

Policy: Programme Approval

Policy Reference: A-AB-001
Version: 4
Person Responsible: Director Academic Development

1. Policy Statement

Bahrain Polytechnic has clear requirements and responsibilities for the development, validation, approval, NQF Placement, change of all Academic Programmes and courses.

2. Definitions

Concept Brief: An outline of a credible rationale to support the investigation of the need for and the development of potential new programmes before any resources are committed.

Course: The smallest component of delivery in which a student usually can be enrolled, consisting of defined learning outcomes and requirements.

Confirmation: Confirming the decisions made by the Mapping Panel

Credit: A measure of academic achievement in a course or programme. Credit can only be awarded as a result of an assessment process. One credit requires a notional ten hours of study (including scheduled class or other contact hours, assessment time, work experience or internships, other tutor directed time and independent or self-directed study).

Development Report: A development report presents the case that an investment of resources in a proposed programme is viable based all evidence gathered including rationale, risk analysis, quantitative analysis of costs

Feasibility Report: analysis of the viability of the new academic development based on robust research of all relevant stakeholder needs, local, regional and international best practice and trends.

General Directorate of National Qualifications Framework (GDQ): A directorate of QQA responsible for administering and maintaining the NQF in line with the NQF General Policies

High Impact Programme: A programme leading to a qualification of 60 credits or more or a programme specified as high impact by the Academic Board, SMT, CEO, or Bahrain Polytechnic Board of Trustees.

Level: Progressive stages of competence, achievement and complexity within the qualification framework.

Low Impact Programme: A programme leading to a qualification of less than 60 credits unless specified as high impact by the Academic Board, SMT, CEO, or Bahrain Polytechnic Board of Trustees.

Mapping: Establishing and proposing the NQF level and credit of a particular qualification and its component courses

National Qualifications Framework (NQF): An instrument for the classification of qualifications and courses according to a set of criteria for specified levels of learning achieved, which aims to integrate and coordinate national qualifications sub-systems and improve the transparency, access, progression, and quality of qualifications in relation to the labour market and civil society. (Source: Arab Network for Quality Assurance in Higher Education (ANQAHE)).

Notional Learning Time: The time it takes a learner, on average, to complete all learning activities required for the achievement of a qualification, including the assessment.

Programme: Generic term for a group of one or more Courses, requiring students to formally enrol at Bahrain Polytechnic, and usually leading to a qualification or other award.

Programme Approval Document (PAD): Formal approval document including description of the programme, its qualifications, programme learning outcomes and specific requirements such as programme entry and qualification completion.

Qualification: An award (degree, diploma or other type of formal certification) issued by an approved organisation.

Qualification Placement: The process of placing a qualification on the NQF after fulfilling the validation standards.

Readiness to Teach: Confirmation that all essential resources and staff are available to start teaching a new programme or course.

Seminar: A meeting in which one receives information on, or training in a particular subject; a class offered to a group.

Validation: The process to ensure that all new, revised or amended qualifications are credible and fit for purpose, according to specified criteria.

Verification: The process that is used to ensure that providers' assessment decisions are valid and reliable and are in line with standards. Internal verification refers to the process of internal checks that the provider has in place to ensure the consistency of assessment decisions. External verification is carried out by independent verifiers (that is, by people independent of the provider) to ensure consistency in assessment decisions.

Workshop: A class or series of classes in which a small group of people learn the methods and skills used in doing something which may include a practical application.

3. Application

People:

- All those involved in developing, validating and approving Bahrain Polytechnic programmes.

Processes:

- This policy applies to all Programmes and Courses offered by Bahrain Polytechnic, including those delivered by the Polytechnic in co-operation with or under contract to another body in Bahrain or overseas, regardless of type of delivery

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Higher Education Council requirements
- Professional accreditations.

5. What is Expected:

- The Qualifications awarded by Bahrain Polytechnic shall be approved by the appropriate persons or bodies.
- The Qualifications awarded by Bahrain Polytechnic shall be consistent with, and seek placement on, the National Qualifications Framework (NQF). They shall:
 - Be classified by level in accordance with the National Qualifications Framework (NQF).
 - Be allocated a credit value (programme and courses) in accordance with the NQF.
 - Be arranged in courses which are classified by NQF level and credit.
- The Qualifications awarded by Bahrain Polytechnic shall have industry support by ensuring that consultation with relevant employers and other stakeholders has occurred
- The Qualifications awarded by Bahrain Polytechnic shall, through a variety of publications, have information about them published annually in which the formal requirements of the programme and its courses are set out for students.

6. Key Dates

First Approved:	10 June 2012 by SMT
This Version Approved:	04 June 2015 by SMT, 14 December 2015 by BoT
Next Review Date:	4 years from this version approval or as required

7. Links and Related Documents

- Term of Reference: SMT, Academic Board, AQAC and Faculty Board
- Policy: Naming and Awarding Qualifications A-AB-004
- Policy: Student Admissions A-AB-010
- Procedure: Approval of Programmes (high and low impact) P-A-AB-001.001
- Procedure: Approval of Workshops and Seminars P-A-AB-001.002
- Procedure: Placement of Qualifications on the National Qualifications Framework (NQF)
- Procedure: Approval of New and Revised Courses P-A-AB-001.004
- Procedure: Approval of New and Revised Course Specifications P-A-AB-001.007

