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ASU
جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

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MESSAGE FROM THE PRESIDENT

Welcome to the 32nd issue of the 3rd year of the President's News Digest.

In this issue of the News Digest, I will address the subject of “HEC Rules, Regulations and Resolutions”.



Higher Education in the Kingdom of Bahrain is regulated through the Higher Education Council, which was established in the Kingdom of Bahrain in 2005. The “HEC Rules, Regulations and Resolutions” covers topics related to the establishment of public and private universities, the formation of the academic accreditation committee, and the regulations related to academic, financial, transfer of students, teaching workload, staff employment, research expenditure, academic staff development, and buildings and facilities amongst many other things. It is important for all staff to be familiar with the HEC Bylaws by looking at the link provided at the end of this article. In particular, it is important that all senior staff including VPs, Deans, HODs, Program Coordinators, Director of Administration and Finance, and Head of HR are familiar with these bylaws. Just one example is illustrated below:

The ratio of students to faculty is regulated as below:

At Bachelor Level, the ratio of students to the faculty members should be a maximum of 35:1 in humanities and 25:1 in sciences and a college might seek the assistance of part-time faculty members provided that they do not constitute more than 25% of the total faculty members.

At Masters Level, the ratio of students to the faculty members shall be 1:15 and the ratio of the full-time faculty members to the total number of faculty members (on full-time and part-time basis) must not be less than 50%.

Compliance with the HEC bylaws and regulations is a must in order to run smooth operations and to protect the University's reputation.

http://moedu.gov.bh/hec/page.aspx?page_key=key_regulations_and_decisions

ASU HOLDS AN ALL-STAFF MEETING IN PREPARATION FOR THE ACCREDITATION VISIT

On Thursday 9 June 2018, the President assembled all the University's academic and administrative staff for an all-staff meeting at "Abdulla Nass" auditorium from 9:30 to 10:30.



The meeting was held in preparation for the accreditation visit and was attended by over 130 staff members, including the 2 Vice Presidents and all the Deans.

Professor Ghassan inaugurated the meeting by greeting everyone and informing them that the visit will take place this month from 24 to 27 June 2018 (Sunday to Wednesday). He explained that the visit would



be conducted by a team assigned by the British Accreditation Council (BAC) and composed as follows:

Lead Inspector:

Amanda Greason

Inspectors:

Professor Robert Craig

Robert Harris

Mary Spence

In addition, the inspectors from BAC will be accompanied by an HEC Administrator and up to 2 HEC observers.

Professor Ghassan went on to explain the various activities held for the past period to prepare for the accreditation visit. These preparation activities include daily meetings for the accreditation group, meetings with the students and the stakeholders, some audits and inspections of a variety of activities and documentation, ongoing preparation of the supporting documents that would be required on the inspection day, extensive class visits and observations to check on the classroom delivery and the performance of the academic staff, a tour of the facilities to check on the readiness for the inspectors' visit, and mock reviews conducted by the University's consultants to prepare the staff for the interviews during the visit.

INTERVIEW OF THE WEEK

We would like to feature the interview this week with:



Name: Taher Ahmed Taher Mustafa

Position: Senior Accountant in Financial Affairs Department

1. Tell us about yourself: (Your childhood, academic background)

I spent my childhood in Saudi Arabia. After fourteen years spent there, I moved to Jordan and then to Palestine, where I lived and studied initially at Al-Najah National University and then moved to Al-Bayt University to I graduate from.

I worked as an accountant in different companies; I worked in a tax audit office for one year without any wages then at a petrol station. After that, I worked for a ready wear manufacturing company for five years before I moved to Darwish Khalili Company.

I then relocated to UAE for one year where I worked for a concrete company; unfortunately I had to go back to Jordan with the advent of the global crisis and settled in BMS contracting company.

I am married and I have three children: King, Razan and Mohammed

2. Tell us about your job at ASU

-Analyze financial information detailing assets, liabilities, and capital, and prepare the balance sheet, profit and loss statement and other reports to summarize current and projected company financial position.

- Ensure that financial records of the company are maintained according to International Accounting Standards.

