



UNIVERSITY  
OF BAHRAIN

# Lifelong Learning Policy

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Authority / Owner of Policy: Vice President for Partnerships and Development.

Effective: November 12, 2025

## Table of Contents

1	Definitions .....	3
2	Policy Purpose .....	5
3	Policy Scope.....	5
4	Policy Statement.....	6
5	Roles and Responsibilities .....	9
6	Policy Procedures .....	10
7	Contact Information .....	13

# POLICY INFORMATION

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<b>Title:</b>	Lifelong Learning Policy
<b>Policy Description:</b>	This policy establishes a comprehensive institutional framework for lifelong learning at the University of Bahrain, intending to promote a culture of continuous learning within and beyond the University, and provide flexible, high-quality learning opportunities for different segments of society, while aligning programs with labor-market needs and supporting Sustainable Development Goal 4.
<b>Policy Scope:</b>	<input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> General
<b>Policy Status</b>	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy
<b>Approval Authority:</b>	University of Bahrain Council
<b>Authority/ Owner of Policy:</b>	Vice President for Partnerships and Development
<b>Related Sustainable Development Goals:</b>	SDG 4 – Quality Education
<b>Approval Date:</b>	November 12, 2025
<b>Effective Date:</b>	November 12, 2025
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<b>Date of Next Revision:</b>	November 2030
<b>University Council Resolution Number:</b>	607/2025
<b>Document Number:</b>	UOB-VP-PD-PO-001
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>• Study and Examination Regulations</li><li>• Quality Assurance Policy</li><li>• Civil Service Bureau Regulations</li></ul>

## Policy Stakeholders

- |   |   |
|---|---|
| <input type="checkbox"/> President      | <input type="checkbox"/> Faculty members                      |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Students                             |
| <input type="checkbox"/> Legal Advisor  | <input type="checkbox"/> Admin Staff                          |
| <input type="checkbox"/> Deans          | <input checked="" type="checkbox"/> All University Affiliates |
| <input type="checkbox"/> Directors      |   |

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## 1 Definitions

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**The University:** University of Bahrain

**University Council:** The Council of the University of Bahrain

**The President:** President of the University of Bahrain

**Lifelong Learning:** all learning activities undertaken by an individual throughout their life to develop knowledge, skills, and competencies in personal, social, or professional contexts. It encompasses formal, non-formal, and informal learning.

Formal learning means: structured learning that takes place in organized educational environments, where learners aim to acquire knowledge, skills, and/ or competencies, often leading to obtaining a qualification or a certificate. Examples include: learning in higher education institutions, training centers, and schools.

Informal learning means: learning that occurs outside of organized or formal educational settings, where individuals acquire knowledge, skills, and/ or competencies, often in a self-

directed manner. Examples include learning gained through daily life experiences, observations, and interactions.

Non-formal learning means: organized learning that takes place outside of formal education or training systems but follows defined educational objectives. It is typically more flexible than formal education, allowing participants to learn at their own pace and according to their needs and interests. Non-formal learning usually does not lead to a formal qualification or certificate. Examples include training activities, personal development programs, and community service programs.

<b>Continuing Education:</b>	Organized educational and training programs offered by the University outside its accredited academic programs, designed to support professional development or enrich knowledge.
<b>Professional Development:</b>	The process of acquiring new skills and knowledge aimed at enhancing the professional competence of an individual in their current or future field of work.
<b>The Program:</b>	A structured set of activities or educational courses designed to achieve specific learning outcomes within a defined period. Programs may vary in duration, level, and purpose, and can include -for example- training courses, workshops, professional certificates, micro-credentials, continuing professional development programs, open courses, preparatory programs, public lectures, and open online programs.
<b>Recognition of Prior Learning (RPL):</b>	The assessment of knowledge, skills, and competencies gained by individuals through informal or non-formal learning, which can be used to award credit hours toward a formal qualification.
<b>The Learner:</b>	Any individual who participates in lifelong learning activities provided by the University, whether a current student, graduate, employee, or community member, and who enrolls in one or more University courses without being registered in an accredited academic program, and without being associated with the granting of an academic degree.

