

Part III

Accreditation of Higher Education Institutions and Programmes

Application for Accreditation

31. (1) An application for accreditation as contemplated in section 25 of the Act must be made as prescribed in schedule 3 of these regulations.

(2) The application referred to in sub-regulation 30(1) shall be submitted to the Executive Secretary and shall be –

- (a) accompanied by the information referred to in sub-regulation (3); and
- (b) accompanied by the fee prescribed in Schedule 5 of these regulations.

(3) An applicant must submit or make available supporting evidence that the Institution meets the requirements and criteria set for the grant of accreditation as provided in section 25 (3) of the Act.

(4) In the case of accreditation of new or existing programme, institutions shall ensure that -

- (a) the programme is in line with the institution's mission, vision, and forms part of the faculty or departments operational plans to achieve stated goals and objectives;
- (b) it has sufficient financial resources to run the programme and ensure its sustainability given the projected enrolment, the academic, and support staff compliment needed to run the programme effectively;
- (c) the programme design should show good balance in the development of theoretical, practical, problem solving and experiential skills, and it is in line with the requirements of specific disciplines and the purpose of the programme;
- (d) the learning and teaching strategy is suited for all the learners from diverse backgrounds with different abilities; and the teaching and learning processes are adequately monitored, evaluated and the teaching staff has access to appropriate professional development;
- (e) benchmarked internal quality assurance mechanism and a performance management system are in place and implemented to ensure that the programme meets its stated objectives;
- (f) the infrastructure, physical resources and teaching resources available for use are adequate for the programme and will enable the programme to achieve its stated objectives;
- (g) there is adequate appropriately qualified teaching and support staff to facilitate delivery of the programme;

- (h) the process of admitting students into the programme is fair, transparent, efficient, benchmarked against best practices and ensures that the most deserving candidates are admitted into the programme;
- (i) the assessment system used in the programme is efficient, fair, secure and employs efficient quality control mechanisms;
- (j) ensure that student support structures (medical, recreational, social and academic) are available to enable a conducive teaching and learning environment, and attainment of the programmes stated objectives;
- (k) consultations have been conducted with government, industry or private organizations to advance its educational agenda, upon the advice of Council; and
- (l) programme activities and content are globalized, and the students and staff frequently participate in various forms of international engagements to enrich their learning experiences.

Grant of Application

32. The Minister shall, on recommendation by Council, grant accreditation to the institution for a period not exceeding five years.

Refusal of Application

33. If for any reason, the application is refused, the applicant shall be furnished with written reasons for the refusal.

Issue of Certificate of Accreditation

34. (1) The period of accreditation granted shall be deemed to have commenced on the date of approval by the Minister.

(2) When issuing a certificate of accreditation, the Council shall record the following information into the register –

- (a) the legal name and trading name, if different, of the accredited institution;
- (b) the accreditation number allocated to that institution;
- (c) the date accreditation was granted;
- (d) the period of accreditation granted and where necessary, the scheduled date for re-accreditation;
- (e) the site for which accreditation has been granted;
- (f) the scope of accreditation granted; and

- (g) any accreditation conditions imposed by Council.

Certificate to be displayed

35. An accredited higher education institution shall, at the premises or place where it carries on its business of providing educational services, display its certificate in a prominent place, readily accessible to learners and the public.

Accreditation Fees

36. An application for accreditation shall be accompanied by a non-refundable deposit fee prescribed by the Council and such a fee shall cover the cost of the accreditation process.

Effect of Non-payment of a Fee

37. If an applicant or an accredited institution owes any money in the form of fee to the Council, the Council may refuse to process and consider an application made by the applicant or higher education institution or to issue a certificate to that applicant or higher education institution.

Revocation of Accreditation

38. (1) Accreditation may be revoked by the Minister on the recommendation by the Council if there is good cause to believe that an accredited higher education institution no longer meets the criteria set for accreditation.

(2) The accreditation of a higher education institution may be revoked if –

- (a) the institution has failed to meet the requirements for accreditation; or
- (b) the institution has failed to submit its annual report in accordance with the Council's annual reporting policy.

(3) Where accreditation has been revoked in terms of 37(1), a written notification shall be issued to the governing body of the higher education institution –

- (a) stating that the accreditation requirement referred to under the regulations are no longer being met;
- (b) giving grounds for findings under paragraph 37(3) (a); and
- (c) allowing the higher education institution an appropriate time frame to be determined by the Minister, within which to comply with accreditation requirements referred to under paragraph 37.3 (a);

(4) Where such written notice has been issued, the accredited higher education institution shall not –

- (a) commence any new learning programmes; and
- (b) commence services at any new site until such time as the notice is formally withdrawn.

