

Academic Regulations

for Bahrain Polytechnic 2.0

Version 3 June 2025



Bahrain Polytechnic Academic Regulations 2.0

Version 3

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Revision No	Comments/Summary of Changes
3	<ul style="list-style-type: none"> - Learning, Teaching and Assessment Strategy is divided into 2 different sub-sections. - AI in Learning and Teaching and AI in Assessments from Academic Integrity and Assessment Infringements (Section 6 of Version 2) are shifted to Section 2. - The following parts are shifted to the Assessment Regulations: <ul style="list-style-type: none"> ○ 2.2 Responsibility for Examinations and Assessments ○ 2.3 Guiding Principles and Undertakings ○ 2.4 Reasonable Accommodations ○ 2.5 The Role of the Course Coordinator ○ 2.6 The Role of the Internal Moderator ○ 2.7 The Role of the Programme Manager ○ 2.9 Preparation of Assessment Papers ○ 2.10 Continuous Assessment ○ 2.11 Assessment of Learner Material ○ 2.12 Conclusion of Assessment Process ○ 2.13 Reassessment and Resubmissions ○ 2.14 Course Repeats ○ 4.10 Reallocation of Assessment ○ Section 5 (Extenuating Circumstances) ○ Section 6 (Academic Integrity and Assessment Infringements) - 5.6 is expanded to include the minimum GPA required for Master's and Doctoral Degrees. - 2.8 (The Role of the External Examiner) is embedded in the Appendix (Purpose of External Examining and Main Functions of the External Examiner) - 4.11 (Aegrotat Award) is deleted. - 4.12 (Posthumous Award) is made as Section 6 with elaborated procedures. - Section 7 (Results) is embedded in Assessment regulations. - Section 8 (Review of Results) is deleted and simplified in Assessment Regulations. - The following amendments are made in Appendix:

	<ul style="list-style-type: none"> ○ Conducting online student interviews at the end of the academic year is added as a purpose of external examination. ○ Point 5 of the purpose of external examining is amended to focus on Bahrain Polytechnic, not any other higher education institutions. ○ Point F under the main functions of the external examiner is amended with the deletion of “Where key tasks include key continuous assessment tasks, it might not be feasible to review them prior to assignment, but they should still be reviewed by the External Examiner.” This is to impose the pre-assessment external examination of all assessment materials.
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Academic Regulations for Bahrain Polytechnic 2.0

1 Preface

These Academic Regulations for Taught Programmes specify the regulations of Bahrain Polytechnic in determining learner academic standing, eligibility for progression, eligibility for an award, and award classification.

These regulations are consistent with the framework established by the [Education and Training Quality Authority](#) (BQA) and the oversight of the Academic Council of Bahrain Polytechnic.

These Academic Regulations are owned and maintained by the Academic Council.

1.1 Principles of Bahrain Polytechnic Academic Regulations

This document updates and replaces the Polytechnic academic regulations in line with the new strategic plan and the merger Royal Decree (46) of 2022 issued by His Majesty King Hamad bin Isa Al Khalifa. These regulations will be effective from September 2025.

The following principles underlie the application of the Academic Regulations:

- These academic regulations apply to all learners at Bahrain Polytechnic, registered on taught programmes by Bahrain Polytechnic as a Designated Awarding Body in accordance with the Royal Decree No. 65 issued in 2008.
- The Office of the Deputy CEO Academic Affairs and Registrar, as delegated by the CEO, will have responsibility for managing and maintaining their consistent implementation.
- The academic regulations will be consistent with the National Qualifications Framework (NQF).
- The Office of the Deputy CEO Academic Affairs and Registrar manages any updates required to the Academic Regulations and assures their quality through the Academic Council and its structures.
- The Academic Regulations act in the quality assurance of the academic governance of Bahrain Polytechnic.

1.2 Application of Academic Regulations

The Academic Regulations of Bahrain Polytechnic must be applied consistently by the Polytechnic to all taught programmes and their associated courses.

1.3 Amendments to Academic Regulations

The Academic Regulations are subject to change. A revised version is normally released in June each year for the succeeding academic year.

During the academic session, normally the academic year of annualised enrolment period for the learners, the enrolled learners are subject to the Academic Regulations approved by the Academic Council for that academic session. The maximum duration of an academic session is 12 months.

Any amendments to the Academic Regulations are presented for approval through the Academic Council. The principles and wording supporting any changes to the governing Academic Regulations are provided to the Academic Council for consideration.

On approval by the Academic Council, the future application of the approved changes in the next academic session are noted in the Document Control Record of the Academic Regulations document, thereby enabling the creation of a new version of Academic Regulations for adoption during the next academic session. The date for the application of changes is determined by the Office of the Deputy CEO Academic Affairs and Registrar.

1.4 Publication of Academic Regulations

The Academic Regulations are published on the website of Bahrain Polytechnic.

1.5 Programme-specific Regulations

Programme-specific regulations must be compliant with the Academic Regulations. Any programme-specific regulations must be explicitly stated in the Approved Programme Approval Document and must be notified to the Office of the Deputy CEO Academic Affairs and Registrar. These must be formally approved by the Academic Council and its structures in the academic session before the session in which they are to be applied.

1.6 Force Majeure

In the case of a force majeure event, for a defined period, the Office of the Deputy CEO Academic Affairs and Registrar may replace aspects of the Academic Regulations and associated programme regulations with alternative arrangements.

The Deputy CEO Academic Affairs and Registrar will then notify the Academic Council of such required changes for consideration and approval through the Academic Council and its structures, thereby enabling implementation at the earliest opportunity.

2 Learning, Teaching, and Assessments

2.1 Learning and Teaching Strategy

The Bahrain Polytechnic Teaching and Learning Policy enables a learning community of intellectual and social partnership through the use of innovative and learner-centred approaches, methods, strategies, and techniques, with primary emphasis on problem-based and project-based learning. These pedagogical and andragogical approaches, methods, strategies, and techniques foster learners' active engagement through a cultivation of an inclusive classroom climate where learners freely share their feelings, ideas, and experiences and where lecturers guide and facilitate learning. These likewise provide learners diverse opportunities to achieve their full potentials and enhance their employability skills for the world of work within local, regional, and international landscapes.

2.2 Assessment Strategy

Assessment is an integral part of the learning cycle, which is used to measure the degree to which the learning outcomes are realised. Bahrain Polytechnic promotes innovative, relevant, and authentic assessments for and of learning. All assessment practices within Bahrain Polytechnic will be fair and consistent and appropriate to the learning outcomes with which they are linked. Assessments for learning (formative assessments) will be used extensively to provide timely and supportive feedback to learners from assessment activity. *(Please refer to the Assessment Regulations for in-depth information on Bahrain Polytechnic's assessment policies and procedures.)*

2.3 AI in Teaching-Learning

Artificial Intelligence is not a new phenomenon, but it has become an increasingly important technological innovation across industries over the years. Hence, AI inherently continues to revolutionise every facet of human life including the world of work for which Bahrain Polytechnic endeavours to prepare its learners. While the Polytechnic recognises the ubiquity and inevitability of generative AI in the educational landscape, especially in the realms of teaching, learning, and assessments, it also seeks to uphold academic integrity and foster the ethical, responsible, and appropriate use of AI.

The use of AI in learning-teaching is stipulated by course developers in the Learning and Teaching section (Learning and Teaching Strategies) of each course descriptor. It explicates the conditions for the responsible and ethical use of generative AI or any machine-generated writing, paraphrasing, or translation services. These conditions are likewise articulated in Moodle (Course Home Page) at the start of the course for information dissemination and reference. These conditions include but are not limited to the use of AI as an educational and study tool aimed at improving academic skills, developing digital and AI literacy skills, and enhancement of overall teaching-learning process. Generative AI may be used for a diversity of specific purposes which may encompass the following points:

- A. Brainstorming and initial ideation for critical examination and evaluation
- B. Production of summaries or syntheses
- C. Creation of visualizations and other graphic organizers that facilitate understanding of voluminous and complex contents
- D. Generation of commentary and feedback on learners' work
- E. Comprehension checks for the meanings of complex terms or concepts
- F. Analysis of data, contents, and recurring patterns
- G. Creation and enhancement images and other artworks
- H. Creation of codes

Learners are provided by Lecturers with guidance on the responsible use of AI in assessments, including discussion of its advantages and disadvantages (i.e. risks and limitations) in light of fostering ethical standards in academia. These standards may include the required submission of original work as defined in the Assessment Regulations.

