



# Accreditation of Abroad Qualifications

## Instructions and guidelines

### Section I: Terminology

1. Kingdom: Kingdom of Bahrain
2. Ministry: Ministry of Education
3. Minister: Education Minister in the Kingdom of Bahrain
4. Department: University Guidance and Evaluation & Accreditation of Foreign Qualifications Department.
5. National Committee: a committee, formed under the Decree Law No. (19) for the year 1995, that includes external members of academic and educational quality assurers outside the Ministry of Education assigned to assess foreign educational qualifications and their accreditation according to the criteria and regulations.
6. Qualifications: all documents that are provided following a curriculum certified by the country or an accredited institute, not less than one year after obtaining a secondary school certificate or equivalent with the aim of providing an academic degree.
7. Qualification Assessment: the process of collecting all sufficient information on the academic qualification.
8. Qualification Accreditation: comes after collecting all relevant information of an academic qualification, comparing them with a locally or internationally accredited qualification and determining whether or not the qualification is academically equivalent.
9. Documents: all paperwork requested by the committee to assess the accreditation of the qualification .
10. Academic Sequencing: Sequencing of academic grades (considering GSC or its equivalent a condition for the first university degree and the bachelor or its equivalent a condition for both the second and third university degrees including the names and various academic institutions that offer such qualification for those who successfully completed each or any of them.
11. Compulsory Graduation Statement: temporary graduation statement to represent the need to complete medical internship.
12. Study System: a method that was followed by a student to obtain a specific qualification (full time/ part time .... Etc.)
13. Medical Specialist: human medicine, dentistry, etc.
14. Medical Support Specialist: nursing, radiology, and medical tests.
15. Equivalency Criteria and Qualification Assessment: rules and regulations for qualification equivalency that help the committee to issue its recommendations regarding whether a qualification is made equivalent or not.



16. Institution: universities, colleges and higher educational institutions that offer first university degree (BA) and post graduate programs (MSc / MBA) and (Ph.D.) outside the Kingdom of Bahrain.
17. Attendance: attaining official student registration in higher educational institutions, enrolling the student in the course and locating their residency in the country of the institution within the course's timeframe.
18. Academic Year: a minimum of 30 consecutive weeks for the duration of the course (two consecutive semesters and/or equivalent curriculum or credits).
19. Authorization Letter: a letter from the student who authorizes the cultural attaché or the university to inquire about his academic registration, ensure the validity of the qualification.
20. First Degree: License/Bachelor's Degree (BA) or equivalent.
21. Second Degree: Master's Degree (MSc / MBA) or equivalent.
22. Third Degree: Doctoral Degree (Ph.D.) or equivalent.

## Section II: Instructions

1. Applicants shall bear the direct responsibility for the validity of attached documents.
2. Electronically receive applications - not through conventional methods (manually).
3. Ensure clarity of all attached documents.
4. Applicants to monitor status of their requests via the eGovernment portal [bahrain.bh](http://bahrain.bh) or this direct link: [Bahrain.bh/AAQe](http://Bahrain.bh/AAQe)
5. Translation of all required documents into English through an accredited source in the event of a student receiving a qualification not issued in Arabic or English.
6. Ensure that the size of each document should not exceed 2.00 mega and in .jpg or .pdf format.
7. Incomplete requests will be cancelled.

## Section III: Terms and Conditions

1. Applicant's name on the certificate must appear the same as in the passport.
2. Provide a secondary school certificate accreditation statement to the Ministry of Education in the event of a diploma obtained from outside the Kingdom of Bahrain.
3. Provide a secondary school certificate accreditation statement to the Ministry of Education in the event of a diploma obtained from private schools in the Kingdom.
4. Provide all previous qualification documents for academic accreditations to be eligible to graduates.



5. Certificates issued by private universities in the Kingdom of Bahrain to be endorsed by Higher Education Council at the Ministry of Education by University Guidance & Academic Credentials evaluation Department.
6. Previous academic qualifications must be endorsed to be eligible for accreditation.
7. Conditional graduation statements are not accepted.
8. National Committee is entitled to request from the applicant to provide additional documents if it deems necessary in order to evaluate the qualification.
9. Students with a Master's or Doctorate Degree are to present a finding or a letter from the General Administration of Public Libraries in Manama in order to obtain accreditation.
10. The submitted application would be cancelled if any requested documents were not present.
11. Applicants are entitled to appeal against ministerial decisions within 60 days of receiving the outcome.
12. Requests which do not fall within the jurisdiction of the National Committee for the Accreditation of foreign degrees are:
  - a. Professional certifications and training courses.
  - b. Qualifications issued by educational institutions which are not accredited or its affiliates are not accredited.
  - c. Certifications issued by educational institutions within the Kingdom of Bahrain.
  - d. Certificates issued by foreign institutions in cooperation with Bahrain Institute of Banking and Finance (BIBF).
13. Applicants must have completed three or four years of study for the first degree (Bachelor). 14. Applicants must have completed a minimum of one academic year for the second degree (Higher Diploma/ Master's).
15. Applicants must have completed a minimum of three years of study after the Bachelor for third degree (Doctoral).