

Bahrain Polytechnic Quality Management System

Policy Section: Academic

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Policy Title: Collaborative Educational Arrangements

Policy Reference: A-AB-021
Version: 2
Person Responsible: Deputy CEO Academic Services

1. Policy Statement

Recognising the power and importance of collaboration in teaching, scholarship and service, Bahrain Polytechnic welcomes conversations with potential partners in education, industry, commerce and government locally, regionally and internationally

In support of the Strategic Goal 4: Engagement for Impact, the Polytechnic enters into strategically appropriate arrangements with approved partners/institutions, in accordance with Polytechnic procedures and guidelines and with external requirements.

2. Definitions

Collaborative Education:	Institutions working together in an organized endeavour and following appropriate educational arrangements for the purpose of advancing educational endeavours.
Educational arrangements:	Include the establishment of guiding principles for action and require a significant level of commitment from involved parties, resulting in an educational collaboration.
Educational Partnership:	A mutually beneficial collaboration between Bahrain Polytechnic and an approved partner/ institution to work toward mutual goals to enhance student learning via an agreement.
Educational Institution:	An educational or training institution, which delivers learning programmes that culminate in specified standards, professional certificate, or qualifications.
Collaboration Concept brief:	An outline of credible rationale to support the investigation of the need to collaborate with another educational institution before any resources are committed.
Consulting	A professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
Memorandum of Agreement (MOA)	A formal document agreed by the Polytechnic and the partner institution(s). It sets out the responsibilities, obligations, and rights of each party, governs the formal relationship between the institutions. It is a legally binding document.
Memorandum of Understanding (MOU)	A formal document to show intent of collaboration without yet committing to specific activities. It does not, technically, represent a

binding agreement but often signals the intention of working towards one.

3. Application

People:

- Members of Academic Board, Senior Management Team and Faculty Boards that consider educational arrangements for approval.
- All Polytechnic staff involved in initiating, discussing, preparing and approving educational arrangements

Processes:

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
- Staff Exchange Programmes
- Franchise Arrangements.
- Research collaboration
- Benchmarking Arrangements

Regulations associated with this policy:

- As appropriate, the overseas Collaborative Educational Arrangements shall be approved by the appropriate authority prior to implementation
- No formal agreement with overseas collaborative institutions shall occur until there has been sign-off by the Ministry of Foreign Affairs and the Higher Education Council (HEC).

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Ministry of Foreign Affairs
- Higher Education Council Regulations (HEC)
- Education & Training Quality Authority (BQA)

5. What is Expected:

5.1 Bahrain Polytechnic will:

- Collaborate with organisations that enhance its reputation, or which are deemed to be of strategic importance; and are consistent with any requirements set by relevant academic regulatory agencies and quality assurance bodies.
- Approve all arrangements at the Academic Board and the Senior Management Team 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.
- Document 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 an educational programme from another institution which may or may not be equivalent to the 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: (1) 14 December 2014 by BoT
 This Version Approved: (2) 18 March 2021 by BoT
 Next Review Date: 4 years from this version approval date

7. Links and Related Documents

7.1 Related Policies

- Programme Approval A-AB-001
- Credit Recognition and Exemption A-AB-012
- Off-Site and Workplace Learning Activities A-QA-003
- Naming and Awarding Qualifications A-AB-004
- Assessment and Moderation A-AB-005
- Benchmarking C-QA-003
- Intellectual Property and Copyright Policy C-GA-006
- Student Admission A-AB-010

7.2 Procedures

- Development and Approval of Collaborative Educational Arrangements with educational institutions P-A-AB-021-01

7.3 Forms

- Template - Memorandum of Understanding- M.O.U.
- Template - Contract Educational Services – M.O.A.
- Template - Memorandum of Agreement for a Programme of Articulation
- Template - Proposal to Negotiate an Agreement for Academic Cooperation
- Checklist - Assessment of Proposals for Agreed Advanced Standing or Articulation Agreements