2.4 AI in Summative Assessments

Albeit Bahrain Polytechnic embraces the use of AI across all courses to support learning outcomes and skills development, it implements specific measures to mitigate the risks of the infringement of academic integrity within the parameters of summative assessments. The Assessment Regulations explicates these mitigating measures in detail.

2.5 External Awarding Bodies

While the Polytechnic is responsible for the education of the learners who attend, irrespective of whether it is a Bahrain Polytechnic award or an award of an external body, the External Awarding Body is responsible for its own awards. Where the external body is responsible for the assessment and award, specific regulations of the external body apply. The Bahrain Polytechnic policy on Collaborative Educational Arrangements specifies the quality assurance arrangements governing awards made in association with other providers.

In the case of an external awarding body's examinations, where Bahrain Polytechnic does not participate in the production of examination papers but administers the examination process, the responsibility for the security of papers received from the external awarding body rests with the Examinations Office.

2.5.1 Designation of Courses that Qualify for Exemption

Exemptions may be given on an academically accredited Bahrain Polytechnic programme or course. Programmes may also be professionally accredited by a professional or external awarding body, with impact on exemptions. The applicant would have to comply to the Credit Recognition policy and procedures that such bodies may also operate when seeking an exemption.

3 Attendance

3.1 Rationale for Learners' Attendance

Learners' attendance in class and their active engagement in learning play a vital role in their success and Bahrain Polytechnic's strategic mission. These are key components in learners' retention, progression, achievement, and employability. Located within this premise, Bahrain Polytechnic is committed to monitoring attendance and acting on non-attendance to support learners towards the successful award of their programmes. These measures give due regard to financial investments made by learners and their sponsors through significant fee subsidization.

3.2 Attendance Requirements

Attendance is highly correlated with learners' academic performance. Hence, Bahrain Polytechnic expects all learners admitted across programmes to demonstrate punctuality and regular class attendance.

The attendance percentage set in all courses based on approved course descriptors is 80%. The 20% absence is allowed in recognition of learners' extenuating circumstances. Learners whose accrued

absences exceed the absence threshold in a course shall be automatically withdrawn from the course and shall be awarded a failing grade of 'WA' (Withdrawn Attendance).

Attendance percentage other than 80% required in courses offered to specific cohorts for community or professional development shall be approved by the Academic Council. Such attendance requirements shall be published separately in programme handbooks or course documentation in accordance with the approved guidelines.

3.3 Learner Support

Learners with good attendance and academic standing who attend an academic event or represent the Kingdom of Bahrain to compete in international sports events may be accorded, wherever possible, with Alternative Study Arrangements to provide them with opportunities to meet session learning outcomes. The following mechanisms shall be adhered to in providing Alternative Study Arrangements:

3.3.1 For learners attending a required academic event:

- A. The relevant academic staff members shall:
 - a. Identify the details of the academic event (not a class event) and the learners who are required to attend.
 - b. Secure the approval of the learners and their parents (for learners who are below 18 years old).
 - c. Complete the Alternative Study Arrangements Form and discuss the plan with the learners. A copy of the form and the plan with the required evidence/information shall be submitted to the relevant Deans for evaluation which may include consultation with Lecturers concerned.
- B. The Enrolment Manager shall:
 - a. Disseminate evaluation decisions in formal email to the learners concerned. A carbon copy of the email shall be furnished to the relevant Deans, Programme Managers, Heads of Schools, and Lecturers, and Registry.
 - b. Review completeness of the Alternative Study Arrangements Forms, plans, and necessary evidence for records keeping in the official learners' files.

3.3.2 For learners representing Bahrain in international sports events

- A. Learners shall submit to the Student Information Centre the Alternative Study Arrangements Form prior to the scheduled sports event. The Alternative Study Arrangements Form must be accompanied by an official letter and other relevant documents issued by sports organisations concerned. The letter shall stipulate the inclusive date of the event and the role of the learners.
- B. Heads of Schools shall review the Alternative Study Arrangements Form and evaluate the supporting documents. The evaluation process which may require consultation with relevant lecturers and other academic staff members shall be against the following criteria:
 - a. Learners are academically 'in 'Good Standing.'
 - b. Learners' CGPA is at least 3.
 - c. Learners are not awarded WA grades.
 - d. Learners have not incurred more than 10% absences for each course in the current semester at the time of application.

- C. Heads of Schools shall document their recommendations including the Alternative Study Arrangements plan. Whenever deemed necessary, the Heads of Schools may discuss the Alternative Study Arrangements plan with the learners.
- D. Respective Deans shall review the Alternative Study Arrangements Form and documentary evidence in consultation (as deemed appropriate) with relevant lecturers and other staff members for informed decisions.
- E. The Enrolment Manager shall disseminate evaluation decisions in formal emails to the learners concerned, including the Alternative Study Arrangements plan (if approved) for each course. A carbon copy of the email shall be furnished to the relevant Deans, Programme Managers, Heads of Schools, and Lecturers, and Registry. The Enrolment Manager shall review the completeness of the Alternative Study Arrangements Forms, plans, and necessary evidence for records keeping in the official learners' files.

Learners with significant health conditions such as childbirth and pregnancy involving hospitalization or bed rest and/or chronic health conditions such as cancer, multiple sclerosis, diabetes, asthma, and others which must be declared upon admission and enrolment may be considered for Alternative Study Arrangements with a minimum of 50% attendance. The following mechanisms shall be adhered to in providing Alternative Study Arrangements for these health conditions:

- A. Learners shall submit to the Student Information Centre the Alternative Study Arrangements Form with any other supporting documentary evidence (i.e. full medical report) which shall be sealed and marked as confidential before these are handed over to the relevant Heads of Schools for review. The submission shall be before absence (wherever possible) and before learners exceed 15% absences.
- B. In consultation with lecturers and other staff members (whenever deemed appropriate), Heads of Schools shall review the Alternative Study Arrangements Form and support documents, along with learners' academic progress, attendance records, and courses registered in. Heads of Schools shall document their recommendations including the Alternative Study Arrangements plan which may be discussed with learners, if perceived necessary.
- C. Respective Deans shall review the Alternative Study Arrangements Form and documentary evidence in consultation (as deemed appropriate) with relevant lecturers and other staff members for informed decisions.
- D. The Enrolment Manager shall disseminate evaluation decisions in formal emails to the learners concerned, including the Alternative Study Arrangements plan (if approved) for each course. A carbon copy of the email shall be furnished to the relevant Deans, Programme Managers, Heads of Schools, and Lecturers, and Registry. The Enrolment Manager shall review the completeness of the Alternative Study Arrangements Forms, plans, and necessary evidence for records keeping in the official learners' files.

For learners applying for all Alternative Study Arrangements, all Alternative Study Arrangements must be approved by at least three (3) out of four (4) Deans and attendance shall be marked by relevant lecturers based on approved Alternative Study Arrangements. Attendance shall be recorded as AA (Present) if the Alternative Study Arrangements are completed and AB (Absent with the comment "ASA not met") if the Alternative Study Arrangements are not completed.

Learners shall be held responsible to follow up and access all agreed support which may encompass the following:

- A. Direct contact/lecturer support which may be 0 to 1 hour per week for each week of absence for the total number of weeks of tuition missed
- B. LLC learning services support
- C. PASS leaders support
- D. Provision of Moodle course materials
- E. Dedicated e-learning and texts where available
- F. Writing Centre Support

Learners applying for Alternative Study Arrangements must meet with the relevant Heads of Schools, Programme Managers, or Lecturers for academic advising and agree upon the level of support that shall be offered as in the approved Alternative Study Arrangements plan. Further support may be agreed at this time.

Other forms of support deemed appropriate by Student Services may be provided to learners identified by relevant lecturers as at-risk due to absenteeism.

Learners awarded with a failing grade of 'WA' may apply at the Student Information Centre for consideration of their valid and extenuating circumstances. The application process involves submitting a filled-out Change of WA Form with relevant evidence within the published deadline for review and evaluation by the Deans concerned. Once application is approved, the 'WA' grade may be amended on Banner to 'W' (Withdrawn) or an appropriate final grade. The changes in final grades shall be reported to the Academic Council with the end-of-semester results for approval.

3.4 Attendance Requirements Dissemination

Attendance requirements are communicated with learners by lecturers through induction and Moodle and published by Registry on the website.

3.5 Attendance Records

Attendance shall be accurately recorded by lecturers on the day of each scheduled session. Courses that have significant non-classroom content such as work placement shall include weekly supervision that is recorded to ensure attendance at the workplace as agreed and ongoing progress towards learning outcomes.

