

# PRESIDENT'S NEWS DIGEST

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## MESSAGE FROM THE PRESIDENT

Welcome to the 24th issue of the 2nd year of the President's News Digest.



Last week, the University was buzzing with so many events and activities including our 5th job fair, the launch of our Engineering College, a 2 day visit by colleagues from LSBU, and a visit by the Secretary General of the Higher Education Council (HEC) and other colleagues from the HEC.



On 11 April, HE the Secretary General of the HEC, Dr Abdul Ghani Al Shuwaikh, the advisor to the Minister of Education, Dr Imad Thabet and other colleagues from the HEC visited the University and toured its facilities. They were received by the Chairman of the BOTs, the University President and many colleagues from the senior team. Dr Al Shuwaikh expressed his delight to visit the University and learnt about its future plans. The Secretary General was exposed first hand to our future expansion plans in Dhyar AlMuharraaq through a presentation made by the Chairman of the BOTs.

On 12 April, the Deanship of Students Affairs organised the University's 5th job fair with 25 companies exhibiting future job opportunities to our students. The event was held under the patronage of HE the Minister for Labour and Social Development, Mr Jameel Al-Humaidan represented by Mr Sabah Al Dosari, the Undersecretary of the Ministry. The Chairman of the BOTs and University President received our distinguished guests and accompanied them in touring the job fair. I would like to express my sincere thanks to our colleagues in the Deanship of Students Affairs including Dr Faiza, Dr Rawya, Mr Mohamed Al Najjar, Ms Hadeel, Ms Noora Kamal, Mr Thaer, and



most importantly Ms Noora Musalem for her hard work and commitment to organise a state of the art job fair to help our students in their search for career opportunities.

On 13 April, the Directorate of Marketing and Public Affairs organised an excellent ceremony for the launch of our new Engineering College in collaboration with LSBU. The event was organised under the patronage of HE the British Ambassador to Bahrain, Mr Simon Martin, and in the presence of the Chairman of the BOTs and many important dignitaries including HE the Italian Ambassador, HE the Russian Ambassador, the Dean of the School of the Built Environment and Architecture at LSBU, the President of Bahrain Society of Engineers, the President of Bahrain SMEs, the Managing Director of Bahrain Economic Development Board, many University Presidents, school representatives and colleagues from the media and press. A large number of colleagues from the University and the President of our Student Council have also attended the event.



The ceremony started with a welcoming speech by the Chairman of the BOTs setting the scene for the new college followed by a speech by HE the British Ambassador who expressed his strong support for our collaboration with LSBU. The President then presented an overview of the University followed by a presentation by Dr Assem about the College of Engineering and its departments and programs. The last speech was by the Dean of the Built Environment and Architecture at LSBU who gave an overview of LSBU and its major achievements, most notably its recent recognition as the entrepreneurial university of the year in the UK. A very nice video was shown at the beginning of the ceremony about our collaboration with LSBU. I would like to express my sincere thanks to our colleagues in Marketing and Public Affairs including Ms Ruqaya (MC of the event), Ms Edyta, Mr Bahaa, Mr Hameed, Mr Mustafa and our students who helped with the organization of the event. Special thanks are also due to our colleagues in security, especially Mr Ibrahim, our colleagues in IT and procurement, and to Mutaleb for his dedication and hard work.



## INTERVIEW OF THE WEEK

We would like to feature the interview this week with:



**Name:** Maan Al Nasser

**Position:** Head of Administrative Affairs Department

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

I was brought up in Jordan and I graduated from Al al-Bayt University. I held several positions in the past, like the Head of Councils in the Ministry of Education in Jordan.

### 2. Tell us about your job at ASU

I was appointed in September 2009 as an administrator at the president's office for a year, and then I was assigned a new title and a new position as Head of Administrative Affairs Department, which I still hold till date.

### 3. Tell us about your aspirations for the University

My ambitions for the university is to get the accreditation and achieve the university's mission and vision.

