REPUBLIC OF ZAMBIA

MINISTRY OF HIGHER EDUCATION

THE HIGHER EDUCATION AUTHORITY (HEA)

Regulations for the Registration of Private Higher Education Institutions and the Accreditation of Higher Education Learning Programmes

The Higher Education Act No. 4 of 2013

July 2015

PART 1

REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS

1 REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS

11 Legal Framework

Section 19(1) of Higher Education Act No. 4 of 20123 provides that, "a person who intends to provide higher education as a private institution which such person has established and is maintaining, must apply to the Higher Education Authority for registration of the Private Higher Education Institution in the prescribed manner and form upon payment of the prescribed fee."

1.2 Eligible Applicants

Persons seeking to establish and operate a private Higher Education are required to submit an application for registration to the Higher Education Authority. The Authority shall approve an application for registration if the applicant complies with Part IV Section 20 of the Higher Education Act No. 4 of 2013.

The Higher Education Authority will receive and consider a applications from the following groups of applicants:

(a) Applications from existing private higher education institutions which were licensed under the (repealed) University Act (1999).

(b) Applications for the establishment and operation of new private higher education institutions.

(c) Foreign Universities seeking to establish higher education institutions in Zambia.

(d) Application to effect changes to the registration status of a private higher education institution.

1.2.1 Applications from existing private higher education institutions which were licensed under the (repealed) University Act (1999).

Private Higher Education Institutions which were licensed under the (repealed) University Act will be required to seek registration under the Higher Education Act No. 4 of 2013. These institutions have been allowed to operate under their current licenses up to 30th September 2015. Thereafter, these will require to seek and obtain registration under the Higher Education Act No. 4 of 2013.

1.2.2　Applications for the establishment and operation of new private higher education institutions.

The Higher Education Authority will receive and consider applications from new private higher education institutions from 1st April 2015.

1.2.3 Foreign Universities seeking to establish higher education institutions in Zambia.

Foreign Universities seeking to register private higher education institutions in Zambia will follow the same procedure as elaborated in this document.

1.2.4 Application to effect changes to the registration status of a private higher education institution.

The proprietor of a private higher education institution shall, where any change or alteration occurs at the private higher education institution, inform the Higher Education Authority of the change or alteration within thirty (30) days of the change or alteration.

A change shall only be effected in the establishment or operational plan of the private higher education institution if the Authority approves the change and the particulars of the change are recorded in the Register.

A change in the establishment or operational plan of a private higher education institution means:-

(i) The provision of any additional faculty or programme in the private higher education institution not included in any previous registration;

(ii) The reopening of the closed private higher education institution;

(iii) The change of ownership or management of the private higher education institution, whether the change takes effect by way of partnership or otherwise;

(iv) The transfer of the private higher education institution to a new site or change of its principal office;

(v) The alteration of any qualification for admission to the private higher education institution; or

(vi) The provision of any type of education not falling within the classification in which the institution was previously registered.

1.2.5 Validity of a Certificate of Registration

The Certificate of Registration for a private higher education will have unlimited duration, unless it is withdrawn by the Higher Education Authority, in accordance with the Higher Education Act No. 4 of 2013.

1.3 THE APPLICATION PROCESS

1.3.1 Documents

(a)   All applicants shall complete the Application Form and submit to the Higher Education Authority.

(b)   The applicant prepares and submits the "Operational Plan". The contents of the Operational Plan for each of the categories of applications are elaborated below.

(c)   The applicant submits the completed application form and the Operational Plan, with the non-refundable Application Fee.

(d)   The Higher Education Authority evaluates the application. The Authority may, within thirty (30) days of receipt of an application, approve the application on such terms and conditions as it may determine, or reject the application.

(e)   The Authority shall, where it rejects an application for Registration, inform the applicant, in writing, and give reasons therefore.

(f)   A physical inspection is conducted at the premises of institutions qualifying for registration.

(g)   The certificate of registration is issued.

(h)   The registered institutions are published in the Government Gazette and Daily Newspaper.

1.3.2 The Operational Plan

A private higher education institution shall develop an Operational Plan which shall include information on the following:

  (i)   Premises where the higher education institution is to operate in Zambia.
  (ii)   Vision, Mission and Strategy.
  (iii)   Academic programmes, including the requirements of the courses, learning outcomes, and levels of awards.
  (iv)   Student admission and Support systems and structures.
  (v)   Governance and Management.
  (vi)   Physical facilities for Teaching and Learning.
  (vii)   Technology Infrastructure.
  (viii) Arrangements and facilities for Research
  (ix)   Financial Resources

(x) Health and safety
(xi) Academic and non-Academic Staff

The proprietor of the private higher education institution will submit the Operational Plan to the Higher Education Authority for approval.

A private higher education institution shall not commence any operations until the Operational Plan is approved by the Higher Education Authority.

1.3.3 Institutional Audit

The Higher Education Authority shall, for purposes of ensuring compliancewith the provisions of the Higher Education Act, and verification of information provided by the applicant, conduct an Institutional Audit of the higher education institution.