Attendance shall be recorded as follows:

- A. PR – present (attended the session)
- B. L1 – late for up to 9 minutes (no penalty)
- C. L2 – late for 10 minutes or more (half an absence for the session)
- D. LV – left early before the scheduled official class dismissal (half an absence for the session)
- E. AA – Alternative Arrangements (to be used only when the Alternative Study Arrangement Form is completed and approved)
- F. AB – absent
- G. CC – class cancelled

Attendance errors entered in the system should be amended by respective lecturers accordingly. However, attendance correction for learners exceeding the allowed absence threshold of 20% requires lecturers to notify Registry and the relevant Programme Manager for learners' reinstatement in the course from which they are automatically withdrawn.

For regular monitoring of attendance, respective Deans and Programme Managers shall be notified by the Enrolment Manager about lecturers who fail to submit weekly attendance.

3.6 Attendance Record Publication and Learner Notification

Attendance records shall be published to learners through Banner. The Registry shall run the attendance process twice daily for updated attendance data publication.

Learners who accrue more than 20% of absences shall be notified through email by the Enrolment Manager. Banner automatically actions withdrawals from class list and Gradebook, assigning a 'WA' grade.

4 Award Classifications

4.1 Award Classifying Courses

Classification of an award is based on those courses which have been so designated by the programme design team for that purpose.

Award classifying courses are those courses that are considered in determining the classification of an award and are clearly signalled in the course descriptor and the Programme Approval Document.

All courses taken by a learner contribute to the volume of credit necessary to receive an award at a given level, subject to the details of the Programme Approval Document. However, not all courses in a programme need to be considered when determining the classification of an award.

An Award Classification:

1. At level 6, Diploma, 240 of the credits at the award level will be used, with the course grades, to classify the award at that level.
2. At level 7 Associate Degree, level 6 Diploma the 360 credits at the award level will be used, with the course grades, to classify the award at that level.
3. At ab-initio level 8 Bachelor Degree, the 480 credits at the award level, with the course grades, will contribute to the classification of the award.
4. At ab-initio level 9, Post-graduate Diploma, the 120 credits at the award level, with the course grades, will contribute to the classification of the award.
5. At level 9, Master's Degree, a minimum of 180 credits at the award level will be used, with the course grades, to classify the award at that level.
6. At level 10, Doctoral Degree, a minimum of 360 credits with the appropriate level of complexity will contribute to the classification of the award (refer to *Post-graduate Research Rules, Regulations, and Guidelines*).
7. The weighting factor to be applied to the grade in each course is the number of credits assigned to the course.
8. An Award Classification is determined on the accumulated/average grades obtained from the classifying courses at their first completed end of semester or year examination/assessment session. In exceptional circumstances, the award classification can be determined using the treatment of a

repeat mark in a failed award classifying course(s) from one repeat attempt only, as outlined in Section 17 (Course Repeats) of the Assessment Regulations.

9. The accumulated/average grades from the classifying courses that determine the award will be based on a precise grade. This precise grade with a decimal value of 0.5 or above will be rounded upwards to the next integer value. Where the precise grade is not more than 1% below an award classification threshold, the precise grade will be rounded up to the next classification threshold value. For example: the accumulated average grade for the classifying courses to determine the award are at a precise grade of 69%; therefore, the precise grade will be rounded up to 70% to the next classification threshold. The GPA recorded on the learner record should reflect the award made.

4.2 Determination of Award Classification

1. Awards shall be criterion-referenced as distinct from norm-referenced.

2. Award classifications shall be grounded on the calculation of learners' Cumulative GPA (CGPA) which is measured on a scale from 0.00 to 4.00. CGPA shall be determined using the following formula:

$$CGPA = \frac{\text{Total of (all grade points X all credits earned)}}{\text{Total of all course credits earned for all semesters}}$$

3. Exemptions (EX) and any other administrative grades presented in the table below shall not contribute to the calculation of CGPA:

Grade	Description
EX	Exemption: Exemption from a required course; does not count towards completion requirements.
CR	Credit Recognition: Credit gained by Cross Credit, Credit Transfer, (A/AB/012). GPV is not calculated nor required towards the final reported graduate GPA. The course does count towards completion requirements.
W	Withdrawn: No academic penalty applied i.e. Learner withdrew from a course after the approved closing date but not more than 20 working days from that date; or as approved by the Academic Council.

4. WA (Withdrawn Attendance) and WF (Withdrawn Fail) shall constitute the calculation of learners' CGPA. WA is a failing grade due to automatic withdrawal from a course emanating from more than 20% of non-attendance in class sessions or as specified in approved Course Descriptor. WF is a failing grade spawned by withdrawal from a course after 20 working days from the published closing date.

5. Academic awards shall be conferred to bachelor's degree learners only who have exemplified remarkable academic performance and achievement throughout their programme of study.

6. To be eligible for academic awards, learners must fulfill the following conditions:

a. Earn and accumulate the required number of credits as specified in approved Programme Approval Document in accordance with the provisions of the National Qualifications Framework.

b. Obtain the required CGPA corresponding to the award as stipulated in [Section 4.1](#)

7. Academic awards shall be conferred to eligible learners during the official Bahrain Polytechnic Graduation Ceremony unless learners choose award conferment in absentia.

4.3 Grading System

1. Alphabetic Grading System

Bahrain Polytechnic has adopted an alphabetic grading system for all its achievement-based provisions. The letter grades with the corresponding Grade Point Value (GPV) and Percentage Range Equivalence (PRE) are defined and described as follows:

Letter Grade	Grade Point Value (GPV)	Percentage Range Equivalence (PRE)	Description
A+	4	95 - 100%	Distinction
A	3.75	90 - 94%	
A-	3.5	85 - 89%	Merit Grade 1
B+	3.25	80 - 84%	
B	3	75 - 79%	Merit Grade 2
B-	2.75	70 - 74%	
C+	2.5	65 - 69%	Pass
C	2.25	60 - 64%	
F	0	<60%	Fail

The Percentage Marks (P) and Percentage Points Values (PPV) that apply to the computation of PRE are classified as follows:

Description	Percentage Mark (P)	Percentage Point Value (PPV)
Passing Mark	60-100	
Outright Fail	56 and below	

2. Competency-Based Grading System

Bahrain Polytechnic adopts a competency-based grading system when it deems appropriate and necessary for specific courses (i.e., electives) and programmes or during exceptional circumstances. Competency grades which do not contribute to the calculation of learners' GPA are outlined as follows:

Grade	Equivalence	Description
COMP*	Competent	Achieved
NYC*	Not Yet Competent	Not Achieved
Pass	Required Standards Met	Achieved
	Recommended without Revisions	Achieved
	Recommended with Minor Revisions	Achieved
	Recommended with Major Revisions	Achieved
Fail	Required Standards Not Met	Not Achieved
	Not Recommended	Not Achieved

4.4 Standards for Awards at Different Classifications

4.4.1 Advanced Certificate - Award at NQF Level 5

The Award of Advanced Certificate may be made at **Pass** or **Fail**.

4.4.2 Foundation – Award at NQF Level 5

The Award of Foundation may be made at **Pass** or **Fail**.

4.4.3 Diploma – Award at NQF Level 6

The Award of Diploma may be made at **Pass**, **Merit**, (Merit Grade 1 and Merit Grade 2) or **Distinction** classification.

To be eligible for an award at **Pass** classification, a learner must fulfil the condition below:

1. Earn and accumulate at least the number of 240 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document.

To be eligible for consideration for an award of **Merit** or **Distinction** classification, a learner must fulfil conditions 1 to 3 below:

1. Earn and accumulate at least the number of 240 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document and
2. Pass each of the classifying courses, as set out in the Programme Approval Document, at the first attempt in accordance with these Regulations subject to the condition set out in [Section 4.4.9](#) and
3. Obtain a weighted average mark (based on the classifying courses as specified in the Programme Approval Document), as follows:

Merit Grade 2: a weighted average mark of at least 70% in the classifying courses

Merit Grade 1: a weighted average mark of at least 80% in the classifying courses

Distinction: a weighted average mark of at least 90% in the classifying courses. The weighting factor to be applied to the grade in each course is the number of 15 credits assigned to the course.

4.4.4 Associate Degree at NQF Level 7

The Award of Associate Degree may be made at **Pass**, **Merit**, (Merit Grade 1 and Merit Grade 2) or **Distinction** classification.