### 4. What do you enjoy most about your job?

What I enjoy most is the team work.

### 5. Tell us about your hobbies

I love football.



On 12 and 13 of April, we were visited by the Dean of the Built Environment and Architecture at LSBU, Professor Charles Egbu, and Ms Tanya Perez, Head of collaboration at LSBU.

Prof Charles and Ms Tanya met many colleagues from admissions and registration, the international office, marketing and public affairs, and many other divisions in the University.

During their visit, Professor Charles Egbu gave an excellent presentation to our staff about managing innovation in organizations.



The visit of our LSBU colleagues was organized by Dr Assem and Ms Diana from Academic Affairs and Development.

Last week and from 13 to 16 April, Dr Adrian Brocket from the Higher Education Academy UK was at the University to run training programs to enable more staff to achieve HEA fellowship status. It is our aspiration to make all colleagues in the University achieve HEA status namely fellows, senior fellows or principal fellows of the HEA. I am grateful for all the hard work by Dr Faiza and Dr Adel in organizing these important HEA training workshops.

I would like to conclude this edition by reminding our colleagues that the University will soon go through accreditation. It is therefore important to keep all course portfolios up to date and to produce minutes of all committees and other important meetings. It goes without saying that students should be at the heart of all what we do and their support should be our top priority.



## ENGLISH LANGUAGE ENHANCEMENT TRAINING PROGRAMME

The “Training and Continuing Education Centre” in collaboration with the “Foundation & English Delivery Services” started a full scale leveled English Language Enhancement Training Programme for the Administrative members of staff.

The English programme will be leveled and tailor made based on the English levels of the attendees who previously attended an in-house English assessment test (Oxford Placement Test). The intensive and lengthy programme comes as an element within the preparations made for the upcoming LSBU and CMU British programmes, it will equip the attendees with the basic English communication skills that they will need in their day to day communication.

### 6. Tell us about your favourite food.

Mansaf.

### 7. Tell us about the book you are reading now

Currently I am reading the Ministry of Labor laws.

### 8. Final words

I would wish the university all the best.

## QUOTE OF THE WEEK

“The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence”.

**Confucius**





## A VISIT TO FURNITURE EXHIBITIONS

A group of ASU students from the Department of Design and Arts visited some of furniture exhibitions in Bahrain as part of the requirements of furniture design course. The students, under the supervision of Dr. Islam Obeidat the course teacher, visited the ID Design showroom and Home Center showroom where students were introduced and exposed to the latest furniture styles and furniture accessories in these exhibitions including furniture styles, shapes, colors, technology, and accessories. At the end of the visit, the students took some pictures of the most recent pieces of furniture to be documented and used in this course.



## ICAEW

On 10 April, the Programme Coordinator, Dr. Nympha Joseph, in coordination with the Dean of the College of Administrative Sciences, Dr. Ziad Zurigat, and Head of the Department, Dr. Iaad Al Sartawi, had invited Ms Toyin Oseni from ICAEW (Institute of Certified Accountants England and Wales), U.K who briefed the students about the Professional degree of ICAEW .



The Bachelor in Accounting and Finance will very soon apply for accreditation of the programme from ICAEW.

Ms Toyin has gone through the mapping of the programme and suggested that since most of the courses in the Bachelor of Accounting and Finance programme are in alignment with the ICAEW courses, the Programme can apply for exemptions to the ICAEW.