(5) Following consideration of any submission made by the higher education institution, the Minister on recommendation by Council may decide to –

- (a) reconfirm the accreditation;
- (b) reconfirm the accreditation with conditions imposed; or
- (c) confirm revocation of the accreditation.

(6) A higher education institution shall put arrangements in place, as prescribed by the Council, for the protection of enrolled learners who have begun but not completed the learning programme.

(7) The Council shall carry out the necessary actions to ensure that the higher education institution meets obligations referred to under sub-regulation (6) and that learner protection is fulfilled.

(8) The Minister shall revoke the accreditation of a higher education institution where the institution does not comply with requirements within the specified time frame of the written notice referred to in Sub-regulation 3 (c).

(9) Where the Minister revoked accreditation, the higher education institution shall cease to operate as an accredited institution.

(10) If accreditation is revoked or new conditions are imposed on the accreditation, the Council shall –

- (a) update the register to reflect the revocation or new conditions; and
- (b) publish such new information in the Gazette.

(11) Where accreditation has been revoked, the higher education institution must return the original Certificate of Accreditation to the Council within twenty one days after notification.

Application for Re-Accreditation

39. (1) An accredited institution which wishes to be re-accredited shall, not later than at least three months before the expiry of the current accreditation, apply for accreditation to the Council.

(2) An application referred to sub-regulation (1) shall be made in a manner prescribed by the Council.

(3) The application shall be accompanied by a non -refundable fee and by such relevant documentation and information as may be prescribed by the Council.

(4) The applicant must re-submit or make available supporting evidence that the applicant meets the requirements and criteria set for the grant of accreditation as provided in section 25 (3) of the Act.

(5) An application for re-accreditation should comply with regulation 31.

Grant of Re-Accreditation

40. The Minister shall grant re -accreditation for a period not exceeding five years.

Reporting to Council

41. (1) An accredited Institution shall furnish an annual report of its activities to the Council within three months after the end of the institution's academic year.

(2) The annual report submitted in terms of sub-regulation (1) shall provide –

- (a) details of the current and projected financial position of accredited institution;
- (b) details of major activities and achievements;
- (c) details of major trends or challenges faced by the accredited institution and the response taken to such trends or challenges; and
- (d) an updated list of education services offered.

Register

42. The Council shall keep a register wherein -

- (a) all information required to be recorded or kept by the Council under these regulations or under the Act; and
- (b) any information as may be determined by the Council, shall be recorded or kept.

Records

43. When an accredited higher education institution voluntarily ceases to provide education services, or has its accreditation revoked under regulation 39, full and complete records of the attainment of recent and past learners shall be forwarded to Council.

Recognition of accreditation from other Countries

44. Council shall not give automatic accreditation for programmes accredited from outside the country without following the due process for accreditation as provided in the regulations

General Quality Control

45. (1) The Council may from time to time conduct audits of all established, registered or accredited Institutions for the purpose of quality, control and monitoring.

(2) For sustenance of high quality and performance, a higher education institution should ensure that –

- (a) It has an explicit vision and mission statement that clearly defines the purpose of the institution within the higher education sector and engages in strategic planning processes leading to clearly outlined plans for its continuous improvement;
- (b) It has a well-established governance and management structure that provides strategic leadership on all aspects pertaining to the institution;
- (c) It has a policy, systems and relevant procedures for internal quality assurance;
- (d) It has policies and systems in place to ensure not only the quality of its programme design and development but also the fitness for purpose and relevance of developed programmes;
- (e) It has the necessary physical facilities, resources and infrastructure required to support the nature and scope of programmes being offered;
- (f) The academic staff are sufficiently qualified and appropriately experienced to ensure quality education, research and community development;
- (g) It has policies and procedures including fair and equitable guidelines and processes in place for the recruitment, selection and admission of students into its programmes;
- (h) It gives recognition to the importance of promoting student learning and has explicit policies setting out teaching and learning for the range of programmes being offered;
- (i) It has explicit policies setting out its assessment procedures, internal and external moderation, validity and reliability of assessment practices, recording of assessment results and settling of disputes;
- (j) It has guidelines and services in place for the identification and support of at risk students;
- (k) It has adequate resources and appropriate financial and administrative systems in place to support the academic activities of the institution;
- (l) It has procedures in place for the regular and systematic review of programmes aimed at continuous improvement and quality assurance;
- (m) It encourages, promotes and engages in research and development; and

- (n) It has developed and maintains an effective management information system that facilitates the recording and processing of student information and provides data for management planning.