1.3.4 Certificate of Registration

The Authority shall, where it approves an application for registration, issue the applicant with a certificate of registration in the prescribed form.

The proprietor of a private higher education institution shall not operate the private higher education institution on any premises within Zambia, other than the premises specified in its certificate of registration or other premises approved by the Authority for such purposes.

1.4 CRITERIA FOR REGISTRATION

1.4.1 Core and Non-Core Requirements

The Criteria for the consideration of applications are classified into two categories:

(a) Core Requirements
(b) Non-core Requirements

These are illustrated below:

Table 1 : Core and Non-Core Requirements

Category	Criteria
Core Requirements	• Governance and Management • Academic Programmes • Student Admission and Learner support • Staff • Physical Infrastructure • Financial Resources • Health and safety
Non-core Requirements	• Vision, Mission and Strategy • Research • Technological Infrastructure

The expected areas of concern, and which will form the basis of the evaluation of applications for registration are shown below:

Table 2.1: Core Requirements

CORE REQUIREMENTS	
Criteria	**Elements**
Governance and Management (10%)	• A governance system, which reflects its mission and strategy. • A governing board with defined roles and responsibilities. • A clearly defined management structure. • An effective system of leadership staffed by qualified administrators.
Academic Programmes (20%)	• Academic programmes are systematically designed. • A clear definition of all programmes: Undergraduate, Post Graduate and Research, and Distance Learning. • A clear organisation of Faculties and/or Directorates.
Student Admission and Learner support (15%)	• An admission policy on the selection of students. • An academic calendar. • A support systems for learners, such as accommodation, bookshops, internet services, etc. • A system for verification of students enrolled at the institution.
Staff (15%)	• A policy on staff recruitment and staff development. • Proven sufficient numbers of qualified full-time staff to support academic and support operations. • Supply of academic support staff and assistants for carrying out academic programmes, • Conditions of service for all staff.
Physical Infrastructure (15%)	• Physical facilities in sufficient quantity and quality to ensure learning and teaching. • Quantity and quality of physical infrastructure for support services, such as catering, bookstores, etc. • Quantity and quality of technology support for teaching and learning. • Quantity and quality of technology systems to support management and operational functions.
Financial Resources (15%)	• Financial resources to support operations. • Accounting systems are in line with accepted accounting standards. • A risk assessment policy and external auditing.
Health and safety (10%)	• Compliance with the prescribed minimum requirements of health and safety and conforms to the building regulations under the relevant written law. • Provision for the safety and security of students and staff.

Table 2.2: Non-Core Requirements

NON-CORE REQUIREMENTS	
Criteria	**Elements**
Vision, Mission and Strategy (40%)	• A Vision Statement which has been formally adopted. • A Mission Statement which reflects the character of the Institution. • A Strategy which indicates short, medium, and long term objectives.
Research (35%)	• Research Policy and Strategy. • Facilities and equipment to support the research strategy. • Mechanisms to ensure compliance with ethical standards.
Technological Infrastructure (25%)	• Facilities and platforms for e-learning. • Access to the internet for students and staff. • Management Information Systems.

1.4.2 Evaluation

The Application Form and the Operational Plan will be submitted to the Higher Education for evaluation. The Higher Education Authority will make the following decisions, based on the evaluation of the applicant:

(a) The Higher Education Authority will evaluate the extent to which the Applicant has met the core and non-core requirements for registration.

(b) The Higher Education Authority will determine on the type of registration to be accorded to the Applicant.

(c) A Certificate of Registration will be issued.

1.4.3 Quality Standards and System of Measurement

This Quality Standards and System for Measurement is designed to achieve two main objectives:

(a) To provide a platform for external monitoring and accountability; and

(b) To provide a reference base for continuous improvement.

The Quality Standards are supported by Performance Indicators (PIs) associated with each quality standard.

1.4.3.1 Core Requirements

CR1: Governance and Management								
Scope: The Higher Education Institution has Governance and Management Structure that reflects its academic programmes and the needs of society.								
Quality Standard	**Performance Indicator**	**Method of Measurement**	**Measure of Performance**					
			0	1	2	3	4	5
A governance system, which reflects its mission and strategy.	A Governing Board and Members of the Board	Organisation Profile	0	0	0	0	0	0
A governing board with defined roles and responsibilities.	Board composition and Committees of the Board	Operational Manuals and Policies	0	0	0	0	0	0
A clearly defined management structure.	Organisation Diagrams	Management Reports	0	0	0	0	0	0
An effective system of leadership staffed by qualified administrators.	Profiles of Key Management Staff	Curriculum Vitae of key Management Staff	0	0	0	0	0	0

Maximum Score   = 20
Weighting Factor   = 10%
Weighted Maximum Score   = Maximum Score × Weighting Factor = 20 × 10% = 2
Weighted Actual Score   (S1)   = Actual Score × Weighting Factor