## KPMG CONDUCTS A RISK ASSESSMENT MISSION AT ASU

As part of its ongoing efforts to ensure the quality of its services and anticipate any risks that may affect its overall performance, ASU commissioned KPMG, a global leading firm in consultancy and advisory services, to conduct a risk assessment mission on a number of its administrative departments. After meeting with Dr. Mohamed Yousif, Vice President for Administration, Finance and Community Engagement, to define the scope and methodology of the mission, Mr. Adil Raza Robert, Senior Risk Consultant at KPMG, spent 4 days at ASU (April 4th – April 9th) having meetings with the managers of the following departments:

- Deanship of Admissions and Registration
- Marketing and Public Affairs Directorate
- Quality Assurance and Accreditation Centre
- Deanship of Research and Graduate Studies
- Deanship of Students Affairs
- Library and Information Services
- Community Engagement Office
- ICT and Knowledge Management Directorate

- Governance and Strategic Planning Unit
- Legal Affairs Department
- International Partnerships Office

During the 4-day mission, Mr. Adil Raza Robert was accompanied by ASU’s Head of Internal Audit Unit, Mr. Hatem Dammak, who facilitated the interviews and helped with English/Arabic live interpretation whenever needed.

The interviews helped the KPMG auditor get a clear sense of the operational objectives of each department, its control environment and its risk environment. This will help him put together a 3-year internal audit plan with audit missions prioritized as per the levels of risk assigned to each of the abovementioned departments.

Mr. Adil Raza Robert will present his final report to ASU’s top management around the end of April.

### FIFA 17 PLAYSTATION TOURNAMENT

On 30 March 2017, the Student Council in association with the Sport Club in the Deanship of Student Affairs organised FIFA 17 PlayStation tournament for ASU students, where many students took part in. Participants were divided into groups of two with 5 minutes maximum playing time. The tournament was successful and many students enjoyed the team spirit and dynamism of the competition.



The last two players who successfully won the tournament were excellent players and won substantial PlayStation related prizes, and the first winner is the student named Nasser Mohamed.



In general the students were very keen, really enjoyed the tournament and insisted to have similar tournaments in the very near future.

### HONORING OUTSTANDING STUDENTS CEREMONY FOR FIRST SEMESTER 2016-2017

The Deanship of Student Affairs organised on Thursday, 6 April 2017 an award event to honour our outstanding students of the first semester for the academic year 2016-2017.



The honouring event was under the Patronage of Professor Ghassan Aouad, and was attended by Dr Assem Al Hajj, VP for Academic affairs, College Deans, a large number academic staff, fellow students and very proud parents.



Fifty Seven students were honoured and granted some fees compensation varying from 5 percent to 20 percent depending on their level of achievement.

## A VISIT TO BAHRAIN ISLAMIC BANK

On Thursday morning, 13 April, twenty students visited Bahrain Islamic Bank accompanied by Dr. Bishr Mohamed Muafaq, Assistant Professor of Economics and Islamic Finance, who were received by the Director of Public Relations, the Personnel Services Director, and other senior officials of the bank. The students were welcomed at the bank and lunch was served to them. The visit lasted for three hours.



The purpose of the visit was to achieve the following:

1. Understand the important banking operations, financing operations and applicable banking services implemented in the banking market.
2. Differentiate the differences in the accounts entries between the traditional commercial banks and the Islamic banks.
3. Create some kind of link between the theoretical side and the practical side at the labour market and the financial establishments in the Kingdom of Bahrain.

## HOSTING GUEST LECTURER IN THE DEPARTMENT OF POLITICAL SCIENCE

The Political Science Department hosted Mr. Mohammad Buqais, Head of Decision Making and Support of the Legal Advisers in the Bahraini House of Representatives, who gave a lecture entitled "The Legislative Process in the Bahraini Political System", stressing on the role of youth in the democratic process in the Kingdom and the future national activities. Dr. Ali Al-Dada and Dr. Saleh Al-Qar'an and a number of students of the Department of Political Science attended the lecture.



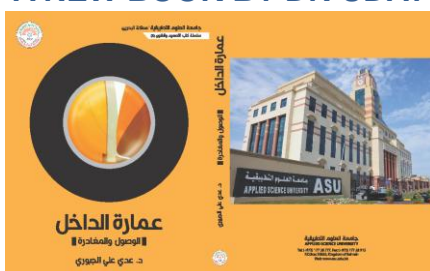
## ASU AWARDED BY CANON

ASU was awarded the best implementation of print management solution from Canon along with University of Bahrain in a special celebration conducted for the best practices within Canon customers. Mr. Shadi Bakhour, the General Manager of Canon Middle East presented the award to Rifat Hussein, Director of ICT & Knowledge Management.

