UNIVERSITY OF BAHRAIN

University of Bahrain

Institutional Self-Evaluation Policy

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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
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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

The University	University of Bahrain
The President	President of the University of Bahrain
The Directorate	Competitiveness and Organizational Development Directorate
Institutional Self-Evaluation:	It is a systematic and reflective practice designed to assess 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 (SER):	It is a comprehensive document providing a critical self-assessment of the university's performance, practices, and outcomes against predefined standards, such as those outlined in the General Framework of Higher Education Institutional Review. The SER typically follows the ADRI framework (Approach, Deployment, Review, Improvement).
The Framework:	General Framework of Higher Education Institutional Review

BQA:	Education & Training Quality Authority
Internal Review Panel:	An independent committee of experts 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 include external experts as needed. 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 task-specific committee is established by the Director of the Competitiveness and Organizational Development Directorate to lead the institution's self-evaluation process. The committee's primary mandate is to coordinate the comprehensive preparation of the Institutional Self-Evaluation process.

2 Policy Purpose

This policy works to establish a systematic and continuous process for institutional self-evaluation and 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 Framework.

b. To provide a mechanism for the evidence-based assessment of the university's strengths, weaknesses, opportunities, and challenges.

c. To provide the standards of the Self-Evaluation Report and its analysis in preparation for external review processes.

d. To foster a culture of accountability and transparency among faculty, staff, and stakeholders.

3 Policy Scope

This policy applies to all administrative and academic units at the University of Bahrain. These units will undergo a comprehensive 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. This policy ensures a systematic and consistent approach to evaluating and enhancing the university's performance in alignment with national and international quality standards.

4 Roles and Responsibilities

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 internal review process, ensuring compliance with BQA standards, and driving continuous improvement plans based on the review results, in addition to consolidating related initiatives.

The responsibilities of the Directorate include:

4.1.1 Preparation of the Institutional Review (Self-Evaluation) Project

a. Develop a comprehensive self-evaluation review plan that outlines the timeframe of the review process and identifies the responsible bodies for implementing the Framework and the key stakeholders to be interviewed.

b. Schedule the Institutional Self-Evaluation preparation process following the timeframe in Figure 1.

Figure (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 and objectives.

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 Support Materials

a. Gather and systematically index all supporting documentation submitted by relevant departments and units across the university in cooperation with the ad hoc committee.

b. Reviewing the SER submitted by the ad hoc committee formed by the QAAE, before its submission to the Internal Review Panel, to ensure consistency, clarity, and alignment with the framework requirements.

c. Submit the finalized SER to the Internal Review Panel.

4.1.3 Organization and Nominations for Interviews

a. Develop the interview schedule and seek revision and approval from the QAAE.

b. Receive nominations for interviewees from relevant departments and colleges.

c. Contact nominated interviewees for approval and confirmation.

4.1.4 Development of the Improvement Plan

a. Analyze the results of the Self-Evaluation Review and develop a comprehensive improvement plan based on the Internal Review Panel recommendations.

b. Present and seek revision for the proposed improvement plan and its timeframe from the QAAE Committee and the University Council.

c. Monitor and follow up on the implementation of the improvement plan with relevant 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 implementation.

4.2 Internal Review Panel:

The Internal Review Panel is responsible for:

a. Review and analyze the SER and supporting materials before conducting interviews.

b. Conduct the Self-Evaluation process according to the approved schedule, including interviews with all relevant stakeholders involved in the Framework.

c. Track and cross-verify documentary evidence (supporting materials) 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 standards.

e. Prepare the final review report, detailing findings, recommendations, and areas for improvement, and submit it to the Director.

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' interviewees lists, as well as ensuring compliance with the Framework and the University's strategic goals. The Committee is responsible for:

a. Approve the Institutional Self-Evaluation cycle and timeframe one year before the completion of the university's improvement plan (based on the recommendations of the last Institutional Review by the BQA).

b. Ensure the SER is consistent, clear, and aligned with the Framework requirements.

c. Nominate employers, students, and alumni to participate in the interviews, ensuring diverse and representative participation.

4.4 The Ad Hoc Committee:

The ad hoc committee is responsible for:

a. Prepare the required list of evidence in alignment with the Framework criteria.

b. Meet and communicate with relevant departments and units to explain the requirements and collect supporting materials.

c. Validate the submitted evidence to ensure compliance with the Framework requirements and criteria.

d. Draft the SER 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 and one year before the completion of the University's most recent improvement plan, as outlined in Figure 1 of this policy.

b. The Directorate facilitates the Institutional Self-Evaluation processes across the University.

c. The Director of the Directorate initiates an Ad Hoc Committee. This committee is tasked with data gathering and drafting the SER.

d. The Ad Hoc Committee is expected to complete its tasks within a maximum of four months.

e. The Director presents the final version of the SER to the QAAE Committee for approval.

f. Once approved, the reviewed SER, along with the supporting materials, is submitted to the Internal Review Panel.

5.2 The Institutional Self-Evaluation Process

After submitting the SER, the Internal Review Panel conducts a comprehensive assessment, which includes the following steps:

a. **Before the interviews:** The Internal Review Panel analyzes the SER and the support materials to extract maximum information from the provided evidence. This includes identifying any significant or problematic issues 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 external partners. The Panel triangulates 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 findings, commendations, and recommendations for improvement.

b. The Directorate develops an improvement plan to address the recommendations within a specified timeframe.

c. The Directorate monitors the implementation progress of the improvement plan and reports updates to the President.

d. All evaluation findings, reports, and related documents are treated as confidential. Disclosure of all evaluation documents is strictly prohibited except as required by applicable bylaws, regulations, and relevant institutional policies.

e. Summaries of the 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 for any related questions, can be directed to the Competitiveness and Organizational Development Directorate:

Email: QAAC@uob.edu.bh

Contact #: 17438083