<b>The Certificate:</b>	An official document issued by the University confirming that the learner has successfully completed the requirements of one or more courses or a specific training program.
<b>Certificate of Attendance:</b>	An official document issued by the University confirming that the learner has attended one or more courses or a specific training program without the requirement to pass assessments.

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## 2 Policy Purpose

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This policy aims to achieve the following:

1. Promote and strengthen a culture of continuous learning within and beyond the University as an essential component of personal, professional, and societal development.
2. Provide high-quality and flexible educational opportunities to various segments of society, including graduates, professionals, job seekers, and the broader community, beyond traditional academic programs.
3. Contribute effectively to the achievement of the Kingdom of Bahrain's Economic Vision 2030, by building a knowledge-based economy and developing national human capital.
4. Build and strengthen partnerships with industry and business sectors, government bodies, and civil-society organizations to design and deliver programs that meet actual labor market needs and community requirements.
5. Ensure the quality and relevance of all lifelong learning programs offered by the University and maintain the University's distinguished academic reputation.

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## 3 Policy Scope

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This policy applies to all lifelong learning activities, programs, and initiatives offered under the University's umbrella, whether delivered directly by the University colleges and centers or in cooperation with external partners. Its scope covers the following groups:

- University students: to enhance their skills and expand their knowledge beyond their academic programs.
- University graduates: to support their ongoing professional and academic development and maintain their connection with the University.

- The University's academic and administrative staff: to develop their professional, administrative, and academic competencies.
- Professionals and employees in the public and private sectors: to update their skills and knowledge and enhance their competitiveness.
- Members of the local community and individuals seeking to develop their skills and knowledge: to provide learning opportunities for all without discrimination.

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## 4 Policy Statement

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### 4.1 Principles of Lifelong Learning

The University is committed to providing lifelong learning opportunities in accordance with the following principles:

1. Ensuring that all programs, courses, and training provided meet the approved academic and professional quality standards at the University and achieve clear and measurable learning outcomes.
2. Designing programs, courses, and training that respond to the changing needs of the labor market, scientific and technological developments, and community requirements.
3. Providing varied learning options in terms of timing, content, delivery mode (face-to-face, online, hybrid), and assessment methods to suit the circumstances and needs of different groups of learners.
4. Providing opportunities to all members of the community without discrimination based on gender, age, or social or economic background, while considering the needs of persons with disabilities.
5. Strengthening cooperation with local, regional, and international partners to exchange experiences and develop joint programs.
6. Integrating lifelong learning programs within the institutional partnerships and development system and ensuring their complementarity with the initiatives of the Unit for Teaching Excellence and Leadership (UTEL), the IT and Digital Learning Directorate, and the Competitiveness and Institutional Development Directorate, to ensure coherence and alignment among academic and developmental initiatives at the University.

## 4.2 Types of Lifelong Learning Programs

The University offers a variety of lifelong learning programs, which may include, but are not limited to the following:

1. Training courses and workshops: short, intensive programs (from a few hours to several weeks) aimed at developing specific skills or providing specialized knowledge in a particular field.
2. Professional certificates: structured programs (from several weeks to several months) leading to an accredited professional certificate in a specific field, enhancing employment and professional-development opportunities.
3. Micro-credentials: small units of learning with defined characteristics and purposes, characterized by their short duration and assessment based on learning outcomes; they carry clear credit hours that can be accumulated to form part of a larger program and lead to a certificate or digital badge.
4. Continuous Professional Development (CPD) Program: an academic-development program targeting faculty members with medium to long experience in higher education (five years or more), aimed at supporting and enhancing their effective and inclusive teaching practices, contributing to professional recognition of their teaching competence, and developing their capabilities in teaching, assessment, and academic supervision in accordance with the University's approved academic-practice standards.
5. Open courses: provide graduates and community members with the opportunity to enroll in specific academic courses within the University's accredited programs without the need to join a full academic program and without it leading to an academic degree.
6. Preparatory programs: programs aimed at preparing individuals to enroll in higher education or to meet certain professional requirements, such as courses in English, mathematics, or computer skills.
7. Public lectures and seminars: educational events open to the community aimed at disseminating knowledge and raising awareness in various fields.
8. Online open programs: large-scale online courses that enable learners from different parts of the world to access high-quality educational content.