To be eligible for an award at **Pass** classification, a learner must fulfil the condition below:

1. Earn and accumulate at least the number of 360 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document.

To be eligible for consideration for an award of **Merit** or **Distinction** classification, a learner must fulfil conditions 1 to 3 below:

1. Earn and accumulate at least the number of 360 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document and
2. Pass each of the classifying courses, as set out in the Programme Approval Document, at the first attempt in accordance with these Regulations subject to the condition set out in [Section 3.4.9](#) and

3. Obtain a weighted average mark (based on the classifying courses as specified in the Programme Approval Document), as follows:

Merit Grade 2: a weighted average mark of at least 70% in the classifying courses

Merit Grade 1: a weighted average mark of at least 80% in the classifying courses

Distinction: a weighted average mark of at least 90% in the classifying courses. The weighting factor to be applied to the grade in each course is the number of 15 credits assigned to the course.

4.4.5 Bachelor Degree at NQF Level 8

The Award of Bachelor Degree may be made at **Pass**, **Merit**, (Merit Grade 1 and Merit Grade 2) or **Distinction** classification.

To be eligible for an award at **Pass** classification, a learner must fulfil the condition below:

1. Earn and accumulate at least the number of 480 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document.

To be eligible for consideration for an award of **Merit** or **Distinction** classification, a learner must fulfil conditions 1 to 3 below:

1. Earn and accumulate at least the number of 480 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document and
2. Pass each of the classifying courses, as set out in the Programme Approval Document, at the first attempt in accordance with these Regulations subject to the condition set out in [Section 3.4.9](#) and
3. Obtain a weighted average mark (based on the classifying courses as specified in the Programme Approval Document), as follows:

Merit Grade 2: a weighted average mark of at least 70% in the classifying courses

Merit Grade 1: a weighted average mark of at least 80% in the classifying courses

Distinction: a weighted average mark of at least 90% in the classifying courses. The weighting factor to be applied to the grade in each course is the number of 15 credits assigned to the course.

4.4.6 Post-graduate Diploma at NQF Level 9

The Award of Post-graduate Diploma may be made at **Pass**, **Merit**, (Merit Grade 1 and Merit Grade 2) or **Distinction** classification.

To be eligible for an award at **Pass** classification, a learner must fulfil the condition below:

1. Earn and accumulate at least the number of 120 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document.

To be eligible for consideration for an award of **Merit** or **Distinction** classification, a learner must fulfil conditions 1 to 3 below:

1. Earn and accumulate at least the number of 120 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document and
2. Pass each of the classifying courses, as set out in the Programme Approval Document, at the first attempt in accordance with these Regulations subject to the condition set out in [Section 4.4.9](#) and
3. Obtain a weighted average mark (based on the classifying courses as specified in the Programme Approval Document), as follows:

Merit Grade 2: a weighted average mark of at least 70% in the classifying courses

Merit Grade 1: a weighted average mark of at least 80% in the classifying courses

Distinction: a weighted average mark of at least 90% in the classifying courses. The weighting factor to be applied to the grade in each course is the number of 15 credits assigned to the course.

4.4.7 Master Degree at NQF Level 9

The Award of Master Degree may be made at **Pass**, **Merit**, (Merit Grade 1 and Merit Grade 2) or **Distinction** classification.

To be eligible for an award at **Pass** classification, a learner must fulfil the condition below:

1. Earn and accumulate at least the number of 180 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document.

To be eligible for consideration for an award of **Merit** or **Distinction** classification, a learner must fulfil conditions 1 to 3 below:

1. Earn and accumulate at least the number of 180 credits required for the award, by passing in all mandatory and elective courses as required by the programme and set out in the Programme Approval Document and
2. Pass each of the classifying courses, as set out in the Programme Approval Document, at the first attempt in accordance with these Regulations subject to the condition set out in [Section 4.4.9](#) and
3. Obtain a weighted average mark (based on the classifying courses as specified in the Programme Approval Document), as follows:

Merit Grade 2: a weighted average mark of at least 70% in the classifying courses

Merit Grade 1: a weighted average mark of at least 80% in the classifying courses

Distinction: a weighted average mark of at least 90% in the classifying courses. The weighting factor to be applied to the grade in each course is the number of 15 credits assigned to the course.

4.4.8 Doctoral Degree at NQF Level 10

The Award of Degree may be made at **Pass** or **Fail** (refer to *Postgraduate Research Rules, Regulations, and Guidelines*).

4.4.9 Failed Classifying Courses for Award Classification

If learners fail one or two courses, up to a maximum of 30 credits in an award year, the classification of the award is determined by:

- The grades of the marks of the passed courses from the first sitting, and
- The requirement to repeat and pass the failed course(s) by the learners at the first repeat examination/assessment opportunity.

Post the repeat of their failed course(s), their overall award is based on the status of their repeat. If the failed course(s) is passed, their overall award is based on the marks of the passed courses from the first end of semester/year examination/assessment session and their repeat mark for the repeated course(s), which is capped at a 60% mark. This capped mark of 60% refers to a complete course as opposed to a portion of assessment of a course.

For example:

The learners have failed one 15-credit course with a mark of [50%] achieved. They have passed all other courses at the first sitting, with a mark of [80%] for each of these courses. The learners repeat the course they failed normally at the first available repeat assessment opportunity. Their mark for their repeat is [70%], which is capped at [60%]. The learners are eligible for a second-class honour degree/merit (depending on the level of the award being obtained) based on the weighted average mark achieved in the classifying courses. That is, those passed courses from the first end of semester/year examination/assessment session and the capped mark of [60%] for the one repeated course.

If learners fail a 5-credit course in semester 1 obtaining a mark of [40%] and subsequently fail a second 15-credit course in semester 2, obtaining a mark of [50%], the learners must repeat both courses at the first available sitting. Each course subsequently passed will be capped at [60%] and the weighted average of all results for the year will be used to determine the final award.

5 Progression

5.1 Programme Level and Credit

- a) Bahrain Polytechnic subscribes to the [National Qualifications Framework](#) issued by BQA.
- b) The credits assigned to courses are indicated at the time of programme design and development in accordance with Bahrain Polytechnic Programme Approval Policy and Procedures.
- c) Level 10 Doctoral degree minimum of 360 credits
- d) Level 9 Master Degree minimum of 180 credits
- e) Level 9 Post-graduate Diploma minimum of 120 credits
- f) Level 8 Bachelor's degree minimum of 480 credits
- g) Level 7 Associate degree minimum of 360 credits
- h) Level 6 Diploma minimum of 240 credits

5.2 Workload

The normal expectation of a full-time learner, to facilitate the accumulation of necessary credits to gain an award, is 4 years for a Bachelor Degree.

Learners must register at least 60 credits per semester and 120 credits in a two-semester academic session.

5.3 Year Progression

The following conditions shall normally apply for year progression:

1. Where programmes are organised in years, for learners to be eligible to progress to a particular year, they are normally required to demonstrate achievement of the minimum intended learning outcomes of all the preceding years. This is elaborated in the Programme Approval Document. The approved Programme Approval Document summarises the allocation of credits and assessment components for each respective year, as well as any special progression requirements.
2. Learners may be facilitated in carrying an unsatisfied course or courses or element, no more than 15 credits, subject to the conditions set out in (3) below. Where such a facility is granted, the learners must satisfy the outstanding course or courses before the close of the following academic year. Failure to do so will inhibit further progression.
3. Subject to any special conditions of the programme, as outlined in the approved Programme Approval Document, there are two (2) exceptions to the general requirement of passing all the required courses in order to progress to the next year. These are:
 - a. Exemption from part of the programme
 - b. Eligibility to progress carrying the failed courses to be passed during the subsequent year.

Where practicable, a Year 1 learner who has failed no more than 15 credits may carry these failed credits to Year 2 on the conditions that:

- a. A maximum of 15 credits can be carried to Year 2
- b. The learner attempted the original and repeat examination for the failed course(s)
- c. The failed course(s) result for all credits carried is not Failed Element.
- d. The failed course(s) are not prerequisites for course(s) for the subsequent year.

A learner may carry a maximum of 15 credits to Year 3 from the preceding year on the conditions that:

- a. Year 1 courses have been successfully completed.
- b. The learner attempted the original and repeat examination for the failed course(s).
- c. The failed course(s) result for all credits carried is not Failed Element.
- d. The failed course(s) are not prerequisites for course(s) for the subsequent year.

A learner may carry a maximum of 15 credits to Year 4 from the preceding year on the conditions that:

- a. Year 2 courses have been successfully completed.
- b. The learner attempted the original and repeat examination for the failed course(s).
- c. The failed course(s) result for all credits carried is not Failed Element.
- d. The failed course(s) are not prerequisites for course(s) for the subsequent year.