CR2: Academic Programmes

Scope : The Higher Education Institution has clear definition of Academic Programmes

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Academic programmes are systematically designed.	Structured Curricula, supported by Assessment and Qualifications Guidelines	Programme Curricula Examinations and Award Manuals	O	O	O	O	O	O
A clear definition of all programmes: Undergraduate, Post Graduate and Research, and Distance Learning.	Institutional Policies and Guidelines are clearly elaborated	Institutional Policy Documents	O	O	O	O	O	O
A clear organisation of Faculties and/or Directorates.	A clear definition of organisation structures for academic and supporting functions	Organisation Diagrams	O	O	O	O	O	O

Maximum Score   = 15
Weighting Factor   = 20%
Weighted Maximum Score   = Maximum Score × Weighting Factor = 15 × 20% = 3
Weighted Actual Score   (S2)   = Actual Score × Weighting Factor

CR3: Student Admission and Learner support

Scope : The Higher Education Institution has policies and structures for student admissions and learner support.

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
An admission policy on the selection of students.	Admission criteria and requirements.	Admission Guidelines and Criteria	O	O	O	O	O	O
An academic calendar.	Learning Programmes are structured by sessional dates	Academic Programmes Calendar	O	O	O	O	O	O
A support systems for learners, such as accommodation, bookshops, internet services, etc.	Facilities for Learner Support	Availability and quality of accommodation facilities, bookshops, and communications services for students	O	O	O	O	O	O
A system for verification of students enrolled at the institution.	Student Management systems	Enrolment data and records	O	O	O	O	O	O

Maximum Score = 20
Weighting Factor = 15%
Weighted Maximum Score = Maximum Score × Weighting Factor = 20 × 15% = 3
Weighted Actual Score (S3) = Actual Score × Weighting Factor

CR4: Staff

Scope : The Higher Education Institution has adequate and qualified staff

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
A policy on staff recruitment and staff development.	Policy guidelines and procedures	Policy and Guidelines documents/manuals	O	O	O	O	O	O
Proven sufficient numbers of qualified full-time staff to support academic and support operations.	Numbers of academic and support staff for the numbers of students	Establishment data and curriculum vitae of senior academic and administrative staff	O	O	O	O	O	O
Supply of academic support staff and assistants for carrying out academic programmes,	Numbers of Full Time and Part Time Staff	Staff Registers and Payroll	O	O	O	O	O	O
Conditions of service for all staff.	Terms and Conditions of Service established and disseminated.	Human Resource Management Policy Documents	O	O	O	O	O	O

Maximum Score = 20
Weighting Factor = 15%
Weighted Maximum Score = Maximum Score × Weighting Factor = 20 × 15% = 3
Weighted Actual Score (S4) = Actual Score × Weighting Factor

CR5: Physical Infrastructure

Scope : The Higher Education Institution has adequate physical infrastructure for its operations.

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Physical facilities in sufficient quantity and quality to ensure learning and teaching.	Available Teaching and Learning space	Layout Diagrams	O	O	O	O	O	O
Quantity and quality of physical infrastructure for support services, such as catering, bookstores, etc.	Availability of support services	Actual facilities on site	O	O	O	O	O	O
Quantity and quality of technology support for teaching and learning.	ICT Infrastructure for Teaching and Learning	ICT connectivity	O	O	O	O	O	O
Quantity and quality of technology systems to support management and operational functions.	Management of learner data and other management functions	Available computing facilities	O	O	O	O	O	O

Maximum Score   = 20
Weighting Factor   = 15%
Weighted Maximum Score   = Maximum Score × Weighting Factor = 20 × 15% = 3
Weighted Actual Score   (S5)   = Actual Score × Weighting Factor

CR6: Financial Resources									
Scope : The Higher Education Institution has adequate financial resources to support operations									
Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance						
			0	1	2	3	4	5	
Financial resources to support operations.	Availability of finances	Bank Statements	O	O	O	O	O	O	
Accounting systems are in line with accepted accounting standards.	Financial Management systems and procedures	Management Financial Statements	O	O	O	O	O	O	
A risk assessment policy and external auditing.	Financial risk	Audited Financial Statements Risk Mitigation Policy Document	O	O	O	O	O	O	

Maximum Score   = 15
Weighting Factor   = 15%
Weighted Maximum Score = Maximum Score × Weighting Factor = 15 × 15% = 2.25
Weighted Actual Score (S6) = Actual Score × Weighting Factor

CR7: Health and Safety

Scope : The Higher Education Institution has facilities to assure health and safety for learners and staff

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Compliance with the prescribed minimum requirements of health and safety and conforms to the building regulations under the relevant written law.	Compliance with Local Health and Safety Regulations	Compliance Certificates issued by competent authorities	0	0	0	0	0	0
Provision for the safety and security of students and staff.	Internal health and safety arrangements.	Warning posters, marks, and other information documents.	0	0	0	0	0	0

