



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 <i>Rationale of the Learning Programme in relation to national and/or regional human resources demands.</i>	

Programme Reference Number	
Name of Learning Programme	
Curriculum <i>Details of Learning Outcomes, Teaching and Learning Plans, Levels of Qualifications and Articulation in the Zambia Qualifications Framework</i>	
This area is intentionally left blank for content	

Programme Reference Number	
Name of Learning Programme	
Assessment <i>Methods of Assessments, validation and Security. Arrangements for Assessments of Dissertations and Thesis in Post-Graduate Programmes.</i>	

Programme Reference Number	
Name of Learning Programme	
Staff <i>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)</i>	

Programme Reference Number	
Name of Learning Programme	
Facilities for Programme Delivery <i>Facilities provided and available for Teaching, Learning and Research</i>	

Programme Reference Number	
Name of Learning Programme	
Teaching and Learning Support <i>Facilities, Equipment and networks available to support Teaching and Learning.</i>	

Programme Reference Number	
Name of Learning Programme	
Internal Quality Assurance <i>Details in internal policy, strategies and institutional arrangements for Internal Quality Assurance.</i>	

Programme Reference Number	
Name of Learning Programme	
Financial Resources <i>Sources, availability and adequacy of financial resources to support the Learning Programme.</i>	

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