Congratulation for the achievement!



## A NEW BOOK BY DR UDAY AL-JUBORI



Dr. Uday al-Jubori published his second book entitled "Interior Architecture: Arrival and Departure".

This book is the second within a series of books on Arts and Design issued by Applied Science University.



## “SOCIAL MEDIA ADVISORY SESSION”

Dr. Mohammad Al-Hamami, the Manager of the Community Engagement Office and Assistant Professor in the Management Information Systems Department, participated in the “Social Media Advisory Session” that was organized by the Social Media Club in CorporaTechHup9 (CH9), Amwaj Island on 8 April 2017.



During his participation, Dr. Al-Hamami stressed on the importance of having a strategy and a clear plan in an organization to monitor Social media channels and platforms.

Social media experts, social media club members, and representatives of organizations from private and public sectors attended the session.

## ASU ORGANISED A CARNIVAL “I CAN CHANGE”

Under the patronage of Applied Science University, the Community Engagement Office with the collaboration of Bahrain Deserve Voluntary team organised a carnival themed “I can Change” on the occasion of World Health Day at Seef Mall, Arad on 8 April 2017. The event was covered by Bahrain National Television.



The carnival included many activities such as marathon, competitions, free medical checkups, healthy practices, providing gifts and healthy products to visitors, and many other entertainment activities.



Many sports teams from Bahrain and Saudi Arabia have participated in the carnival. Participations from the local community and neighboring countries, and academic and administrative staff from the University, including the Deanship of Students Affairs, and students took part in the event.



## “BUILDING YOUR BRAND – INTELLECTUAL PROPERTY CONSIDERATIONS IN THE DIGITAL AGE ROUNDTABLE DISCUSSION”

Under the patronage of H.E. the Ambassador of United States of America, Dr. Mohammad Al-Hamami, the Manager of the Community engagement Office and Assistant Professor in Management Information Systems Department, participated in the “Building Your Brand – Intellectual Property Considerations in

the Digital Age Roundtable Discussion.” The event was organised by the American Chamber of Commerce Bahrain (AmCham) with the support of Social Media Club, Startup Magazine, and Bahrain Federation for Business and Professional Women.



The discussion covered how startups and businesses can build and

protect their brands and identity on social media and how to apply for patents and trademarks.



During his participation, Dr. Al-Hamami explained that Copyright as a kind of intellectual property became a big concern not only in the academic field but also in the Business sector as well. The world and our region including GCC countries and Bahrain are working hard to protect copyrights by enforcing laws and putting penalties for copyright infringement. The event was held in Al Jasra Handcraft on 10 April 2017.

## DR. AL-HAMAMI PARTICIPATED IN “LINKEDIN” INTERACTIVE WORKSHOP

Dr. Mohammad Al-Hamami, the Manager of the Community Engagement Office and Assistant Professor in the Management Information Systems Department, participated in the “LinkedIn” interactive workshop. The event has been organised by Tamkeen Bahrain.



The aim of the workshop was to discuss the successful methods of how to enhance professional reputation on LinkedIn, challenges of labor market in the region, the advantages of using LinkedIn network, and how to create a professional profile on linkedIn.

The interactive workshop was delivered by Tarek Dalloul from LinkedIn Middle East on 13 April 2017 at BCCI Al Majalis Hall.

## ASU JOB FAIR 2017

### WORKSHOP

Under the Patronage of Mr. Jameel Bin Mohammed Ali Humaidan the Minister of Labour and Social Development, the Career Development and Alumni Affairs office in the Deanship of Student Affairs organised a workshop called "How to write your CV and How to Prepare for an interview" in preparation for the Job Fair 2017 that was held on Sunday 9 April 2017.