Maximum Score = 10
Weighting Factor = 10%
Weighted Maximum Score = Maximum Score × Weighting Factor = 10 × 10% = 1
Weighted Actual Score (S7) = Actual Score × Weighting Factor

1.4.3.2   Non-Core Requirements

NCR1: Vision, Mission and Strategy

Scope : The Higher Education Institution has a clear vision, mission and strategy

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Guiding principles for the organisation	A Vision Statement which has been formally adopted.	Strategic Plan	0	0	0	0	0	0
Identity of the Institution	A Mission Statement which reflects the character of the Institution.	Strategic Plan	0	0	0	0	0	0
Organised operations	A Strategy which indicates short, medium, and long term objectives	Strategic/Operational Plans	0	0	0	0	0	0

Maximum Score   = 15
Weighting Factor   = 40%
Weighted Maximum Score   = Maximum Score × Weighting Factor =15× 40% = 6
Weighted Actual Score   (S8)   = Actual Score × Weighting Factor

NCR2: Research

Scope : The Higher Education Institution has capability and capacity for research

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Coordination of and for research	Research Policy and Strategy.	Policy Documents	O	O	O	O	O	O
Research infrastructure	Facilities and equipment to support the research strategy.	Management Reports	O	O	O	O	O	O
Ethics in research	Mechanisms to ensure compliance with ethical standards.	Research Policy Documents	O	O	O	O	O	O

Maximum Score = 15
Weighting Factor = 35%
Weighted Maximum Score = Maximum Score × Weighting Factor = 15 × 35% = 5.25
Weighted Actual Score (S9) = Actual Score × Weighting Factor

NCR3: Technological Infrastructure

Scope : The Higher Education Institution has facilities to support

Quality Standard	Performance Indicator	Method of Measurement	Measure of Performance					
			0	1	2	3	4	5
Facilities and platforms for e-learning.	Distance Education Facilities	E-Learning Manuals/Policies	0	0	0	0	0	0
Access to the internet for students and staff.	Internet Services	WiFi and Hot Spots	0	0	0	0	0	0
Management Information Systems.	Financial and Management Data	Management Reports	0	0	0	0	0	0

Maximum Score = 15
Weighting Factor = 25%
Weighted Maximum Score = Maximum Score × Weighting Factor = 15 × 25% = 3.75
Weighted Actual Score (S10) = Actual Score × Weighting Factor

1.4.3.3   Evaluation of Scores

Table 4 shows the Scorecard.

Table 4 : Weighted Scores

Category	Quality Attribute	Weighted Maximum Score	Weighted Actual Score
Core Requirements	Governance and Management	2	S1
	Academic Programmes	3	S2
	Student Admission and Learner support	3	S3
	Staff	3	S4
	Physical Infrastructure	3	S5
	Financial Resources	2.25	S6
	Health and safety	1	S7
TOTAL		**17.25**	$\sum$**(S1…S7)**
		100%	**A %**
Non-Core Requirements	Vision, Mission and Strategy	6	S8
	Research	5.25	S9
	Technological Infrastructure	3.75	S10
TOTAL		**15**	$\sum$**(S8…S10)**
%		**100%**	**B%**
Determination of the Aggregated Score **Score on Core Requirements = A%** **Score on Non-Core Requirements = B%** **Aggregate Score = C = (0.7 x A%) + (0.3 x B%)**			

Table 3: Evaluation Process and Decision Criteria

Type of Application	Aggregate Score	Decision
Applications from Private Higher Education Institutions Licensed Under the (repealed) University Act (1999)	60% and above	Full Registration
	Below 60%	Not Registered
New Applications for the establishment and Operation of Private Higher Education Institutions	50% and above	Full Registration
	Below 50%	Not Registered
Applications for Change of Registration Status of a Private Higher Education Institution	70% and above	Full Approval
	Below 70%	Changes not Approved
Renewal of Registration after De-Registration	60% and above	Full Renewal
	Below 60%	Renewal not approved

1.4.4 Appeals

A person who is aggrieved by the decision of the Higher Education Authority may appeal to the Minister within thirty-days of the decision of the Higher Education Authority.

PART 2

CLASSIFICATION OF
HIGHER EDUCATION INSTITUTIONS

2.   GRADING OF HIGHER EDUCATION INSTITUTIONS

2.1   Classification of Higher Education Institutions

Grading of Higher Education Institutions is not a legal requirement for Registration. However, it is a system which will provide information to the public on the ability of the higher education institution to satisfy the Minimum Quality Standards for the provision of higher education.

Both private and public higher education institutions may seek classification on a quality assessment platform.

