Policy Title: Naming and Awarding Qualifications

Policy Reference: A-AB-004
Version: 5
Person Responsible: Deputy CEO Academic Services

1. Policy Statement

Bahrain polytechnic is committed to the naming and awarding of qualifications that are consistent with the requirements set by relevant internal and external quality assurance bodies to reflect accurately and fairly the outcomes achieved by its students through defined processes and responsibilities.

This policy lists the academic awards that may be conferred after the Board of Trustees approval and the processes associated with the conferral of awards. It also prescribes the Polytechnic's approach to naming its programs and awards.

2. Definitions

Academic Testamur: Award/degree certificate is also sometimes referred to as a diploma, parchment, or scroll.

Academic Transcript: the official record of a student's study at Bahrain Polytechnic. The Official Academic Transcript will include Student Name, Student ID, Programme of study, specialization, Major, all courses taken (by level of study) including title, credit value, obtained grade, SGPA, CGPA (if any) and NQF level.

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).

Elective Course: Course not listed on a student's schedule of compulsory courses for their qualification.

Exit Qualifications: An award made to a student who has successfully completed a coherent course of study but is unable to complete the full programme in which they are enrolled.

General Degree Requirements: Requirements that all students must attain to be awarded a Bachelor's Degree

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

Minor Programme: A supplemental second discipline of study and concentration that often complements the Major.

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)).

Programme Completion Requirements: Specific requirements to be awarded a qualification

Programme/Qualification Approval Document: Document describing the programme or qualification including programme aims, graduate profile, list of courses, entry and completion requirements

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.

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

Quality Assurance Bodies: Organisations that confirm the quality of institutions and programmes, for example QQA, external accrediting bodies.

Rescission: The act of invalidating the conferral of a qualification

Resolution: A formal decision by a meeting, as determined by a vote and agreed by a majority

Student Management System: the comprehensive electronic record system used to manage admissions, enrolments, progression and results.
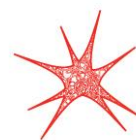
3. Application

<u>People:</u>

- This policy applies to all Polytechnic staff and Committees considering, approving, authenticating, and issuing academic awards.
- The Board of Trustees has the authority to approve the award of all Academic qualifications.
- The responsible Director or Dean has delegated authority from the Bahrain Polytechnic Board of Trustees (BOT) to approve the awarding of attendance certificates.

<u>Processes:</u>

- This policy applies to all qualifications and Certificates of Attendance awarded by Bahrain Polytechnic. It also covers qualifications awarded with or by another institution in cooperation with Bahrain Polytechnic (including international ventures).
- This policy gives application to the Board of Trustees approved directives and decisions governing academic standards and the awarding of qualifications.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Higher Education Council (HEC) Regulations

5. What is Expected:

- All awards are approved.
- Academic Testamurs are issued in Arabic and English through the Registry Directorate at Bahrain Polytechnic.
- The Qualifications awarded are consistent with the National Qualifications Framework (NQF) and have been approved by the Academic Board and the Board of Trustees. Any National Qualification Framework policy regarding the naming and awarding of qualifications shall take precedence over the Bahrain Polytechnic policies if they are at variance.

6. Links and Related Documents

- Procedure: Confirmation of Completion Requirements P-A-AB-004.01
- Policy: Academic Integrity and Honesty A-AB-003
- Policy: Results and Reporting A-AB-017
- Policy: Programme Approval A-AB-001

Policy: Student Excellence Awards and Recognitions A-AB-019

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7. Key Dates

First Approved:	(1) 1 June 2009 By SMT (2) 10 December 2014 by BoT
Second Approved:	(3) 14 December 2015 by BoT
	(4) AB 9 November 2020
This Version Approved:	(5) 5 August 2021 by BoT
Next Review Date:	4 years cycle from this version approval or as required