



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

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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

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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	<ul style="list-style-type: none">• Governance and Management• Academic Programmes• Student Admission and Learner support• Staff• Financial Resources• Physical Infrastructure
Non-core Requirements	<ul style="list-style-type: none">• 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

<i>Long, Medium and Short Terms objectives of the Institution</i>

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.

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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.

Signed:
Name

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Signature

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Date

WITNESS

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Name

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Signature

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Date