2.2   The Quality Assessment Platform

The Quality Platform is the basis for the assessment of quality on all the core and non-core criteria used in the assessment of applications for Registration as a Private Higher Education Institution. The classification system is illustrated below:

Table 4: The Classification Platform

Score on Core Requirements	Score on Non-Core Requirements	Total		Classification of the Higher Education Institution
		Basis of the Calculation	**Aggregate**	
A%	B%	C = (70% of A) + (30% of B)	55% < C <65%	Tier 4
			66% < C <75%	Tier 3
			76% < C <85%	Tier 2
			86% < C < 100%	Tier 1

PART 3

ACCREDITATION OF LEARNING PROGRAMMES IN HIGHER EDUCATION INSTITUTIONS

3. ACCREDITATION OF HIGHER EDUCATION LEARNING PROGRAMMES

3.1 GENERAL PROVISIONS

3.1.1 Definition of Accreditation

Accreditation is both a status and process of external quality review used by higher education institutions to scrutinize higher education programmes for quality assurance and quality improvement. By accepting accreditation status, higher education institutions agree to uphold the quality standards set by the Higher Education Authority, and also agree to periodically submit to the Higher Education Authority requests for accreditation renewal and review.

As a status, accreditation provides public notification that an institution or programme meets standards of quality set forth by the Higher Education Authority. As a process, accreditation reflects that in achieving recognition by the Higher Education Authority, the institution or programme is committed to self-study and external review by one's peers in seeking not only to meet standards but to continuously seek ways in which to enhance the quality of higher education provided.

A Learning Programme is a course of learning and/or research, leading to a qualification, upon successful completion of a process of assessment and certification.

3.1.2 Aims of Learning Programme Accreditation

The specific aims of programme accreditation are to:-

(a)   Setand safeguard the quality of academic programmes offered by higher education institutions;

(b)   Grant recognition status by means of "Accreditation" to learning programmes that meet the requirements of Zambia Qualification Authority;

(c)   Ensure continuous improvement of the quality of standards of programmes;

(d)   Give the public independent accountable information on the quality of programmes of higher education institutions; and

(e)   Develop further the development of institution arrangement for ensuring and enhancing quality of programmes of higher education institutions.

3.1.3 Accreditation Criteria and Components

The Accreditation of Learning Programmes is based on the Assessment against the following **Criteria**:

   (i)   Aims and Objectives
  (ii)   Curriculum
 (iii)   Assessment
  (iv)   Staff
   (v)   Facilities and Teaching and Learning Support
  (vi)   Internal Quality Assurance
 (vii)   Financial Resources

The **Components** of each of these Criteria are listed below:

Table 5: Criteria for Accreditation of Higher Education Learning Programmes

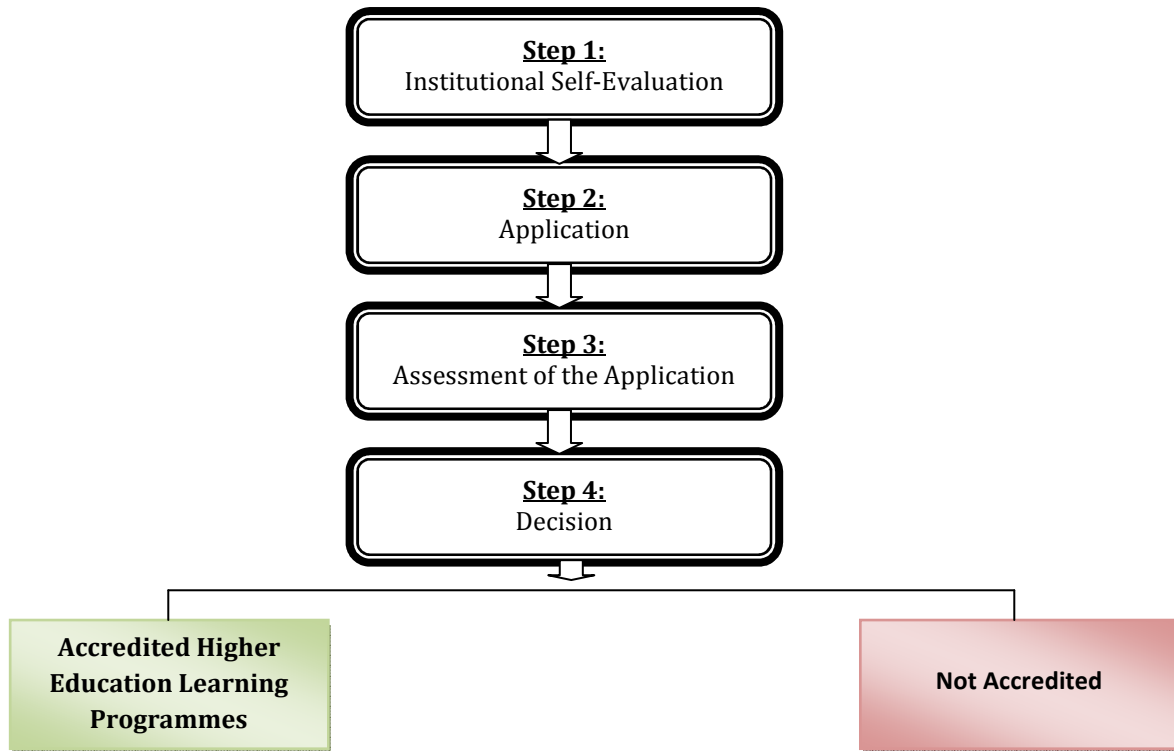| Criterion	Components
1. Aims and Objectives	1.1 The Higher Education Institution has aims and objectives of the learning programme in relation to national or regional human resources development objectives.
2. Curriculum	2.1 Intended Learning Outcome of the Curriculum are clearly defined. 2.2 The Higher Education Institution shows the responsiveness of the Curriculum to the demands of the labour market. 2.3 The Higher Education Institution has a Teaching and Learning plan. 2.4 Projected student enrolment in the Learning Programmes are clearly determined. 2.5 The Higher Education Institution shows the Levels of Qualifications and articulation in the Zambia Qualifications Framework.
3. Assessment	3.1 The Higher Education Institution has clearly defined Assessment Methods. 3.2 The Higher Education Institution has a policy and arrangements for Moderation, validity and Security of Examinations. 3.3 The Higher Education Institution has arrangements for Assessments of Dissertations and Thesis, in Post-Graduate Programmes.
4. Staff	4.1 The Higher Education Institution has adequately qualified and experienced staff for the proposed Learning Programmes. 4.2 The Higher Education Institution has sufficient numbers of, and adequate balance between, Full-Time and Part-Time Staff. 4.3 The Higher Education Institution has a Policy and Strategies for Staff Development.
5. Facilities for Teaching and Learning Support	5.1 The Higher Education Institution has Physical Facilities needed to deliver the Learning Programme. 5.2 The Higher Education Institution has academic support services for the enhancement of Teaching and Learning.
6. Internal Quality Assurance	6.1 The Higher Education Institution has a Policy on Quality Assurance. 6.2 The Higher Education Institution has Institutional management arrangements for Internal Quality Assurance.
7. Financial Resources	7.1 The Higher Education Institution has strategies and plans for resource allocation to Learning Programmes. 7.2 The Higher Education Institution has available financial resources to support the Learning Programmes.