Carryover of credits is facilitated by Bahrain Polytechnic within the limitations of prerequisite and co-requisite requirements, course repeat requirements, and scheduling. The Polytechnic cannot guarantee course repeat and is not obliged to facilitate the repeat course arrangements.

5.4 Award Level Progression

The Polytechnic shall offer qualifications ranging from NQF level 5 (Advanced Certificate) to Post-graduate NQF L9/L10. The table below shows the award-level progression. Subject to certain conditions, a graduate holding a higher education and training award may present for and, if

successful, achieve a further major award at the same level within the same generic area of study. This may involve the attainment of new learning outcomes.

Table: Award Level Progression

Qualification	NQF Level
Advanced Certificate	Level 5
Foundation	Level 5
Diploma	Level 6
Associate Degree	Level 7
Bachelor Degree	Level 8
Post-graduate Diploma	Level 9
Master Degree	Level 9
Doctoral Degree	Level 10

5.5 Limitations of Progression

The limitations to the Progression Regulations include the following:

1. Where learners have a credit deficit in excess of 15 credits, they are not permitted to register on additional courses until the deficit is cleared.
2. An award year must be completed in its entirety before learners can be registered on a subsequent progression award level.
3. Failure to satisfy the outcomes of a prerequisite course precludes registration on the consequent course.
4. While Bahrain Polytechnic endeavours to provide the learner with every reasonable opportunity to complete a course, it reserves the right to cancel, suspend, or modify any course or programme.

5.6 Retention and Dismissal

The Polytechnic implements the following guidelines on retention and dismissal:

1. For learners to be retained and permitted to continue pursuing their programmes, they shall meet the following conditions:
 - Maintain the required minimum GPA
 - 2.25 – Apprenticeship, Diploma, Associate Degree, and Bachelor's Degree
 - 2.75 – Master and Doctoral Degrees
 - Pass repeat courses (core, specialised, or mandatory) on first repeat attempt.
 - Adhere to academic integrity across all assessments.
2. Learners who fail to achieve the minimum GPA for retention shall be issued a probation notice thrice.
3. Learners who fail to improve their GPA after the third probation notice and who fail to pass a repeat course (core, specialised, or mandatory) on a first repeat attempt shall be dismissed from the Polytechnic.
4. Learners who fail to adhere to the standards of academic integrity may be dismissed from the Polytechnic as determined by the Assessment Board of Enquiry.
5. Learners who are dismissed from the Polytechnic due to their academic standing shall be allowed to register as new learners in a different qualification, subject to obtaining the passing marks for the entry tests required for admission to the new programme. Learners who are dismissed due to academic misconduct may be allowed to re-register after the period of penalty is lifted.

6 Posthumous Award

6.1 Eligibility Criteria

1. In the event of the premature death of learners earlier than the successful completion of their programme of study, Bahrain Polytechnic may confer the award posthumously based on the following eligibility criteria:
 - a. The deceased learners are fully registered at the time of their death. Exceptions, however, may be considered if continuous registration is beset by illness, injury, and other extenuating circumstances.
 - b. The deceased learners have completed at least 75% of their programme at the time of their death.
 - c. The deceased learners have obtained a minimum GPA of 2.25 at the time of their death.

6.2 Nomination and Approval Procedures

1. Family members of the deceased learners or any staff members of the Polytechnic academic community shall nominate candidates for Posthumous Award by filling out the Posthumous Award Form for submission to the respective Dean, along with an official copy of the learners' death certificates. If the nomination process is initiated by staff members, a written consent must be issued by the family of the deceased.
2. The respective Dean shall coordinate with Registry to verify the nominees' eligibility in terms of their registration status, GPA, and the courses completed at the time of their death.
3. Nominations shall be reviewed and approved by the Faculty Board and ratified by the Academic Council.
4. All approved and ratified nominations shall be forwarded to Registry, along with the approved Academic Council meeting minutes, for the preparation of academic testamurs and other documents.

6.3 Conferment of Posthumous Award

1. Posthumous Awards shall be conferred and presented to a family representative of the deceased learners during the annual Graduation and Awards Ceremony.

7 Appendices

7.1 The External Examiner Process

All Higher Education Institutions use External Examiners to assist them in monitoring the standards of their awards except those granted on an honorary basis. Bahrain Polytechnic recognises the system of External Examiners as an essential element in its quality assurance procedures, in order to provide an objective peer judgement on standards achieved. The Polytechnic offers programmes leading to major, minor, special purpose, and supplemental awards. Major awards may have embedded awards. The Polytechnic is also committed to collaborative programmes, transnational programmes and joint awards. An External Examiner shall be employed in respect of programme and/or course assessments.

7.2 Principles of External Examining

- (a) External Examining is a well-established practice within academia for benchmarking learner assessments of the learning outcomes against national and international standards. It is one of the principal means of maintaining standards of autonomous higher education institutions. Central to this is the Polytechnic's responsibility for the assessment of learners and the maintenance of programme standards (intended and actual) that accord with the relevant award standards. External Examining is therefore an integral and very important part of the Polytechnic Quality Assurance.
- (b) The objective of the External Examiner system is to ensure constant internal and external peer appraisal and review of all programmes, through the use and analysis of the External Examiners report, within the context of the Polytechnic's quality assurance feedback mechanisms.
- (c) The External Examining process offers an objective interface: a principal outcome of External Examining is the introduction of an independent and impartial element into the procedures for the assessment of learners.

7.3 The Purpose of External Examining in Bahrain Polytechnic

- 1. To verify that standards are appropriate for the award or award elements which the External Examiner has been appointed to examine and are consistent with the level indicators of the National Framework of Qualifications (NQF) and with related standards.
- 2. To ensure that the academic standard for each award and award element is set and maintained by the Polytechnic at the appropriate level and that learner performance is properly judged against this.
- 3. To review the appropriateness of the minimum intended programme learning outcomes (i.e. the programmes basic educational goal), and other programme objectives.
- 4. To probe the actual attainment of learners (actual programme learning outcomes) using information agreed with the Polytechnic.
- 5. To assist Bahrain Polytechnic in the comparison of academic standards across Higher Education awards and award elements,
- 6. Ensure that the Polytechnic's assessment processes are valid, reliable, consistent, and are fairly operated and in line with the regulations.
- 7. To provide opportunities for Faculty to reflect on their assessment strategy and to learn from best practice in the field.
- 8. To enhance public confidence in assessment processes.
- 9. To conduct online student interviews towards the end of the academic year to gather students' insights on their academic experiences for programme enhancement.

7.4 Main Functions of the External Examiner

- (a) Review the appropriateness of the minimum or threshold intended programme learning outcomes (i.e. the programme's basic educational goal), and other programme objectives.
- (b) Probe the actual attainment of learners (actual programme learning outcomes) using information agreed with and supplied by the Polytechnic.
- (c) Compare and contrast both the minimum intended programme learning outcomes and the actual attainment of learners with the relevant awards standards, with the National Framework of Qualifications, and with corresponding data from other programmes in the same discipline in other higher education institutions in Bahrain and beyond.
- (d) Determine whether or not the applied procedures for assessment are valid, reliable, fair and consistent.
- (e) Review the appropriateness of the programme assessment strategy and the assessment procedures and, flowing from this, consider subsidiary course assessment strategies.
- (f) Review key assessment tasks prior to their assignment in light of the programme and course assessment strategies and learners' prerequisite (prior) learning.
- (g) Report findings and recommendations to the Polytechnic.

7.5 Subsidiary Functions of the External Examiner

The purview, or scope of operation, of the External Examiner is agreed with the Polytechnic from the outset. It may be extended, for example, to provide advice and guidance to the programme team. The role of scrutiny and inspection is typically extended to include quality enhancement. The External Examiner normally concentrates on summative assessments. The External Examiner may also review formative and diagnostic assessment strategies.

