Annual Report

Major Highlights of 2016

Faculty of Business and Logistics (FOBL)

1. Successful NQF mapping of the Marketing and Accounting Majors in the Bachelor of Business (BBus)
2. Reaccreditation of the Bachelor of International Logistics Management (BILM) with the Chartered Institute of Logistics and Transport (CILT).
3. Bachelor of Business (Accounting Major) is currently accredited by Chartered Institute of Management Accountants (CIMA) and Association of Chartered Certified Accountants (ACCA). (ACCA recognises five core content courses this accreditation applies to all Majors within the BBus).
4. Research and Innovation Output included Book Chapters:
   - 3 Books Authored or Edited
   - 12 Journal Articles published
5. Community interaction:
   - The School of Logistics and Maritime Studies (SLMS) worked with Transcare and the EDB on the planning and organisation of the 'First GCC Logistics Conference' which was held in Bahrain
   - Presented at the 27th Arab Engineering Conference 2016 (Theme "Transportation in the Arab World and the Prospects for its Development and Integration between Arab Countries").
6. Contribution from the following companies in Industry Class Visits and Guest Speakers (Sample): APMT, GARMCO, ASRY, ALBA, GPIC, Bahrain Flour Mills, Agility, DHL, BAC, BAS, BDB, Aramex, HSBC, Mondelez.
7. Final-year projects undertaken by students for industry clients, engagement constitutes over 100,000 consultancy hours, many of them delivering high impact projects. A sample is provided below (Client and Project Description):
   - Bahrain National Holding: Fixed Assets Verification and Evaluation
   - Bahrain EDB: Gap Analysis for Bahrain Attractiveness as a regional Islamic Banking hub
   - GPIC: Humidity Factors Affecting Transportation of Bulk Urea: Plant to Port
   - KPMG: Proprietary project work as requested by KPMG
   - InterContinental Regency: Develop an Integrated Digital Marketing Campaign linked to brand
   - Bahrain Development Bank: Concept Development to Enhanced Customer Footprint at Riyadat
   - Dunne and Bradstreet: Social Housing Public Private Partnerships models in Bahrain.
   - DHL international: Internal Communications in DHL's Road Transport Network
   - APMT: Optimization of Container Flow at Khalifa Bin Salman Port
   - Bahrain Airport Company: Facilitation of eFreight integration
   - ASRI: Improving Demerged Cases through enhanced supply Chain

Faculty of Engineering, Design and ICT (EDICT)

1. Success of the QQA review where all 4 EDICT programmes (Bachelor of Engineering Technology, Bachelor of Information and Communications Technology, Bachelor of Visual Design, Bachelor of Web Media) received a 'Confidence' rating.
2. Completion of Internal Programme Reviews for the Bachelor of Visual Design and the Bachelor of Web Media.
3. Mapping of all qualifications against the new National Qualifications Framework (NQF) and marked as 'Valid with no conditions'.
4. Participation of Events (Sample):
   - The Behance Portfolio Review
   - The Visual Design Project exhibition ("Nine")
   - The School of Engineering Final Year Project Exhibition
   - The School of ICT & Web Academy Final Year Project Exhibition
   - The Film Festival organized by the Web Media students at Alliance Française.
5. Started the development of a new programme in Information Security and a new Major in Electrical Engineering.
6. Community interaction:
   - Organization of the Bahrain STEM workshops in collaboration with BAE Systems and the British Council.STEM Event.
   - Presenting at the workshop hosted by the Higher Education Council (Theme: Accelerating ICT skills in the Kingdom of Bahrain).
   - Collaboration with the International Maritime College of Oman in order to share knowledge regarding PBL delivery at Bahrain Polytechnic.
7. Contribution from the following companies in Industry Class Visits and Guest Speakers (Sample): GPIC, Scandinavian Avionics, GARMCO, Office of the Minister of Energy, IT Matrix and Cyber Threat Management
8. Students achievements and participation in Events:
   - Poster Assessment Day of Final Year Projects
   - The Bahrain Garden Show 2016
   - Bahrain International Conference for Environment Protection
   - Students won the Bahrain National Finals of Microsoft's Imagine Cup
   - Student Develops ICT Expert Specialist Database for the Regional Center for Information and Communication Technology (RCICT)
   - Students develop Quick Shop eCommerce and Wins Tamkeen Award
   - ICT Graduate Launches Basheer 2.0 for iPhone and Android.
   - NetRiders Skills Competition
   - IEEE Bahrain Polytechnic Student Branch
   - Arab ICT Forum 2016
9. Research and Innovation Output included:
   - 2 Books Authored or Edited
   - 7 Conference Presentations
   - 7 Published Conference Proceedings
   - 9 Journal Articles Published