### JOB FAIR

The Career Development and Alumni Affairs Office in the Deanship of Student Affairs organised an extremely successful “Job Fair” on Wednesday 12 April 2017 that was under the patronage of Mr. Jameel Bin Mohamed Ali Humaidan, the Minister of Labor and Social Development and the invitation was under Professor Ghassan Aouad, the University President.





The Under Secretary of the Ministry, Mr. Subah Al Dosseri opened the fair and honored the governmental institutions and companies that participated. A great support was apparent throughout the event from Professor Waheeb Alkhaja, the Chairman of the Board of trustees, Professor Ghassan Aouad the University President, the Vice Presidents, and the Deans.



Twenty-five companies participated from both the public and private sector. A large number of students who attended the event were very pleased with the job fair that presented to them potential great job opportunities.



## NEW INNOVATION: POLICY OF THE WEEK

<b>POLICY OF THE WEEK</b> <b><i>Academic Staff Development Policy (ACAD 21)</i></b>	
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>• To ensure the continuing professional development of all the academic staff at the University</li> <li>• To enhance the standing of the University within the academic and professional communities</li> </ul>	
<b>Main Features</b>	
<ul style="list-style-type: none"> <li>• The Academic Staff Development Unit is responsible for conducting and organizing staff development activities and developing the annual training schedule; liaising with other providers of staff development within the University; developing partnerships with relevant bodies and sections, both internal and external to the University; communicating information regarding staff development opportunities; providing guidance to staff; working with individuals to meet their development needs; reporting on and monitoring staff development activity throughout the annual calendar; contributing to and implementing the staff development activities of University strategic plan and policies; assessing the quality of the effectiveness of training and development activities; providing job-specific training to enable staff members to acquire knowledge, skills which can improve their work performance; and maintaining records of training activities.</li> <li>• Senior Management is responsible to highlight the importance of employee development and provide resources and funding for employee training and development.</li> <li>• HOD/ Deans are responsible for discussing individual goals and plans on an annual basis during the performance evaluation and developing a plan for training; recognizing and rewarding achievements during the year; and providing job-specific training to enable staff members to acquire knowledge, skills to improve their work performance.</li> <li>• Employees are responsible for examining their current skills and identifying gaps or areas for further development; taking initiative to seek out opportunities for continuous skills enhancement; attending all relevant training arranged by the University.</li> <li>• Staff development activities also include: seminars, workshops, conference attendance, study leave, sabbatical leave, research and publications, networking, etc.</li> <li>• As the University contributes towards staff professional development activities academic staff are expected to render “re-echo session” or provide a narrative report on the activity for the benefit of other staff members.</li> </ul>	
eLink:	

## REMINDER OF THE WEEK

### THE INSTITUTIONAL ACCREDITATION STANDARDS

#### AREA 2: Academic Management and Administration (4 Standards)



#### **4. The institution must be effectively managed (13 KIs)**

4.1. The management structure must be clearly defined, documented and understood by all stakeholders including governors, management, staff and students.

4.2. All senior managers must be suitably qualified and experienced, understand their specific responsibilities and be effective in carrying them out.

4.3. There must be clear channels of communication between management, the Board of Trustees, staff, students and other stakeholders.

4.4. There must be clearly delineated responsibilities and reporting arrangements at institutional, faculty, departmental, program and course levels. These must include provision for academic leadership at program and individual course level.

4.5. There must be an effective committee structure with appropriate reporting lines which informs management decision-making and provides feedback to stakeholders including students.

4.6. Committees and other meetings must have clear and appropriate terms of reference, must be scheduled to meet regularly and minuted accurately.

4.7. There must be a set of comprehensive policies, regulations and procedures for staff and student conduct and systems in place to ensure their implementation.

4.8. There must be a published policy on complaints which includes a system for recording and monitoring complaints and the associated responses.