In addition, they may:

- (a) Identify creative and innovative summative, formative and diagnostic assessment strategies and assessment instruments, particularly within the context of active learning.
- (b) Be invited to comment on the design, structure and content of a programme and its constituent components.
- (c) Identify sustainable, competitive advantages for the programmes. (e.g., professional recognition, prevailing industry standards, joint awards, etc.)
- (d) Identify exemplary external or internal subject material.
- (e) Be invited to report on the progress in the implementation of programmatic review and institutional review panel reports.
- (f) Be invited to participate in programmatic review and institutional review processes.
- (g) Be consulted on nominations for learner prizes and commendations.
- (h) Be invited to consider compensatory education.
- (i) Be invited to comment on special assessment arrangements.
- (j) Be invited to comment on any externally set and/or assessed assessments which contribute to a Bahrain Polytechnic's award.
- (k) Be invited to audit, where appropriate, the distribution of grades for courses over a number of years

7.6 The Authority of the External Examiner

- (a) External Examiners have a right to examine all assessment material. The responsibility is on the Polytechnic to ensure the opportunity to do this before any Faculty Board considers the material.
- (b) An External Examiner appointed by the Polytechnic will:
 - (i) Obtain reasonable access to the assessed parts of any programme or course, including evidence about learner's performances on placement where this is an assessed part of any programme;
 - (ii) Make recommendations with regard to assessments for consideration by the Faculty Board;
 - (iii) Review a representative range of learner assessments in a cohort before recommending to the Faculty Board changes to marks by an Internal Examiner;
 - (iv) The External Examining process should not advantage or disadvantage any individual learner without due consideration on the impact on the cohort as a whole. Adjustments are a matter for the Faculty Board.
- (c) Where Faculty deems it desirable that the External Examiners meet learners, this can be provided for in so far as it is reasonably practicable.

7.7 Standards and Affirmation

- (a) External Examiners shall ensure that the appropriate standards with regard to Pass, Merit, and Distinction and Honours are applied and that comparability of standards between Higher Education Institutions is achieved and maintained.
- (b) External Examiners shall determine, in their expert judgement:
 - (i) The adequacy of standards at examinations and other assessments;
 - (ii) That a typical learner's performance in a programme as a whole is properly assessed;
 - (iii) That the assessment and determination of awards process have been fairly conducted.
- (c) External Examiner reports will be a key component in all programmatic reviews.

7.8 Draft Examination Papers/Assessment Materials Review

- (a) Contact between the Polytechnic and the External Examiner in relation to the level and content of examination papers or other assessment materials shall normally be through the Dean/Head of school. The associated workload of any External Examiner shall be realistic and monitored for excess. Additional External Examiners can be recruited in cases of work overload. The associated workload should be monitored by the Programme Committee and agreed with the Head of school. The workload of an External Examiner shall not normally exceed the equivalent of 24 courses per academic year. During the appointment process, cognisance should be given by the Programme committee to the number of learners being assessed.
- (b) It is the responsibility of the Dean/Head of school to ensure that External Examiners have the opportunity to scrutinise and comment on draft examination papers and other assessment material, continuous assessment rubrics, model answers as appropriate or other materials including marking and assessment schemes for the course(s) for which they are appointed.
- (c) Draft examination papers/assessment materials shall be prepared by the Internal Examiner and submitted through the Examinations/Assessment Administration System.
- (d) Draft examination papers shall be released by Faculty Administration to External Examiners through the Examinations/Assessment Administration System within an agreed timeframe prior to the examination date(s). Each paper should be accompanied by a marking scheme/model answers as appropriate.

- (e) An External Examiner may make suggestions for deletions, additions, amendments or other as appropriate and shall submit their comments through the Examinations/Assessment Administration System for the attention of the Internal Examiner.
- (f) An External Examiner is required to return comments within an agreed timeframe following receipt of draft examination papers and/or assessment material.
- (g) The Internal Examiner shall take such proposed amendments into account and shall note any action taken. The updated exam papers/assessment materials shall be submitted through the Examinations/Assessment Administration System for access by the External Examiner.
- (h) On completion of this process, exam papers and other assessment materials shall be approved by the Internal Examiner through the Examinations/Assessment Administration System.

7.8.1 Completed Assessment

Completed assessment materials, including final examinations, continuous assessments, practical work, and projects should be made available to the External Examiners on SharePoint or the Examination Management System. The assessment results shall be externally examined based on the timeframe stated in the Programme Assessment Timetable. Due to the varying sizes of qualifications, learners' assessed work shall be sampled for external examination. The sampling process shall be guided by the following considerations:

1. The sampling size for each assessment shall be determined by the overall number of learners registered in a course, as presented in the following table:

Number of learners	Sampling Size
Less than 50 learners	25%
50-99 learners	20%
100-200 learners	15%
201-300 learners	10%
301 learners and above	5%

2. The sampling size may be increased by the external examiners based on their professional view that the samples specified do not form a solid and conclusive picture of the academic standards being examined or that the method or type of assessment necessitates a higher sampling percentage.
3. The randomly identified samples shall reasonably represent grade/mark bands, sections/groups, assessors, internal moderators, original submissions, resubmissions/resits, and other factors.
4. Unless otherwise required by a limited number of registered learners, the samples shall not include the same learner across assessments and courses.
5. The external examiners shall randomly determine the learners whose assessed work will be subject to external examination. In circumstances where such an arrangement is not feasible, the Faculty Quality Manager, in coordination with the Programme Manager and/or Course Coordinator, shall recommend the samples.

7.9 Reporting Procedure

- (a) External Examiners are required to submit a report on programmes with which they are involved to the Deputy CEO Academic Affairs and Registrar before a date determined by Academic Council of the year of the examinations.
- (b) One annual report will be sufficient. The standard report may be completed through the report functionality of SharePoint or the Examination Management System.
- (c) External Examiner Reports are normally submitted via the Polytechnic learning management system.

- (d) The reports of the External Examiners are pivotal for continuous improvement of the academic programmes and courses of the Polytechnic. If the report from an External Examiner is not received by the Deputy CEO Academic Affairs and Registrar Office within one month of the due date without provision of good reason, the appointment as External Examiner may be terminated.
- (e) The Deputy CEO Academic Affairs and Registrar Office shall provide a copy of the External Examiners Report to the Dean/Head of school. The Consequent Action section shall be brought to the attention of the Programme committee.
- (f) The Dean/Head of school shall return the completed report to the Deputy CEO Academic Affairs and Registrar Office by a date determined by Academic Council, noting any actions taken or other appropriate comments, for the attention of the Academic Standards Committee.
- (g) The Academic Council Sub-Committee on Quality Management: Assurance, Enhancement & Integration will make a Report to Academic Council. Issues of serious concern will be raised at the Academic Council directly.
- (h) In cases where the requirements of external professional bodies are the focus of comments, there may be a need to inform those bodies of action taken in response to the External Examiner's report.
- (i) The External Examiner shall be provided with a timely, considered response to their comments and recommendations, including information on any actions taken by the Polytechnic, by the Dean/Head of school, by a date determined by the Academic Council.
- (j) The External Examiner report and response shall be available to learners of the programme on request and may be discussed at a staff/learner liaison meeting.
- (k) The External Examiner report and response may be provided to relevant External Panels and agencies (e.g., Institutional Review Panel). Extracts from External Examiner Reports may be included in the Annual Faculty Reports to Academic Council.
- (l) Material must be made available to the External Examiner prior to the Examination Board as per agreed timeframes.

7.10 Nomination and Appointment of External Examiners

Bahrain Polytechnic has set specific criteria to support the appointment of External Examiners with appropriate levels of academic and/or professional expertise and experience in relation to the relevant subject area and assessment.

- (a) The Polytechnic ensures that sufficient External Examiners are appointed so that it can be satisfied that:
 - i. The standard of its programmes and learner performances can be adequately moderated, and
 - ii. The assessment, examination and determination of award processes are being fairly conducted.
- (b) The Polytechnic determines:
 - i. The normal number of reappointments and periods between reappointments.
 - ii. How it would normally avoid appointing External Examiners with any direct interest or ties to the Polytechnic or its staff, programmes or learners, and how conflicts of interest will be dealt with where such appointments are unavoidable.
 - iii. The period that should elapse before a former member of staff or learner could be appointed as External Examiner.
 - iv. External examiner workload and procedures for reviewing learner assessment material.
 - v. The duration of the External Examiner appointment.

- (c) The Polytechnic identifies any particular exceptions to their normal policies to allow for subject areas where there are a very limited number of potential External Examiners.
- (d) The Academic Council approves nominations for the appointment of External Examiners within the Polytechnic and ensures that:
 - i. Criteria for the identification, nomination and appointment of External Examiners are understood and accessible to all staff initiating appointments;
 - ii. Nominations are assessed effectively and rigorously;
 - iii. Criteria are sufficiently inclusive to allow for the nomination of External Examiners with little or no prior experience of External Examining;
 - iv. Criteria and procedures include those for the early termination of an External Examiner's contract.
- (e) The Polytechnic will publish the name and primary occupation of the External Examiners for each of its Higher Education and Training Programmes. This will be available for the current year and will also be published in the Annual Report. The names of External Examiners (and Internal Examiners) are printed on the examination papers of the Polytechnic. They may also be printed on the continuous assessment assignments.
- (f) In the implementation of these regulations, the Polytechnic monitors the gender balance of appointments of External Examiners. The Deputy CEO Academic Affairs and Registrar Office shall produce a summary report for External Examiner reviews.
- (g) In the implementation of these regulations, the Polytechnic monitors the international perspective obtained. The Deputy CEO Academic Affairs and Registrar Office shall produce a summary report for institutional reviews.