Faculty of Humanities (FoH)

1. Started the development of two new programmes:
   - Post Graduate Certificate in Higher Learning developed jointly with the Teaching and Learning Unit and the Higher Education Academy in the UK.
   - MA in International Affairs in collaboration with the Ministry of Foreign affairs.
2. Hosted staff from the International maritime College in Oman following pedagogical review of the Omani college's programmes by the Dean of FoH.
3. Dean of FoH chaired QQA activity for the Oman Academic Assessment Authority in Oman.
4. During 2014-15 and 2015-16 a series of workshops were conducted by the Head of School and the Curriculum Development Unit to up-skill all staff regarding moderation.
5. Developed three national requirement courses of Human Rights, Modern History of Bahrain and Arabic.
6. Research and Innovation Output included:
   - One research project was undertaken regarding factors that influence passing rates in Mathematics and English courses.
   - Two papers were presented on behalf of Bahrain Polytechnic.
   - One research paper was publish in the international journal.
7. Community interaction:
   - Presented at the British Council's English Language Teachers Professional Network (ELTPN) annual conference. And being part of the conference organization committee.
8. Continue development of PBL activities, and take part in the Teaching and Learning Symposium.
9. Led a series of workshops on Leadership and 'Quality in Education' workshops

Quality, Measurement & Analysis and Planning (QMAP)

1. The facilitation of Bahrain Polytechnic Institutional Accreditation exercise with the Higher Education Council.
2. The completion of the Polytechnic Governance Review according to Bahrain Cabinet Affairs requirements.
3. The development of the Polytechnic improvement plan to enhance governance practice.
4. The development of more than 30 policies and 100 procedures that were approved by the Board of Trustees.
5. The completion of the Annual Programme Review for all active programmes at the Polytechnic.
6. The completion of a large number of quality improvement actions at institutional and programme level.
7. The completion of Bahrain Polytechnic Annual Report 2016.
8. The re-design of the Polytechnic Quality improvement SharePoint site to meet stakeholders needs.
9. The facilitation of building capacity workshops in applying principles of customer care for 60 allied staff in responding to actions that have emerged from student surveys.
10. The facilitation of building capacity workshops that relates to review activities for 40 academic staff in writing effective improvement actions, 30 academic staff in facilitated review and 40 academic staff in good review practice.
11. The development of a research database that consists of all information related to the research in a comprehensive way that provides a robust reference to any related data.
12. The administration of the Alumni Survey and Employability Skills survey for the first time. Both are institutional surveys that are linked directly to the strategic goals and their results contribute in several improvement plans.
13. The presentation of essential survey results for the internal stakeholders through posters on campus for awareness of the feedback and outcomes of their survey responses.
14. The filling of the role of the Acting Planning Manager.

15. Initiated the Business Continuity Plan project and Bahrain Polytechnic Mobile App which are currently in the concept and design phase.
16. The development of a Mobile App for Bahrain Polytechnic based on user requirements.
17. The initiation of the Business Continuity Plan project .
18. The completion of the SharePoint 2013 sites development, and 13 end users training/awareness sessions for 105 staff members.

