Form XV
(Regulation 24(1))

Higher Education Act, 2013
(Act No. 4 of 2013)

Higher Education (General) Regulations, 2024

APPLICATION FOR RE-CLASSIFICATION OF A HIGHER EDUCATION INSTITUTION
(UNIVERSITY/TECHNICAL UNIVERSITY)

A. INSTRUCTIONS

1. A higher Education Institution applying for re-classification should complete the application form and forward it to:

The Director-General
Higher Education Authority
P.O. Box 50795
Ridgeway
LUSAKA

Email: info@hea.org.zm
Web: www.hea.org.zm

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

	Documents to be attached	**Check**	
		Yes	**No**
1.	Certificate of Incorporation/Registration of Business Name or Registration with Registrar of Societies or any other relevant certificate of registration		
2.	A sworn affidavit/declaration that the proprietor, board members have never been declared bankrupt		
3.	Police clearance of proprietor and board members		
4.	Reference letter from the Bank of the proposed institution		
5.	Evidence of financial resources or guarantee		
6.	Zambia Revenue Authority tax registration certificate		
7.	Lease agreement or proof of ownership of training premises		

8.	Occupancy licence of the premises from the Local Authority		
9.	One (1) copy of the Operational Plan		
10.	Statutes of the institution		
11.	Curriculum vitae of proposed principal officers		
12.	Academic policy document(s) covering admissions, progression, e-learning, student transfer, assessment, awards, academic calendar development and student record management		
13.	Curriculum Development and Review Policy		
14.	Open and Distance Learning policy where applicable		
15.	Refund policy		
16.	Infrastructure development master plan		
17.	Human Resource Policy, including recruitment, promotions and staff development		
18.	Conditions of Service document		
19.	Student Handbook covering registration procedures, information on courses, examination regulations etc		
20.	Proposed budget and cash flow statement		
21.	Financial management policies and procedures, including risk management		
22.	Research and Ethics Policies		
23.	Fire certificate		
24.	Health Permit from the Local Authority		
25.	Quality assurance framework/implementation policy		
26.	Occupancy licence from the local Authority in the case of Hostels/Boarding Houses where applicable		

B. ADMINISTRATIVE DATA

1. Name of Higher Education Institution:
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2. Contact details for the Higher Education Institution

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

3. State current tier:
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4. State tier being applied for:
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C Details of the application

1. Governance and Management (Provide information on the following):

(a) Composition of Council or Management Board, including committees;
(b) Composition of senate or board of studies, including committees;
(c) Principal Officers, including their qualifications and experience;
(d) Deans of School/Faculties, including their qualifications and experience; and
(e) Organisation structure includes divisions into faculties/departments/units.

2. Academic Programmes (Provide list of accredited learning programmes):

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3. Research (Provide information on the research and innovation policy, research coordination, research projects and outputs, research collaborations and exchange programmes):

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4. Staff (Provide details on the staff student ratio; qualifications of staff; number of senior academic staff; staff training in pedagogy, Information Communication and Technology, and Open and Distance Learning where applicable):

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5. Students (Provide information on local and international student exchange programmes, student industry engagements):

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6. Financial Resources (Provide information on funds allocated to research and innovation, staff conferences and publications):

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7. Physical Infrastructure (Provide information on available and appropriate physical infrastructure to support teaching, learning, research and administration such as lecture rooms, laboratories, learner support offices, offices for principal officers, research coordination unit and staff as well as indoor and outdoor study spaces)

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8. Technological Infrastructure (Provide information on available and appropriate technological systems to support teaching and operational functions, including e-learning platforms, student information management system, e-library services, research management system, institutional repository system and communication system)

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9. Quality assurance provisions (Provide information on availability of quality assurance policies and quality assurance coordination unit)

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DECLARATION

I/We, ……, hereby declare that the information given above is true and correct to the best of my/our knowledge. Should the information given above be verified to be false, this application shall be rendered invalid.

Signed: …… Date: ……

Witness

Name: ……

Signature: ……

Date: ……

FOR OFFICIAL USE ONLY

Received by……
Officer

Signature……

STAMP

Date……