## 4.3 Admission and Registration Requirements



1. Admission and registration requirements for lifelong learning programs vary depending on the type, level, and requirements of each program.
2. The unit responsible for each program sets its specific requirements, including required academic qualifications or professional experience, which are clearly declared when the program is offered.
3. Priority in admission is given to applicants who fully meet the requirements. If the number of applicants exceeds the available capacity, selection is made according to pre-established objective criteria.

#### **4.4 Quality Assurance and Accreditation**

1. All lifelong learning programs are subject to the quality-assurance mechanisms approved by the University, including review of content, learning outcomes, teaching methods, and assessment methods.
2. Programs are periodically evaluated through participant feedback surveys, instructor reports, and analysis of learning outcomes, and the results are used for continuous improvement.
3. The University grants certificates of completion or certificates of attendance to participants in lifelong learning programs according to the nature and requirements of each program. These certificates bear the University logo and the signatures of authorized officials.

#### **4.5 Recognition of Prior Learning (RPL)**

Prior learning is handled in accordance with the RPL policy in force at the University.

#### **4.6 Program Fees**

1. Open courses in which a learner is enrolled as a lifelong learner are subject to the tuition fees prescribed for postgraduate master's programs.
2. For all programs other than open courses, the fees for participation in programs are determined by the University Council based on a proposal from the Vice President for Partnerships and Development.

#### **4.7 Access to Facilities and Services**

1. Participants in lifelong learning programs are entitled to use the University's facilities and services, including the library, laboratories, computer centers, and sports facilities, in accordance with approved regulations.

2. Temporary identification cards are issued to participants, enabling them to access designated facilities during the program period.

#### **4.8 Data and Indicators on Lifelong Learning Programs in Annual Reports**

The University shall include data and indicators on lifelong learning programs and the extent of their contribution to achieving national and international goals in its annual reports.

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## **5 Roles and Responsibilities**

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### **First: Vice President for Partnerships and Development**

The Vice President for Partnerships and Development shall undertake the following responsibilities:

- a. General supervision of the implementation, follow-up and evaluation of this policy, and leading efforts to develop strategic partnerships with the public and private sectors to support lifelong learning programs and initiatives.
- b. Coordination among the relevant entities inside and outside the University to ensure integration and effectiveness, submission of periodic reports to the University Council on policy implementation and performance indicators, proposing necessary amendments based on periodic evaluation results and approve the proposed programs before implementation.

### **Second: Colleges and Academic Centers**

Colleges and academic centers shall undertake the following responsibilities:

- a. Propose, design, and develop the content of lifelong learning programs in their fields of specialization, in line with labor market and community needs, and submit them to the Vice President for Partnerships and Development for approval.
- b. Nominate competent instructors and trainers to deliver those programs, ensuring their academic and professional competence, and participate in quality-assurance processes for the programs, including evaluation and periodic review.

- c. Cooperate with the Office of the Vice President for Partnerships and Development and the Communication Directorate in marketing the programs and attracting participants.

### **Third: Deanship of Admission and Registration**

The Deanship of Admission and Registration shall be responsible for managing the admission and registration processes for learners in open courses in accordance with approved procedures, maintaining academic records of participants and issuing their official certificates and documents, and coordinating with colleges and centers to ensure smooth admission, registration, and academic support processes.

### **Fourth: Information Technology and Digital Education Directorate**

The IT and Digital Learning Directorate shall provide the necessary technical support for delivering lifelong learning programs via electronic platforms, train instructors on using these platforms, and ensure the quality and accessibility of electronic content for all learners.