4.9. A policy must exist and be administered effectively regarding collection of and refund of student fees.

4.10. Management must compile a report at least annually presenting the results of the institution's reviews and incorporating action plans. Reports must include analysis of year-on-year student satisfaction, retention and achievement, staff performance (including research and other forms of scholarship) and a review of resourcing issues.

4.11. Action plans must be implemented and reviewed regularly, with outcomes reported to management and subsequently to the governing body.

4.12. Management must monitor and review academic and administrative staff performance through a clearly documented and transparent appraisal system.

4.13. There must be transparent and fair policies and procedures in place to recognize and reward staff through promotion or financial considerations.

#### **5. Academic management must be effective (14 KIs)**

5.1. Programs must be fully mapped to the National Qualifications Framework and have achieved or be in the process of achieving a 'full confidence' outcome from NAQQAET following a program review or have accreditation by recognized professional bodies or be subject to a formal articulation agreement with an internationally recognized HEI.

5.2. There must be appropriate procedures for the proposal, design and validation of programs of study which take cognizance of the mission of the institution, national imperatives, local, Gulf and international market demand and resource issues and reflect international norms.

5.3. The institution must have in place mechanisms to ensure and demonstrate that the content, design, approach and teaching methods of the curriculum are consistent and supportive of the intended learning outcomes.

5.4. Management must ensure that the stated curricula are delivered as stated in the prospectus and other related documentation and that HEC requirements and those from professional or other relevant bodies are met.

5.5. The institution must have clear policies, criteria and processes for academic appointments and promotions and be able to demonstrate that these are implemented.

5.6. The institution must be able to demonstrate that the responsibility areas of the academic staff, as in teaching, research, scholarly activity, consultancy, community outreach and academic administration, are clearly identified and show a balance in line with academic conventions.

5.7. The institution must ensure that there is a balance between the number of senior and junior academic staff.

5.8. The institution must ensure that there is a balance between the number of local and international academic staff.

5.9. There must be regular scheduled and minuted meetings of academic staff to review academic programs.

5.10. Mechanisms must be in place to ensure a program of enhancement of teaching and learning is continuously developed, supported and evaluated and to support teachers in their continuing professional development.

5.11. Appraisal of teaching staff must include regular classroom observation, feedback and be followed up where necessary.

5.12. Academic managers must employ a system of mentoring and peer review to support faculty staff.

5.13. Newly appointed academic staff must have a thorough induction program and be offered ongoing support and guidance through a mentoring system.

5.14. Teachers' development must be supported by regular training and the provision of technology and tools to facilitate self-learning, access to information and communication.

## **6. The institution must be effectively administered (7 KIs)**

6.1. Administrators must be suitably qualified and experienced and understand their specific responsibilities and duties.

6.2. The size of the administrative team must be sufficient to ensure the effective day-to-day running of the institution.

6.3. The administrative support available to the management must be clearly defined, documented and understood and appropriately focused to support its activities.

6.4. Policies, procedures and systems must be well documented and disseminated effectively across the institution.

6.5. Data collection and collation systems must be effective and accurate.

6.6. Classes must be timetabled and rooms allocated appropriately for the courses offered.



6.7. Comprehensive administrative records must be organized and stored efficiently, easily accessed and used effectively.

**7. The institution must employ appropriately qualified and experienced managerial, administrative and technical staff (9 KIs)**

7.1. There must be appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff and evidence that they are implemented.

7.2. Technical staff, including those working in laboratories, must be qualified, experienced and trained in their area of expertise.

7.3. The Human Resources team must be suitably qualified, experienced and have the necessary skills.

7.4. There must be effective procedures for the induction of all new staff.

7.5. There must be a transparent and well-documented appraisal system for all staff.

7.6. There must be clear and appropriate job specifications for all staff.

7.7. All staff must be treated fairly and according to a published equality and diversity policy.

7.8. The institution must have a clear policy regarding the handling of legal issues relating to the employment of staff.

7.9. Staff must have access to a published complaints and appeals procedure.



Happy Reading  