Academic Development

1. Academic Board approved Course Based PBL Review Process to be used to confirm the courses which are fully in PBL across the offered programmes at Bahrain Polytechnic.
2. Continued implementation of the 5 years plan to redesign all courses offered to include PBL approach in collaboration with all faculties.
3. Developed PBL general training series offered internally
4. Academic Board approved the Bahrain Polytechnic Teaching and Learning Principles that serve as the guiding principles for teaching and learning within the institution and a guide to the implementation of PBL.
5. Tested E-Learning technologies and Learning Management System plugins to be included across the offered programmes.
6. Developed online tutorials and instructional videos and many training and coaching sessions to maximise the learning blended approach.
7. Started organising a Conference in E-learning excellence in higher education to take place in 2017.
8. Signed over 14 MoU's and agreements to ensure that students have access to the educational activities which integrate theoretical learning with application in work place, through the provision of Work Integrated Learning (work experience and industry cooperative projects) opportunities.
9. Academic Board approved a robust system to maximise the industry engagement and input; that will ensure the currency of the offered programmes according to the needs of the market.
10. Continued to support students and graduates towards finding meaningful employment and continued to monitoring the employment status of graduates by graduate destination surveys.
11. Developed a framework that collate required graduates data that consists of two main categories of data including Graduate destination and Alumni data. Started collecting the graduate data.
12. Bahrain Polytechnic approved York and Knight Definition of employability and recently approved the "Bahrain Polytechnic Employability Framework".
13. Developed and delivered five approved training series and 2 symposiums for the professional development and support for academic staff.
14. Developed the Teaching and Learning policy with all procedures govern the teaching and learning practice at Bahrain Polytechnic
15. Trained and completed 10 applications for professional body recognition with the Higher Education Academy UK.
16. Developed and approved the Assistant Tutor Programme that includes two years of full support in teaching & learning and industrial exposure

Student Services

1. A significant focus was placed in regaining control of the "On Hold" process for fines management and book returns and a significant reduction of student and staff numbers with this Status.
2. Increased support through the provision of LLC workshops focusing on information literacy in databases.
3. LLC resources available in 2016 included: Emerald, EBrary, Lynda.com, JOVE, ACM, IEEE CS, Access Eng., Sage Eng., Sage Research, LexisNexis Academic, LexisNexis Middle East Law, BMI Research, IOP Science.

4. Continue to coordinate the Peer Assisted Study Scheme (PASS), an internationally recognized student study support scheme led by experienced degree students or PASS leaders.
5. Community interaction:
    - Presented at the NACADA (Academic Advising) International Conference in Dubai.
6. Continue to support students at risk in English and Math subjects in addition to several areas such as time management, learning strategies and development of listening and speaking skills.

Health and Wellness Centre (HWC)

1. 313 of students, graduates and staff participated in sports activities and tournaments organized internally by HWC or externally by other organizations until the end of November 2016.
2. The Medical Clinic continued to provide health screening, education, monitoring of medical conditions and general health checks as well as referral to other health professionals. And continued to attend medical emergencies on campus and provided first aid and hospital referrals as necessary. 217 visits were attended to this year.
3. Medical clinic have passed the inspection of NHRA representatives
4. 2 new fitness classes introduced and more than 500 classes held
5. Developed policy and procedures and guidelines.
6. New gym and sports equipment made available for staff and students and an enhanced facility.
7. Sports team established.
8. Community interaction and participation in events:
    - Ahlia University Football Tournament
    - Blood Donation Campaign
    - Bahrain Basketball Federation 3 on 3 Tournament
    - Internal Football Tournament
    - Internal Basketball Tournament
    - Bahrain Marathon
    - Internal Football Tournament
    - Internal Basketball 3×3 Tournament
    - National Day 3×3 basketball tournaments
9. Completed a review and accordingly improved access to information for students published for students on Moodle (the learning Management System). Reviewed and updated the e-student handbook with greater clarity on information related to the conduct regulations.
10. Offered and supported more than 30 student activities

Human Resources

1. Implementing Human Resources policies, procedures and a number of sub-measures in coordination with the Civil Service Bureau's laws and regulations.
2. Created and negotiated the Academic Organization Chart structure of Bahrain Polytechnic with the Civil Service Bureau.
3. Implemented the new Civil Service performance evaluation system for all Bahrain Polytechnic Staff. (Adaa).
4. Completed 80 staff promotions in 2016.
5. Achieved an increase by 16.5% in the number of hours regarding training and career development courses for Bahrain Polytechnic staff between 2015 and 2016.
6. Completed the process of updating staff records and files
7. Completed the process of updating all job descriptions.
8. Successfully carryied out an induction program for new employees
9. Registered staff in the Institute of Public Administration (BIPA) to attend courses related to the Induction of employees to work in the government sector.

10. 60 incentives awarded to Bahrain Polytechnic employees in 2016.
11. Interviewed 329 candidates for academic and allied roles in 2016.