Judgements are made on the quality of each criterion as follows:

Aims and Objectives	(Weighting = 5%)					
• The Higher Education Institution has aims and objectives of the learning programme in relation to national or regional human resources development objectives.	0 O	1 O	2 O	3 O	4 O	5 O
Curriculum	**(Weighting = 20%)**					
• Intended Learning Outcome of the Curriculum are clearly defined. • The Higher Education Institution shows the responsiveness of the Curriculum to the demands of the labour market. • The Higher Education Institution has a Teaching and Learning plan. • Projected student enrolment in the Learning Programmes are clearly determined. • The Higher Education Institution shows the Levels of Qualifications and articulation in the Zambia Qualifications Framework.	0 O	1 O	2 O	3 O	4 O	5 O
Assessment	**(Weighting = 15%)**					
• The Higher Education Institution has clearly defined Assessment Methods. • The Higher Education Institution has a policy and arrangements for Moderation, validity and Security of Examinations. • The Higher Education Institution has arrangements for Assessments of Dissertations and Thesis, in Post-Graduate Programmes.	0 O	1 O	2 O	3 O	4 O	5 O
Staff	**(Weighting = 20%)**					
• The Higher Education Institution has adequately qualified and experienced staff for the proposed Learning Programmes. • The Higher Education Institution has sufficient numbers of, and adequate balance between, Full-Time and Part-Time Staff. • The Higher Education Institution has a Policy and Strategies for Staff Development.	0 O	1 O	2 O	3 O	4 O	5 O
Facilities for Teaching and Learning Support	**(Weighting = 20%)**					
• The Higher Education Institution has Physical Facilities needed to deliver the Learning Programme. • The Higher Education Institution has academic support services for the enhancement of Teaching and Learning.	0 O	1 O	2 O	3 O	4 O	5 O
Internal Quality Assurance	**(Weighting = 15%)**					
• The Higher Education Institution has Physical Facilities needed to deliver the Learning Programme. • The Higher Education Institution has academic support services for the enhancement of Teaching and Learning.	0 O	1 O	2 O	3 O	4 O	5 O
Financial Resources	**(Weighting = 5%)**					
• The Higher Education Institution has strategies and plans for resource allocation to Learning Programmes. • The Higher Education Institution has available financial resources to support the Learning Programmes.	0 O	1 O	2 O	3 O	4 O	5 O
Minimum Score for Accreditation of Learning Programme = 50%						

3.1.4 Procedures for accreditation

The procedure towards the Accreditation of Learning Programmes is illustrated below:

Figure 3: Procedure for Accreditation of Learning Programmes

Institutional self-evaluation

The Higher Education Institution will conduct an internal assessment on the responses of the Higher Education Institution to the Criteria and Components for the Registration of Learning Programmes. Internal Self-Assessment is a recommended first step, before application for Accreditation. The Higher Education Institution will conduct its own internal assessment.

Application for Accreditation

The Higher education Institution will submit the Application for Accreditation of Learning Programmes in the manner prescribed by the Higher Education Authority. The Application Forms may be obtained from the Higher Education Authority or downloaded from the Authority Website.