- Generate financial statement (balance sheet, profit and loss, cash flow) monthly.

The presentation by Prof. Ghassan was interactive as he frequently interacted with the staff and, along with Dr. Assem (VP for Academic Affairs and Development), they addressed their questions and queries.



He then gave the floor to Mr. Hatem Dammak, Head of Internal Audit Unit and member of the Accreditation Group, to share with the staff the schedule of the inspection visit and see where they can contribute to it.

Indeed, the proposed schedule shows that there will be several time slots dedicated to conduct classroom observations and it was particularly useful for the academic staff to see exactly when they might be visited by the British inspectors. The class visits will typically last for 30 to 45 minutes. The schedule also shows that, in addition to class observations, the inspectors will meet and interview a number of academic staff, in addition to meeting with the Boards, senior managers, academic managers, student support staff and administrators, students and external stakeholders. Finally, there are dedicated time slots for the inspectors to check on documentation and conduct individual follow-up meetings.

Mr. Hatem then moved on to present to the audience the Accreditation Portal and the easy steps they should follow to access it. The Portal is in fact a shared folder on SharePoint accessible to all staff from their emails containing the following updated documentation:

- The University Bylaws and Organizational Charts
- The University Policies and Procedures
- The Application documents for HEC institutional accreditation
- The Self-Evaluation Report (SER) for institutional accreditation and its summary
- The committees' Terms of Reference
- The Job Descriptions Catalogue
- ASU Strategic Plan Booklet
- HEC Monthly reports and HEC Accreditation Handbooks
- The Quality Assurance Manual and some documentation about ISO 9001:2015 Standard.

- Ensure general ledgers, subsidiary ledgers and other financial records are schedules are maintained.

- Ensure timely follow up of accounts receivable and payables

-Minimize all expenses and business risk and present financial recommendation to the Management.

-Arrange for the auditor of the company's accounts (internal) and provide the required reports and information to the auditors.

- Prepare monthly costing reports

3. Tell us about your aspirations for the University

I hope ASU will be one of the top universities in the Gulf region.

4. What do you enjoy most about your job?

I enjoy dealing in a timely and effective manner with major problems in accounting.

5. Tell us about your hobbies

Swimming and horse riding

6. Tell us about your favourite food

I love seafood.

7. Tell us about the book you are reading now

I read the holy book "Quran".

8. Final words

"You have to create a culture where everybody has an opportunity to be recognized." – JOHN MACKEY

Mr. Hatem invited the staff to profit from this portal that truly presents a wealth of information and is a powerful tool to keep the staff informed of the key institutional documents that are important in preparing for the accreditation and beyond.



Mr. Hatem also streamed a whiteboard animation video narrated in English and subtitled in Arabic that explains the concept and process of institutional accreditation in a very simple manner and the audience applauded the video as they found it very useful and informative. The video is available on the University's official YouTube Channel.

Finally, an external consultant for the University took the stage and shared with the audience several possible questions that the inspectors may ask during the visit. With each question, he gave some hints and clarifications on how to best address it in order to satisfy the inspectors' expectations. These tips were really useful, and the attendees thanked him for his contribution.

By the end of this all-staff meeting, the picture had become much clearer in the minds of the attending staff: the visit date is set, the schedule is well-defined, the key information is shared, and the required documentation is prepared. The possible questions and potential answers extended by the external consultant were just the icing on the cake. The University feels confident that it had taken every possible measure to prepare for the institutional accreditation and trusts both its academic and administrative staff will be up to the task and represent the University, its values and its accomplishments in the best way possible when meeting with the visiting inspectors.

ASU CONDUCTS A WORKSHOP ABOUT BENCHMARKING FOR ITS COLLEGES



Since the beginning of this academic year, ASU has engaged in a new methodical approach to produce outcome-based benchmark reports for its academic programmes. The start was with a pilot phase with the three programmes delivered at the College of Arts and Science as they were due for a follow-up visit from BQA and benchmarking was one of

the previously-extended recommendations.

