement of the QAAC):

- a. Representative(s) of the College (which can be the director/coordinator of quality assurance of the College).
- b. Representative(s) of the Quality Assurance Executive Committee external to the College.

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## 6 Policy Procedures

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### 6.1 PLANNING THE REVIEW

1. At the beginning of each academic year, the Quality Assurance Executive Committee prepares and approve a tentative schedule of programs to undergo IQR.
2. Criteria for selecting the programs to be reviewed include, but not limited to:
  - Number of enrolled students.
  - Recommendations related to the improvement of the programs raised by internal and external entities.

- Expected reviews from external entities.
- 3. The QAAC and the Quality Assurance Office Director form the Internal Review Panel according to the criteria in Section 5
- 4. The Quality Assurance Office Director prepares the schedule for the visit in collaboration with the Department.
- 5. Departments supply all supporting materials to the Internal Review Panel before the visit.
- 6. The visit should typically last one working day.
- 7. In case of postponement/cancellation of a review, the concerned College Quality Assurance Director shall inform the QAAC Director, stating justifications for the need to postpone/cancel the review, and accordingly the Quality Assurance Executive Committee will update the schedule, stating the reasons for the postponement/cancellation and propose a new date for the review where possible.

## **6.2 AFTER THE REVIEW**

1. Following the visit, the Internal Review Panel prepares the IQR report and forwards it to the Dean of the College for factual accuracy.
2. The Internal Review Panel forwards the finalized copy of the report to QAAC.
3. The Department and College prepare the improvement plan(s) according to the recommendations of the Internal Review Panel.
4. The Quality Assurance Office Director of the College monitors the implementation of the action plan(s) at the College/Department levels.