### **Fifth: Competitiveness and Organizational Development Directorate**

The Competitiveness and Organizational Development Directorate is responsible for ensuring that all lifelong learning programs adhere to quality standards, conducting periodic reviews, and providing recommendations for continuous improvement.

### **Sixth: Communication Directorate**

The Communication Directorate shall announce lifelong learning programs through the University's official channels and various media outlets, market these programs and attract target groups through effective media campaigns and enhance the University's image as a leading center for lifelong learning in the community, in coordination with the relevant entities within the University.

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## **6 Policy Procedures**

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### **6.1 Program Proposal and Development Procedures**

- a. The concerned colleges and centers, and the Office of the Vice President for Partnerships and Development, each within its area of responsibility, identify educational and training needs in the community and labor market through studies, surveys, and consultation with external partners.
- b. The organizational units referred to in paragraph (a) of Article 6.1 prepare a detailed program proposal that includes:
  1. Program title and description.
  2. Objectives and expected learning outcomes.
  3. Target group and admission requirements.
  4. Detailed content, methodology, and duration.
  5. Teaching and assessment methods.
  6. Information and curricula vitae of proposed instructors and trainers.
  7. Required resources (classrooms, equipment, materials).
  8. Proposed budget, including expected expenditure and participation fees for programs and courses.
  9. Marketing and promotion plan.
- c. The Office of the Vice President for Partnerships and Development reviews the proposal to ensure completeness and compliance with the basic standards.
- d. The Vice President for Partnerships and Development approves the program after all requirements have been met.

## **6.2 Marketing and Promotion Procedures**

1. The responsible unit prepares, in cooperation with the Communication Directorate, marketing materials (announcements, brochures, electronic content) that include clear information about the program.
2. The program is announced through the University's official channels and local media as needed.

3. Contact details are designated to respond to inquiries from interested individuals and provide the necessary information.

### **6.3 Admission and Registration Procedures**

1. Individuals wishing to enroll in the program submit applications through the approved electronic system or by other designated methods.
2. For open courses, the Deanship of Admission and Registration reviews the applications and verifies that applicants meet the admission requirements.
3. Qualified applicants are admitted and formally notified of their acceptance and provided with the necessary information (dates, venue, fees, payment methods).
4. The admitted participant completes the fee payment and all administrative procedures.

### **6.4 Program Implementation Procedures**

1. The responsible unit prepares the required classrooms, equipment, and materials before the start of the program.
2. The program is implemented in accordance with the approved plan, with monitoring of participants' attendance and instructors' adherence to the schedule and content.
3. The necessary technical support is provided during the program, especially for online programs.
4. Participants' performance is assessed in accordance with the assessment methods specified in the program.

### **6.5 Evaluation and Review Procedures**

1. Participants complete evaluation surveys at the end of the program to assess the quality of content, teaching, and organization.
2. Instructors submit reports on the delivery of the program, participant performance, and challenges faced.

3. The results of the surveys and reports are analyzed to identify strengths and weaknesses.
4. The results of the evaluation are used to develop and improve future programs.
5. All programs are reviewed periodically (every 3–5 years) to ensure their ongoing relevance and quality.

#### **6.6 Certificate Issuance Procedures**

- a. The responsible unit ensures that the participant has satisfied all conditions for receiving the certificate (attendance, passing the necessary assessments).
- b. The Deanship of Admission and Registration, or the relevant unit, issues the official certificate bearing the University logo after it is approved by the Vice President for Partnerships and Development.
- c. Certificates are issued to participants through approved delivery channels (in person, email, regular mail).

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## **7 Contact Information**

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To provide further assistance in implementing this policy, any related questions can be directed to the Office of the Vice President for Partnerships and Development:

Email: [yppd@uob.edu.bh](mailto:yppd@uob.edu.bh)

Contact #: 17437775