Indeed, the Programme Teams within the College followed the adopted methodology and engaged in collaborative efforts with Universities in Jordan and Bahrain to produced quality benchmark reports that were positively received by the BQA review panel.

After this first successful phase, it was time to adopt the same methodology at the other Colleges to produce benchmark reports for their respective programmes. Indeed, on Thursday 9 June 2018, the University organized a workshop to lay out the benchmarking approach to the Vice Deans, Heads of Departments and Programme Leaders from the College of Administrative Sciences, College of Law and College of Engineering. The Dean of the College of Arts and Science also attended the workshop to share with his colleagues his experience and some best practices his team learned while producing their benchmark reports. The workshop was also attended by the VP for Academic Affairs and Development who actively interacted with the audience and contributed to the clarification of several points.

At the end of the workshop, a model benchmark report with a well-defined outline and some standardized ready-to-use parts was shared with the attendees so that they can use it as a reference when undertaking their benchmarking exercise. The University will now put together a timeline for the upcoming benchmarking activities and identify a list of the universities from which it will seek benchmarking information.

PRESIDENT AND VPS ATTEND ROYAL CHARITY ORGANIZATION'S GALA GHABGA

On Monday 4 June 2018, Prof. Ghassan Aouad, President, Dr. Assem Al-Hajj, Vice President for Academic Affairs and Development, Dr. Mohamed Youssif, Vice President for Administration, Finance and



Community Engagement and Ms. Diana El Hageova, Lecturer attended the Royal Charity Organizations and Sovereign Art Foundation's gala ghabga and the fourth charity auction titled "Artwork for Children in Need" in Sofitel Hotel. ASU is honoured that one of its student's artwork was included in the auction, the proceeds of which will support a good cause. ASU was awarded a souvenir trophy.

STUDENTS AND ALUMNI ACCREDITATION READINESS MEETING

On Wednesday 6 June 2018, an Accreditation Readiness Meeting was organized for ASU students and Alumni to discuss important issues regarding the upcoming accreditation visit.



Professor Ghassan Aouad, explained to the students and Alumni the importance of the accreditation visit to ASU, and highlighted the importance of their readiness and contribution during the accreditation visit.



A big number of students and alumni attended the meeting, in addition to College Deans, Programme Coordinators, some members of the Advisory Board, Deanship of Student Affairs staff and the student council members, all showing their commitment to our beloved ASU.

QURAN RECITATION COMPETITION FOR UNIVERSITIES IN THE KINGDOM OF BAHRAIN ORGANIZED BY ASU

On 5 June 2018, the Student Council Members at the Deanship of Student Affairs organized a Quran Kareem Recitation Competition for universities in the Kingdom for its second run, under the Patronage of Dr. Fareed Yaqoob AlMuftah, Deputy Minister of Justice, Islamic Affairs and Endowments.



Fourteen students out from seven Bahraini Universities participated in the competition. The judging panel consisted of Professor Murad Al Janabi, Dr Ahmed Atallah, Dr Mwafaq Al Dalimi and Shaikh Khalil Bnshi, who indeed did an exceptional work in judging the participants and in creating a fantastic atmosphere for a great evening during the holy month of Ramadan. The University management, Professor Ghassan Aouad, Dr Assem Al-Hajj, Deans, and academic staff attended the competition showing their continuous support to our

students and all contestants from other Universities.



Mohamed AlJunaid, our student from ASU, won the first place, Ali Alawadhi from the Kingdom University won the second place and Yusra Salaheldin from RCSI won the third place. The first prize was a trip to Makkah Al Mukaramah awarded by Suhaib AlRumi campaign; the second prize and the third prize were monetary awards offered by ASU.

A massive “THANK YOU” message goes to Prof Murad and Dr Ahmed for running the competition so successfully and of course for Mr Mohammed Najjar and Ms Hadeel Bucheerei for their great supervision, organization and in making the event a memorable inspiring success.

REMINDER OF THE WEEK

Institutional Accreditation Inspection Visit: 24 to 27 June 2018 (2 weeks from today).

QUOTE OF THE WEEK

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

Albert Einstein