7.10.1 General Criteria for Appointment

- (a) External Examiners shall be drawn from persons of standing and experience in the relevant academic field and/or the professional practice of their disciplines in Bahrain or abroad. Where possible, each Academic Department should endeavour to source up to 50% of External Examiners from comparable international higher education and awarding institutions, professional bodies and businesses.
- (b) External Examiners shall be suitably qualified and hold academic qualifications at least to the level they are examining. They should have both current and relevant experience in the areas of Industry, Academia or Professional Practice.
- (c) External Examiner nominations and appointments shall be such as to ensure maximum objectivity in relation to the Polytechnic.
- (d) Normally, an External Examiner should not be nominated/appointed from a department of another Higher Education Institution where a member from a similar department of the Polytechnic is serving as an examiner.
- (e) Former members of staff shall not be invited to become External Examiners before a lapsed time of at least five years or sufficient time for learners taught by that member of staff to have passed through the system, whichever is the longer.
- (f) Former consultants, external panel members, or External Examiners shall not normally be invited to become External Examiners before a lapsed period of at least three years.
- (g) External Examiners should not normally hold more than two appointments at the same time.
- (h) For any one programme, External Examiners should not be appointed consecutively from the same institution - the Polytechnic obtains nominations from a variety of institutions and avoids multiple nominations from the same institution within a single discipline.
- (i) It is the responsibility of the External Examiner to declare an interest (actual or potential, real or apparent) if placed in a position of making a judgement about any learner with whom there is a close tie e.g., as a sponsor, relative or friend, as a close professional colleague, or

having been involved with the direct supervision of the learner on placement or professional training.

- (j) The requirements of professional or accrediting bodies are taken into account, where/as relevant.

7.10.2 Specific Criteria for Faculties and Departments

In making a nomination for the appointment of an External Examiner, Faculties and Departments other than the School of Art & Design shall have regard to the following:

- (a) For Higher Certificate and Ordinary Bachelor Degree (Level 6 and Level 7), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area, plus a minimum of three (3) years practical experience in an area of relevance. Such experience can be in Industry, Academia or Professional Practice.
- (b) For Honours Bachelor Degrees programmes (Level 8), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area, and shall normally have a Masters degree or Doctorate or equivalent in an area relevant to the programme being examined, and five years relevant practical experience. Such experience can be in Industry, Academia or Professional Practice.
- (c) For a taught Masters Degree or Graduate Diploma (Level 9), one nominated External Examiner shall normally hold a Masters degree or Doctorate in the relevant programme or subject area and have a minimum of seven years post qualification experience in Industry, Academia or Professional Practice.
- (d) For minor, special purpose or supplemental awards, the External Examiner shall normally have relevant academic and/or professional qualifications at honours degree level. The External Examiner shall also have academic qualifications at least at the level of qualification being examined, plus a minimum of three (3) years relevant practical experience.
- (e) If the appointment does not comply with above criteria, the following shall apply: In exceptional circumstances, where it is proposed to nominate an External Examiner who does not satisfy the Criteria for Appointment, this shall be clearly noted on the External Examiner nomination form and reasons given for the nomination.

7.10.3 Specific Criteria for the School of Creative Media

In making recommendations for the appointment of an External Examiner, the School of Art & Design shall have regard to the following:

- (a) The Higher Certificate and Ordinary Bachelor Degree (Level 6 and Level 7) as above.
- (b) For the Honours Bachelor Degree (Level 8), each nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme area plus a minimum of five (5) years practical experience in an area of relevance. Such experience can be in Industry, Academia or Professional Practice.
- (c) For a taught Masters Degree and Graduate Diploma (Level 9), one nominated External Examiner shall normally have an honours degree or equivalent in the relevant programme or subject area, shall normally hold a Masters Degree, or Doctorate or equivalent in the relevant programme or subject area, and have a minimum of five years post qualification experience in Industry, Academia or Professional Practice.
- (d) For minor, special purpose or supplemental awards, the External Examiner shall normally have relevant academic and/or professional qualifications at honours degree level. The External Examiner shall also have academic qualifications at least at the level of qualification being examined, plus a minimum of three (3) years relevant practical experience.

- (e) If the appointment does not comply with the above criteria, the following shall apply: in exceptional circumstances, where it is proposed to nominate an External Examiner who does not satisfy the Criteria for Appointment, this shall be clearly noted on the External Examiner nomination form and reasons given for the nomination.

7.10.4 Specific Criteria for Programmes with Professional Examination Exemptions

The Polytechnic values the prestige and the competitive advantage for learners of professional examination exemptions. Programmes with professional examination exemptions may, from time to time, seek to appoint an External Examiner who has a minimum of ten years relevant professional experience post qualification and/or a fellowship of a professional body. This External Examiner should be familiar with the Exemption Accreditation Criteria of the relevant professional bodies.

7.11 The Nomination Procedure

- (a) The Dean is responsible for co-ordinating the nomination of persons to act as External Examiner for programmes and courses in their Faculty, and seeks recommendations for nominations through the Programme committee, the Department Board and the Faculty Board taking into account the need for continuity in the External Examiner process from one year to the next.
- (b) The Dean will provide the Deputy CEO Academic Affairs and Registrar Office with nominations for appointment as External Examiner. On occasion, the Deputy CEO Academic Affairs and Registrar may invite a Dean to supply additional nominations where this is deemed necessary to ensure the necessary quality standards.
- (c) From time to time, it may be useful to jointly nominate discipline-specific External Examiners.
- (d) In exceptional circumstances, where it is proposed to nominate an External Examiner who does not satisfy the Criteria for Appointment, this shall be clearly noted on the External Examiner nomination form and reasons given for the nomination.
- (e) The Dean/Head of school shall consult the person proposed for nomination to seek their consent to be nominated and determine their availability to act as External Examiner. Such consultation shall be without commitment to appointment as External Examiner.
- (f) Nomination for the appointment of examiners shall be made via the appropriate system and shall be accompanied by a current CV and forwarded by the due date each year to the Office of the Deputy CEO Academic Affairs and Registrar. Following a desk review by the Quality Office a summary report will be forwarded for consideration by the Academic Council Sub-Committee on Quality Management: Assurance, Enhancement.
- (g) The Academic Council Sub-Committee on Quality Management: Assurance, Enhancement & Integration shall propose the nomination of such External Examiners as it deems appropriate to the Academic Council for approval and appointment.
- (h) Nominations for appointment of External Examiners for externally validated programmes are made in consultation with the Dean/Head of school and the Deputy CEO Academic Affairs and Registrar. The appointment is made by the External Awarding/Validating Body.
- (i) Gender balance should be a consideration in the nomination of External Examiners. As the learner population becomes more diverse, other criteria should also be considered (e.g. ethnic representation).

7.12 Number of External Examiners

- (a) External Examiners may be appointed on a Departmental basis, programme basis or course basis as determined by the needs of the Polytechnic.

- (b) External Examiners may be appointed who have expertise in particular course areas, as determined by the Polytechnic, and may be involved with particular courses at programme level within a Faculty or Department, or on a Polytechnic wide basis.
- (c) It may be necessary to appoint a specialist External Examiner for RPL assessments, advanced entry assessments, work-based learning/placements assessments, Erasmus assessments, alternative provider assessments or blended learning assessments from time to time. Such an External Examiner may need to communicate regarding assessment with an industrial examiner, an overseas examiner or an alternate provider examiner, for example.
- (d) The number of External Examiners for a particular programme should be sufficient to cover the range of studies in the programme.
- (e) For each (non-embedded) award at Higher Certificate, Ordinary bachelor's degree or Honours Degree (Levels 6 to 8 inclusive), one External Examiner is required for each 60 credit stage of a programme. The practising External Examiner should normally reflect a related employment sector within the wider geographical region.
- (f) For a taught Masters Degree programme, one External Examiner is required for each 60 credit stage of a programme.

