

Policy Title: Policies and Procedures

Policy Reference: C-GA-001
Version: 3
Person Responsible: Director of Quality, Measurements & Analysis and Planning

1. Policy Statement

All Bahrain Polytechnic policies and procedure will be developed in accordance with the provisions of this policy and accompanying procedures.

The purpose of this policy is to establish a defined, clear, identifiable, consistent and enforceable system for the development, approval, implementation and review of policies at the Bahrain Polytechnic.

It will provide a mechanism to ensure that policies are compliant with the strategic direction of the Polytechnic and with relevant legislation.

2. Definitions

- **Policy:** policy is the principles and associated guidelines by which specific outcomes are to be achieved for any given quality requirement.
- **Academic Policy/ Procedures:** document that has a polytechnic-wide affect on teaching, learning and research. They comply with all relevant legislation and rules and they have an approval pathway that would normally include the Academic Board (AB), the Senior Management Team (SMT), and Board of Trustees (BOT).
- **Corporate Policy/ Procedures:** document that has a Polytechnic-wide effect in respect to the administrative and operational functions of the Polytechnic. They comply with all relevant legislation and rules and they have an approval pathway that would normally include Senior Management Team (SMT) and the Board of Trustees (BoT).
- **Approval Pathway:** The pathway through which a policy must move in order to be approved. Approval pathways depend on the nature of the policy, whether the policy is new and for amended policies, the extent of the change to the policy.
- **Policy Owner:** The person that has overarching responsibly for the policy and for ensuring it is implemented, progress is monitored and reported against the policy and that it is reviewed
- **Procedures:** Procedures outline a sequence of actions which have to be executed in the same manner in order to consistently produce the required evidence (of a policy outcome) every time.
- **Forms:** Forms are controlled, QMS documents required by QMS processes, either to produce evidence in a required format, to comply with procedural requirements, or to ensure that necessary information is collected

- **Flowcharts:** Some policies, procedures or regulations are accompanied by flowcharts which provide a graphical overview of a process to summaries or facilitate understanding of complex interdependent processes or to show relationships.
- **Work Instructions:** Work instructions are not part of the quality management system but may be developed to assist staff members to follow processes and work within policy and procedural requirements and guidelines. They are required to be approved on responsible director/dean level.

3. Application

People:

- This policy shall apply to any person, directorate, unit or faculty responsible for the development, maintenance and communication of policy within the Bahrain Polytechnic.

Processes:

- Policy development and review
- Procedure development and review

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Ministry of Cabinet affairs.
- Royal Decree No. 65/2008.
- HEC Regulations
- National Authority for Qualifications & Quality Assurance of Education & Training (QQA)

5. What is Expected:

All Bahrain Polytechnic Policies and Procedures shall:

- Support and embody the polytechnic vision, mission and values.
- Identify relevant legislations that drive the policy requirement.
- Be developed by the Policy Owner or delegate.
- Use the Policy Template and Procedure Template to ensure consistency in documentation.
- Be grouped to reflect academic and corporate divisional coding system.
- Contain language that is audience appropriate.
- Be overseen by the appropriate committees to ensure effective management of the QMS.
- Be accompanied by a procedure clarifying responsibility and accountability to ensure due diligence and comply with the requirements set out in this Policy.
- Undergo an appropriate consultation process with all Bahrain Polytechnic staff.
- Be approved by Senior Management Team.
- Be translated to Arabic.
- Be reviewed by the Polytechnic's Legal Advisors.
- Be approved by the Board of Trustees (BoT).
- Be stored in a central register (QMS) in both Arabic & English.

- Be regularly reviewed on a 4 years cycle or as required. The review outcome may result in amendments or removal of policy from QMS.
- Review the developed policies in light of the international practice in Higher Education.

6. Key Dates

First Approved:	18 August 2013 by SMT
This Version Approved:	18 August 2013 by SMT
Next Review Date:	4 years from this version approval or as required

7. Links and Related Documents

- All Bahrain Polytechnic Policies and Procedures
- Related Procedures:
 - P-C-GA-001.01 Managing policies and procedures