Assessment of the Application

- The Higher Education Authority will constitute a team of experienced and qualified experts to carry out evaluation.

- The Higher Education Authority will evaluate the submitted application forms.

- A physical inspection will be conducted at the premises of institutions qualifying for accreditation.

- Higher Education Authority will accredit Higher Education Learning Programmes at Higher Education Institutions that meet the requirements.

- The Certificate of Accreditation is issued, in accordance with the Accreditation Criteria.

Decision

- The Registered Institution and the Learning Programmes which these Institutions have been accredited to offer are published in the Government Gazette and Daily Newspaper.

Certificate of accreditation

- The Authority shall, where it approves an application for accreditation, issue the applicant with a certificate of accreditation in the prescribed form.

- The proprietor of a private higher education institution shall not offer a programme for which they are not accredited.

- A person who contravenes subsection (2) commits an offence and is liable, upon conviction, to a fine not exceeding three hundred thousand penalty units or to imprisonment for a period of not exceeding two years, or to both.

Display of certificate of accreditation

The Higher Education Institution shall display:

- In a conspicuous place on its premises, its Certificate of Accreditation or certified copy thereof; and

- On all its official documents, its Accreditation Number and an indication that it is accredited.

3.1.5 Appeals

A person who is aggrieved by the decision of the Higher Education Authority may appeal to the Minister within thirty-days of the decision of the Higher Education Authority.

PART 4

APPLICATION FORMS

REPUBLIC OF ZAMBIA

MINISTRY OF HIGHER EDUCATION
HIGHER EDUCATION AUTHORITY
The Higher Education Act No. 4 of 2013

APPLICATION FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION
(Part IV, Section 19 (1))

A. INSTRUCTIONS

1.   A Private Higher Education institutions applying for Registration should complete this Application Form and forward it to:

The Director General
Higher Education Authority
P.O. Box 50464
LUSAKA

2.   Applicants should forward **all** the listed documents with their application. An application **will not** be processed if **any** of the required documents is not provided.

Documents	Check	
	Yes	**No**
1) Certificate of Incorporation or Registration of Business Name		
2) A sworn affidavit/declaration that the proprietor, board members have never been declared bankrupt or found guilty of any criminal offence		
3) A sketch showing the location of the institution		
4) Three referees (one of whom should be the current banker) who can independently be contacted by the Authority		
5) Evidence of financial resources or guarantee		
6) Evidence of compliance with National Pension Scheme Authority		
7) Evidence of compliance with Zambia Revenue Authority		
8) Lease agreement or proof of ownership of training premises.		
9) Report or Letter of change of use of premises from the Local Authority.		
10) Report or letter of approval from the local Authority in the case of Boarding Houses.		
11) Five Copies of the Operational Plan		

B. ADMINISTRATIVE DATA

1. Name of Proprietor

2. Contact details for the Proprietor

Physical Address	
Postal Address	
Telephone Numbers	
Fax Number	
E-mail Address	
Contact Person	
Designation of Contact Person	

3. Name of the Higher Education Institution

4. Address and contact Details of the Higher Education Institution

Physical Address	
Postal Address	
Telephone Number	
Fax Number	
E-mail Address	
Website	
Name of Contact Person	
Designation of Contact Person	

5. Bank Name and Details

Name of Bank	
Branch	
Address	

C. CRITERIA FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION

C1. Introduction

Applicants for Registration as a "Private Higher Education Institution" under the Higher Education Act No. 4 of 2013 are required, under Section 17, to develop an Operational Plan.

This Operational Plan will include, although not limited to, the following:

Category	Criteria
Core Requirements	• Governance and Management • Academic Programmes • Student Admission and Learner support • Staff • Financial Resources • Physical Infrastructure
Non-core Requirements	• Vision, Mission and Strategy • Research • Technological Infrastructure • Health and safety

C2. Summaries of the Operational Plan

Please provide a Summary of the Operational Plan, under the following Headings:

C2.1   Vision, Mission, and Strategy
Long, Medium and Short Terms objectives of the Institution

C2.2   Governance and Management

Governance and Management systems and structures, quantities and qualifications of the leadership.

C2.3   Academic Programmes

Definition of all Learning Programmes (Undergraduate/Post-Graduate/Research/Distance Programmes, including arrangement of Faculties.

C2.4　Research

Facilities, equipment, etc. to support Research.

C2.5   Student Admission and Learner Support

Projected numbers of Students, Entry Requirements, and Learner Support systems.

C2.6   Staff

Staff Policies, Numbers and Qualifications of academic and Senior Non-Academic Staff, including Academic Assistance, disaggregated between Full-Time and Part-Time Staff.

C2.7   Financial Resources

Sources and availability of financial resources to operate the Institution, including financial management and control procedures.

C2.8   Physical and Technological Infrastructure

Physical infrastructure to support teaching, learning and research, including technology systems for learner support and operational functions.

