



UNIVERSITY
OF BAHRAIN

Academic Programs and Quality Assurance

ANNUAL AND PERIODIC PROGRAM REVIEW POLICY

Authority / Owner of Policy: Quality Assurance and Accreditation Center

Effective: 15/11/2022

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ANNUAL AND PERIODIC PROGRAM REVIEW POLICY

Title:	Annual and Periodic Program Review Policy
Policy Description:	This policy establishes the mechanism that the University of Bahrain will follow to systematically review all academic programs and determine strength and weakness of the programs in order to articulate action plans for further development of the academic program.
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Related Documents:	

Policy Stakeholders

- President
- Vice President
- Legal Advisor
- Deans
- Directors

- Faculty members
- Students
- Admin Staff
- All University Affiliates

1 Definitions

Annual Program Review (APR)	consists of a series of procedures that the department follows to ensure continuous improvement of its academic programs.
Periodic Program Review (PPR)	is a process undertaken by each program as part of a rolling plan that reviews the quality and educational experience offered by the University.
Programmatic Accreditation	is a process designed to ensure that an academic program has undergone a rigorous review process and found to meet high standards for educational quality.

2 Policy Purpose

The Annual and Periodic Program Review Policy establishes the mechanism that the University of Bahrain will follow to evaluate the status, effectiveness, and progress of academic programs in order to articulate action plans for further development of the academic program.

3 Policy Scope

- 3.1 The Annual and Periodic Program Review Policy concerns all academic programs offered at the University of Bahrain.
- 3.2 All academic programs shall engage into Annual Program Review (APR).
- 3.3 Academic programs with valid programmatic accreditation are exempted from Periodic Program Review (PPR).
- 3.4 All academic programs (excluding accredited programs) will engage in PPR every 4 to 6 years.

4 Policy Statement

- 4.1 The University is committed to offer academic programs that provide high-quality learning experiences for students and meet the needs of the stakeholders.
- 4.2 The University is committed to utilize program specific data and learning assessment data, and to evaluate the evaluates the status, effectiveness, and progress of academic programs to make decisions and provide recommendations to ensure continuous quality improvement.
- 4.3 Annual and period review of academic programs is the mechanism through which 4.1 and 4.2 are implemented.

5 Roles and Responsibilities

5.1 HEAD OF DEPARTMENT

The Head of Department, through the Curriculum Committee and the Quality Assurance Committee and any other relevant committee, shall be responsible for enforcing academic program review policies and procedures.

5.2 QUALITY ASSURANCE OFFICE DIRECTORS

The Quality Assurance Office (QAO) Directors shall work with different departments to comply with this policy and develop procedures that will enforce this policy regarding awareness and implementation.

5.3 QUALITY ASSURANCE AND ACCREDITATION CENTER

The Quality Assurance and Accreditation Center (QAAC) shall schedule and monitor the implementation of annual and periodic reviews across colleges.

6 Policy Procedures

6.1 Annual Program Review

6.1.1 The APR gives the departments the opportunity to reflect on the effectiveness of programmes through analysis of evidence input (Figure 1), and to consider and plan changes to improve the quality of the programmes.

6.1.2 The APR should examine the evidence that have been gathered during the year through various ongoing quality assurance mechanisms and identify successes and any issues that need to be addressed. Examples of quality assurance mechanisms include (but not limited to):

- Assessment of Learning Outcomes (according to the Student Outcomes Assessment Policy).

- Stakeholders' surveys (Senior Exit Survey, Alumni Survey, Employer Survey etc)
- Meeting with Program Advisory Committee (PAC) and Students Advisory Committee (SAC).
- External reviews (e.g. BQA Program Review, NQF placement, external moderation).
- Internal reviews (e.g. Internal Quality Review, internal moderation).

6.1.3 The APR should discuss and agree immediate and future priorities for the program, based on the analysis of the evidence inputs.

6.1.4 The APR could take place through a series of discussions at different points as relevant data becomes available for discussion, and to agree the actions and priorities.



Figure 1 Inputs to the Annual Program Review

- 6.1.5 The APR process should be documented in the form of a set of minutes of the relevant meetings. In addition, each department is required to produce annually a program report for each program (Annual program report).
- 6.1.6 The annual program report should focus specifically on a single year's data for each program, and it should include an appropriate action plan in response to the shortcomings identified during the review process.
- 6.1.7 The annual program report shall be discussed and approved by the Department Council and forwarded to the QAAC after approval.

6.2 Periodic Program Review

- 6.2.1 The PPR is designed to provide an opportunity for reflection on the quality, standards and enhancement of the academic provision over a period of time.
- 6.2.2 The PPR is undertaken by academic programs as part of a rolling plan managed by QAAC.
- 6.2.3 The PPR shall comprise an evaluative self-study report (SER) written by the Department and on-site visit conducted by a Review Panel.
- 6.2.4 The Review Panel shall comprise two or more external reviewers. At least one of the reviewers must be an academic from the same discipline under review and from a different institution. At least one of the reviewers must be a professional from the same discipline under review.
- 6.2.5 The on-site visit shall consist of one to two days of discussions between a Review Panel and the Department that cover the key themes arising from the analysis of the SER and supporting material.
- 6.2.6 The outcomes of the PPR shall be recorded in a review report with recommendations for improvement.