7.13 Appointment

- (a) Academic Council appoints all External Examiners.
- (b) The Office of the Deputy CEO Academic Affairs and Registrar shall maintain a register of External Examiners appointments and periods of tenure.
- (c) Following approval of nominations by the Academic Council of the Polytechnic, the Office of the Deputy CEO Academic Affairs and Registrar shall issue the appropriate documentation to the External Examiner, including, inter alia, current copies of:
 - i. The Polytechnic's Academic Regulations
 - ii. The Polytechnic's Teaching and Learning Strategy
 - iii. The Polytechnic's Assessment Policy and Guidelines
 - iv. External Examiner Declaration Form.
- (d) The External Examiner shall be appointed from the date of signing of the contract by the External Examiner. Normally, the term of office shall commence on a date determined by the Academic Council.
- (e) An External Examiner shall normally be appointed by the Polytechnic as programme External Examiner with responsibility for a programme or range of programmes, for a maximum period of two years per contract. The contract, however, shall be renewable upon the recommendation of the relevant school and the Quality and Academic Development Directorate.
- (f) Following appointment, the Dean shall ensure that the External Examiner receives adequate additional documentation to enable them to understand the examination systems operated by the Polytechnic. Such documentation shall include, where appropriate:
 - i. Programme and/or course documentation
 - ii. Schedules for forthcoming Examinations and Faculty Board meetings
 - iii. Programmatic Review or Validation Report and response
 - iv. Any special arrangements and adjustments for learners with additional specified needs.
- g. The Polytechnic will facilitate induction/training for External Examiners.
- h. The Polytechnic provides dedicated restricted webpages on External Examining. The site will allow access to the induction material, the Polytechnic Library, Moodle, and other appropriate information.

7.14 External Examiner and Induction

Following induction, the External Examiner should:

- a. Know the Polytechnic's policy on external examining, including the reporting requirements.
- b. Understand the mission of the Polytechnic and its context.
- c. Be able to distinguish how the minimum intended programme learning outcomes and actual learning outcomes attained by graduates compare and contrast with similar programmes with which they are already familiar and with programmes in the same discipline for which suitable benchmarking data has been gathered by the Polytechnic.
- d. Know the overall structure of the programme.
- e. Be able to evaluate and critique the programme assessment strategy.
- f. Understand how the minimum intended programme learning outcomes relate to the award standard, and how the award standard relates to the National Framework of Qualifications (and, if the examiner is from outside Bahrain, how the NFQ relates to the other HE Qualifications Frameworks in which they may be familiar).
- g. Understand the programme assessment strategy and procedures, the grading system and how awards are classified.
- h. Understand the principles of learning-outcomes criterion-referenced assessment. The nature of the induction process should be appropriate to the External Examiner's learning needs.

7.15 Suspension of Contract

In exceptional circumstances it may be considered necessary by the Polytechnic that the appointment of an External Examiner be suspended for a period. For example, suspension may be necessary if the related courses, stages, or programme are not on offer in the current academic year.

7.16 Termination of Contract

In exceptional circumstances it may be considered necessary by the Polytechnic that the appointment of an External Examiner be terminated before completion of the approved period of office. Academic Council will make the final decision on any termination of contract based on the recommendations of the Deputy CEO Academic Affairs and Registrar. Circumstances leading to the termination of contract might include the following:

- a. Non-submission of reports within the specified time without provision of good reason;
- b. Where the Polytechnic considers that the manner in which the External Examiner is fulfilling the function of External Examining, as laid down in these procedures, is not being carried out in the interest of the programme or the Polytechnic.
- c. Any additional circumstance that conflicts with the role and responsibilities of an External Examiner.

7.17 Visiting Bahrain Polytechnic

The external examination process is normally facilitated remotely by the relevant Programme Manager in coordination with the Faculty Quality Manager and the Quality and Academic Development Directorate. The External Examiners are also expected to attend Faculty Board/Professional Education and Training Committee Meetings for overall assessment results and approval online. These meetings shall in advance be scheduled and communicated with External Examiners by respective Faculty Quality Managers. If the Polytechnic requires physical visits in specific circumstances for various purposes, these visits shall be in accordance with the following guidelines:

- a. External Examiners from Bahrain shall arrange for their own transportation. In the absence of private transport, external examiners shall request the Polytechnic through the respective Faculty Quality Manager to provide return transportation on the day of the scheduled visits.

- b. External Examiners who reside outside Bahrain shall be provided the following:
 - (i) Visit visa
 - (ii) Return air tickets secured by the Purchasing Department
 - (iii) Hotel accommodation booked by the Purchasing Department for the entire duration of the visit
 - (iv) Transport pick-up and drop-off arrangements in official meeting venues during the visit
 - (v) Meals for the entire duration of the visit
- c. Travel, accommodation, and food expenses incurred in Bahrain beyond the official visit shall not be shouldered by the Polytechnic.
- d. All expenses incurred on External Examiner visits shall be subject to the approval of the management, the Civil Service Bureau, and the Ministry of Finance.

7.18 Force Majeure

In the case force majeure where an External Examiner is unable to fulfil their duties, and there is insufficient time to appoint a replacement External Examiner, the Head of school should inform the Deputy CEO Academic Affairs and Registrar Office in writing. The Programme committee, with the oversight of the Head of school, should use their discretion to ensure that the quality and standard of the assessment process is upheld. Quality assurance measures, for example, reviewing of samples, may be undertaken to ensure the integrity of the academic process.

7.19 Conflict of Interest Code

- a. An External Examiner shall declare by signing External Examiner Declaration Form any interest, relationship or other circumstances which might constitute a conflict of interest, or which might be seen as inappropriate for the role of External Examiner. An External Examiner with a conflict of interest shall not be appointed and the nomination of a replacement shall commence immediately. Conflict of interest includes but is not limited to the following situations:
 - (i) The External Examiner was an applicant or was a member of staff on a permanent, honorary, adjunct, or visiting status at Bahrain Polytechnic in the last 5 years from the date of appointment.
 - (ii) The External Examiner is a prospective candidate for any position at Bahrain Polytechnic within the next 5 years from the date of appointment.
 - (iii) The External Examiner served in the last 3 years from the date of appointment as partner of Bahrain Polytechnic in various capacities including serving as an adviser, consultant, resource speaker, guest lecturer, programme or institutional review panelist, programme validator, member of the Curriculum Advisory Group, and co-author in staff publications and similar collaborative activities.
 - (iv) The External Examiner is affiliated with a department of another HEI where a member of a similar department of Bahrain Polytechnic serves as External Examiner.
 - (v) The External Examiner has grievance/hostility towards or close ties with a learner or staff through friendship, blood affinity or kinship, sponsorship, or direct supervision.

7.20 Confidentiality Code

- a. An External Examiner must use all materials submitted for external examination solely for that purpose.
- b. An External Examiner must keep all materials privately and securely for the whole duration of the external examination process and is therefore obligated not to share them with any other person or institution.

- c. An External Examiner must securely dispose all submitted materials after the completion of the external examination process. In cases where materials are accessed on the Polytechnic's SharePoint using a Polytechnic account, an External Examiner must keep these materials as they are except for forms that need to be filled out or completed.
- d. An External Examiner may have access to commercially sensitive and proprietary information, particularly in learner projects and work placements and is obliged to protect such information.
- e. All arrangements, mechanisms, and processes of the school and the institution as gleaned from all materials submitted for external examination must be kept confidential and must not be adopted by the institution that the External Examination is affiliated with, unless with the formal authorization of Bahrain Polytechnic.
- f. The Polytechnic is committed to best practices and to maintaining the confidentiality of learner assessments. External Examiners are required to sign the External Examiner Declaration Form provided by the Polytechnic as part of the appointment process.

7.1.21 Contact by Learners

It is inappropriate for individual learners to make direct contact with an External Examiner and any such attempt may be deemed an assessment infringement within the terms of the regulations provided in Section 6 (Academic Integrity and Assessment Infringement) of Academic Regulations. Any such approach should be brought to the attention of the Deputy CEO Academic Affairs and Registrar.

9 Glossary of Terms

Assessment Infringement – to commit any act whereby a person may obtain, for themselves or another, an unfair advantage which may (or may not) lead to a higher mark or grade than their abilities would otherwise secure in the examination or assessment process.

Compensation – a process by which a learner, who fails to satisfy some of the regulations for credit in a specific course, is recommended for credit award on the grounds that the failure is offset by their performance in other courses in their semester or stage of their programme of study.

Reassessment – another opportunity for a learner to pass a failed invigilated or controlled assessment. The reassessment uses a different version but is comparable to the original assessment. The overall grade is capped at 60% (C grade).

Resubmission – another opportunity for a learner to pass a failed uninigilated or uncontrolled assessment. Resubmission requires a learner to improve the original submission. The overall grade is capped at 60% (C grade).

Open Book Exams - allow learners to consult their own material or resources such as textbooks, lecture notes, personalised course notes, visual memory aids and other reference material to complete the exam.