C2.9   Health and Safety

Evidence of compliance with the minimum Health and safety Regulations under relevant written Law. Provision of health and safety facilities within the institution for staff and students.

C2.10 Any Other Information

Please provide additional information pertinent to this application, which has not been provided above.

C3.   DECLARATION

I ……………………………………………… confirm that the information which I have given in this Application Form is true.

<u>Signed:</u>   …………………………………………………………………………
                              Name

                      …………………………………………………………………………
                              Signature

                      …………………………………………………………………………
                              Date

<u>WITNESS</u>

                      …………………………………………………………………………
                              Name

                      …………………………………………………………………………
                              Signature

                      …………………………………………………………………………
                              Date

REPUBLIC OF ZAMBIA

MINISTRY OF HIGHER EDUCATION
HIGHER EDUCATION AUTHORITY
The Higher Education Act No. 4 of 2013

APPLICATION FOR ACCREDITATION OF HIGHER EDUCATION LEARNING PROGRAMMES
IN ALL PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS
(Part IV, Section 20 (h))

A. INSTRUCTIONS

A Higher Education institutions applying for Accreditation of Higher Education Learning Programmes should send this Application Form to:

> The Director General
> Higher Education Authority
> P.O. Box 50464
> LUSAKA

B. ADMINISTRATIVE DATA

Name of Higher Education Institution

Contact details for the Higher Education Institution

Physical Address	
Postal Address	
Telephone Numbers	
Fax Number	
E-mail Address	
Contact Person	
Designation of Contact Person	

C. CRITERIA FOR ACCREDITATION OF HIGHER EDUCATION LEARNING PROGRAMMES

C1.   Introduction

Applicants for Accreditation of Higher Education Learning Programmes under the Higher Education Act No. 4 of 2013 are required, under Part IV, Section 20(h), to provide information on the Learning Programmes which the Higher Education Institution wishes to offer.

This information will relate, but not limited, to the following:

1. Aims and Objectives
2. Curriculum
3. Assessment
4. Staff
5. Facilities and Teaching and Learning Support
6. Internal Quality Assurance
7. Financial Resources

C2.   Details of Higher Education Learning Programmes

Programme Reference Number	
Name of Learning Programme	
Aims and Objectives *Rationale of the Learning Programme in relation to national and/or regional human resources demands.*	

Programme Reference Number	
Name of Learning Programme	

Curriculum

Details of Learning Outcomes, Teaching and Learning Plans, Levels of Qualifications and Articulation in the Zambia Qualifications Framework

Programme Reference Number	
Name of Learning Programme	

Assessment

Methods of Assessments, validation and Security. Arrangements for Assessments of Dissertations and Thesis in Post-Graduate Programmes.

Programme Reference Number	
Name of Learning Programme	

Staff

Numbers and Qualifications of Staff for the Programme, including the balance between Full-Time and part-Time Staff. (Please attach Curriculum Vitae of all Staff on this Programme)

Programme Reference Number	
Name of Learning Programme	

Facilities for Programme Delivery
Facilities provided and available for Teaching, Learning and Research

Programme Reference Number	
Name of Learning Programme	

Teaching and Learning Support
Facilities, Equipment and networks available to support Teaching and Learning.

Programme Reference Number	
Name of Learning Programme	

Internal Quality Assurance

Details in internal policy, strategies and institutional arrangements for Internal Quality Assurance.

Programme Reference Number	
Name of Learning Programme	

Financial Resources

Sources, availability and adequacy of financial resources to support the Learning Programme.

C3.   OTHER INFORMATION

Programme Reference Number	
Name of Learning Programme	

Other Information pertinent to this Learning Programme

NOTE: Applicants may use additional pages for additional Learning Programmes

C3.   DECLARATION

I ……………………………………………… confirm that the information I have given in the Application Form is true.

Signed: ……………………………………………………………………………
                            Name

                    ……………………………………………………………………………
                            Signature

                    ……………………………………………………………………………
                            Date

WITNESS   ……………………………………………………………………………
                            Name

                    ……………………………………………………………………………
                            Signature

                    ……………………………………………………………………………
                            Date

PART 5

FEE STRUCTURE

REPUBLIC OF ZAMBIA

MINISTRY OF HIGHER EDUCATION
HIGHER EDUCATION AUTHORITY
The Higher Education Act No. 4 of 2013

FEE STRUCTURE
(First Schedule, Part II, Section 7 (1), (c))

Category of Fees	Private Higher Education Institution		Public Higher Education Institution
	Foreign Higher Education Institution	Local Higher Education Institution	
Submission of Application for Registration as a Private Higher Education Institution	K1,000.00	K500.00	
Registration of a Private Higher Education Institution	K15,000.00	K10,000.00	
Accreditation of a Learning Programme	K10,000.00	K5,000.00	K5,000.00
Annual Levy	K5.00 per Registered Student	K4.00 per Registered Student	K4.00 per Registered Student

PART 6

CERTIFICATES OF REGISTRATION AND ACCREDITATION