

## Policy: Collaborative Education Arrangements

Policy Reference: **A-AB-021**

Version: 1

Person Responsible: Deputy CEO Academic Services

### 1. Policy Statement

Bahrain Polytechnic views educational arrangements forming partnerships and collaboration as essential and beneficial to the fulfilment of the mission of the organisation.

The Polytechnic enters into strategically appropriate arrangements with approved partners/institutions, in accordance with Polytechnic procedures and guidelines and with the requirements Government agencies such as the Higher Education Commission (HEC) and the QAAET.

### 2. Definitions

### 3. Application

#### 3.1 People:

- Members of Academic Board, SMT and Faculty Boards that consider Education Arrangements for approval.
- All Polytechnic staff involved in initiating, discussing, preparing and approving Educational Arrangements

#### 3.2 Processes:

3.2.1 This policy applies to all arrangements with education providers.

These include:

- Linked or joint degree programmes
- Sub-contracting of Teaching Services
- Articulation, Advanced Standing & Credit Transfer Agreements
- Student Exchange Programmes
- Franchise Arrangements.

3.2.2 This policy gives application to the following Polytechnic Statutes approved by the Board of Trustee on 19 October 2010:

- Statute 4/6: Where a programme of study leads to an award by an external body, in addition to meeting the requirements established by that body, the programme should

also meet the requirements of the Bahrain Polytechnic Academic regulations and be congruent with associated Policies and Procedures.

- Statute 4/7: Where a programme leads to an award from another authority, and there is conflict between the regulations of that authority and the regulations of Bahrain Polytechnic, then the regulations of that other authority shall apply in respect of that programme.

### 3.2.3 Regulations Associated with this Programme

- All Collaborative Education Arrangements shall be approved by the appropriate authority prior to implementation
- No formal contact with overseas collaborative institutions shall occur until there has been sign-off by the Ministry of Foreign Affairs, The Higher Education Council (HEC) and the Economic Development Board (EDB).

## 4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- 4.1 **HEC:** No formal contact with overseas collaborative institutions shall occur until there has been sign-off by the Ministry of Foreign Affairs, the Higher Education Council (HEC) and the Economic Development Board (EDB).

## 5. What is Expected:

### 5.1 Bahrain Polytechnic will:

- Collaborate with organisations that are consistent with or enhance its reputation, or which are deemed to be of strategic importance.
- Approve all collaborative programme arrangements at the Senior Management Team and the Academic Board level on a case by case basis.
- Ensure Collaborative programme arrangements are underpinned by effective financial and administrative management procedures and subject to appropriate quality assurance and risk management processes.
- Have documented agreements for all proposals to offer programmes on a collaborative basis with either a domestic or international partner.

5.2 The relationship between Bahrain Polytechnic and other higher education institutions is explained publicly and clearly, so that there is no possibility of students or other stakeholders being misled. (For example, the relationship may be: one of parent and branch campus; a general memorandum of cooperation; a formal agreement to provide joint degrees; a formal agreement for the Polytechnic to host or support a degree programme from another institution which may or may not be equivalent to the degree programme of the same name in the home country.)

5.3 For each programme where another higher education institution provides the curriculum and/or teaching or operates as a 'parent' institution, there is a binding agreement between Bahrain Polytechnic and the other institution that:

- has been entered into after due diligence to ensure the credibility of the other organization and the programme offered at the Polytechnic;

- states whether the programme offered at the Polytechnic is equivalent to a programme of the same name offered in the home country and whether graduates of the Bahrain programme are recognised in the home country;
- specifies in detail the roles and responsibilities of both partners, including the teaching commitments and quality assurance arrangements;
- assists the Polytechnic to improve the academic capacities of its own staff.

5.4 For each programme where another higher education institution provides some of the curriculum and/or teaching, the programme information provided to prospective and current students states clearly:

- the institution(s) offering the degree and the name of the institution(s) that will be on the student's testamur and which institution's rules and policies apply (i.e. Bahrain Polytechnic's or the other institution's);
- which subjects or programme elements will be taught and examined by the other institution and which by Bahrain Polytechnic.

5.5 Bahrain Polytechnic has sufficient control within the relationship to ensure that the partner (or parent) organisation meets its obligations and acts to ensure that these obligations are met.

## 6. Key Dates

First Approved: 10 December 2014 by BoT

This Version Approved: 10 December 2014 by BoT

Next Review Date: 4 years from the version approval date

## 7. Links and Related Documents

### 7.1 Links

- Procedure – Development and Approval of Collaborative Education Arrangements
- Template - General Memorandum of Understanding
- Template - Memorandum of Understanding For Joint Co-Operation
- Template - Contract Educational Services – M.O.A.
- Form - Proposal to Negotiate an Agreement for Academic Cooperation
- Checklist - Assessment of Proposals for Agreed Advanced Standing or Articulation Agreements
- Template - Articulation Agreement
- Template – Workplace Logbook (with agreement)
- Template – Industry Project Logbook (with agreement)

### 7.2 Related Documents

- Principles and Practices Governing All Contractual Relationships
- Programme Approval and Follow-Up
- Credit Recognition
- Off-Site and Workplace Activities
- Naming and Awarding Qualifications and Recognising Non-Academic Achievements

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