Information and Communication Technology Services (ICTS)

1. Implemented Learning Support Services Register (LSSR) phase 1
2. Implemented Green IT.
3. Linked Bahrain Polytechnic with Government entities such a new CFS System, new CSB System and Gosi System in order to fulfill Government requirement.
4. Implemented SCSM Phase 2: enhancement of the helpdesk system to make it more user-friendly.
5. Completed Mahoodle integration between Moodle and Mahara
6. Completed exchange migration, for better integrity with SharePoint, Office 2016 and Office 365
7. Implemented ICTS Workflow automation as part of COBIT implementation within ICTS.
8. Enabled Student Registry to launch a new feature, "Advisor Comments", on Self-Service Banner (SSB).
9. Implemented Letter Generation on Self Service Banner
10. Implemented Online Payment.
11. Redesigned the Network Vlans to maintain the segregation of the staff and students network professionally.
12. Successful implementation of the student exhibitions network preparation, setup and supervision.
13. Wireless coverage extension and enhancements.
14. Finalized the first level of the iGA cybertrust program, and met all the requirements.
15. Completed a security Awareness program, in 2016 Bahrain Polytechnic's endpoints are virus free and no incident raise for organization virus infection.
16. Pilot new software release that includes authorized software list only with consideration to amend ICTS process to allow adding or removing software reported by the users in Bahrain Polytechnic.
17. Utilizing internal resources to implement and Upgrade Active Directory, Exchange, SharePoint to the latest release.
18. Provided awareness to stakeholders on ICTS achievements, projects in progress via publishing ICTS Newsletter. And through participation in events .
19. Modified the Student Engineering image that resulted in better performance on the existing machines.

Facilities

1. Initiated Project Package A (3 projects), tender documented completed, pending MoW approval: Two wings, Engineering Building, Academic Building
2. Initiated Project Package B (3rd floor at Block 19), building municipality permit obtained, construction tender document completed, pending Ministry of Works approval
3. Initiated VIVA's Telecom Academy project, tender documented completed, pending VIVA signing on MoU.
4. Completed adding 3 new Food suppliers: Sheeshal Gate, Chai Cafe, The cup
5. Reduction of the campus Water consummation by 45%
6. Completed developing Space Management Policy
7. Completed major maintenance to the AC package located at Block 19
8. Completed replacement of the one of the cooling systems located at block 11

Registry

1. An increase in number if sponsored students and number of enrolments
2. Graduated about 400 students in 2015 semester 1 and 2.

Marketing and Communications

1. Successful participation in Bahrain International Garden Show 2016 with 5 student projects displayed on 72sqm stand fully sponsored by the National Initiative of Agriculture Development (NIAD) and in collaboration with Peninsula Farms as an industry partner displaying one of the major engineering and ICT student project.
2. Executed a media campaign which included social media and local press along with the school visits leading to double the number of new student applications received for the academic year 2016/2017.
3. Organized and facilitated more than 60 Academic and Corporate events.
4. Improved our relations with the local media and press. As a result, our published press releases increased by 16% in the local Arabic and English newspapers compared to 2015.
5. Organized a successful 3rd Bahrain Polytechnic Graduation ceremony with more than 400 graduates under the patronage of H.H Sh. Mohamed bin Mubarak Al Khalifa the Deputy Prime Minister and Chairman of Supreme Council of Education & Training Development.
6. Completed all of the Quality Improvement Plan actions against the marketing and Communications Directorate.
7. Managed to secure a number of gifts for student activities sponsored by industry partners contributed toward reducing the costs of the student activities.
8. Signed a joint advertising agreement with Viva Bahrain that secured the costs of on campus advertising through the student car parking billboard and provides the students with exclusive promotional rates on Viva's products.
9. Hosted MIT Enterprise Forum for Pan Arab Region in collaboration with Zain Bahrain. It's an info session for students about the 10th edition of the MIT Startup competition.
10. Organized the first Bahrain Polytechnic Teacher's Day event which included presenting "Tutor of the Year" awards.
11. Increased the student's involvement in organizing major student oriented events such as the graduation ceremony and National Day Celebration.
12. Connected the official Bahrain Polytechnic website with the National Suggestions & Complaints "Tawasul" system.
13. Implemented a post events satisfaction survey to measure the level of audience satisfaction, improvement opportunities and collect suggestions.