GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 51 of 2024

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

The Higher Education (General) Regulations, 2024

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IN EXERCISE of the powers contained in section 52 of the Higher Education Act, 2013 the following Regulations are made:

PART I

PRELIMINARY PROVISIONS

Title

1. These Regulations may be cited as the Higher Education (General) Regulations, 2024.

Interpretation

2. In these Regulations, unless the context otherwise requires—

"accreditation" has the meaning to the word in the Act;

"affiliation agreement" means an agreement entered into between higher education institutions for the purposes of offering joint learning programmes, research programmes and academic exchange programmes;

"affiliated institution" has the meaning assigned to the words in the Act;

"Authority" has the meaning assigned to the word in the Act;

"certificate of accreditation" means a certificate of accreditation issued under regulation 14;

"certificate of registration" means a certificate of registration issued under regulation 7;

"college" has the meaning assigned to the word in the Act;

"higher education institution" has the meaning assigned to the words in the Act;

"institute" has the meaning assigned to the word in the Act;

"institution for specialised training of professionals in a specified field" means a professional or a statutory corporation with a mandate to offer professional training programmes in a specified field;

"National Qualifications Framework" means a system for classification, registration, application and articulation of quality assured qualifications;

"person with disability" has the meaning assigned to the words in the Persons with Disabilities Act; 2012;

Act No.6 of 2012

"quality assurance" has the meaning assigned to the words in the Act;

"register" means the register kept and maintained under regulation 32;

"Registrar of Societies" means the registrar of Societies appointed under the Societies Act; Cap. 119

"statutes" has the meaning assigned to the word in the Act;

"technical university college" has the meaning assigned to the words in the Act;

"technical university" has the meaning assigned to the words in the Act;

"university" has the meaning assigned to the word in the Act; and

"university college" has the meaning assigned to the words in the Act.

PART II

REGISTRATION OF A PRIVATE HIGHER EDUCATION INSTITUTION

Application for registration of college, university college and technical university college as private higher education institution

3. (1) A person who intends to establish a college, university college or technical university college as a private higher education institution shall apply to the Authority for registration in Form I set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, where it approves an application under subregulation (1), inform the applicant in Form II set out in the First Schedule.

(3) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

(4) The Authority shall approve an application for registration of a college, university college or technical university college as a private higher education institution if the proposed college, university college or technical university college has, in addition to the requirements specified under section 20 of the Act—

(a) an academic and administrative policy;

(b) established governance structures including a management board, senate or academic board for a college, and a council and senate for a university college and technical university college;

(c) identified qualified principal officers, deans of schools or heads of departments to be appointed by the college, university college or technical university college;

(d) identified qualified academic staff to be appointed by the college, university college or technical university college; and

(e) the following facilities:

(i) administrative offices;

(ii) adequately equipped information communication and technology rooms;

(iii) learner support offices;

(iv) library services with requisite peer reviewed journal resources, e-books and institutional repository;

(v) internet connectivity;

(vi) technology facilities including e-learning platforms, student information management system and research management system;

(vii) water and sanitation facilities to provide for both male and female staff, students and visitors;

(viii) adequate security for the proposed premises; and

(ix) where applicable—

(A) lecture rooms furnished with student desks suitable for learners;

(B) a sports and recreation facility;

(C) a laboratory or workshop;

(D) practicum facility;

(E) cafeteria;

(F) hostels for both male and female students;

(G) medical facilities to meet students and staff medical needs;

(H) facilities and an environment that is suitable for a person with disability; and

(I) submitted learning programmes as follows:

(i) for a college, at least one learning programme for accreditation which shall be at either certificate or diploma level;

(ii) for a university college, a minimum of three learning programmes for accreditation with at least two learning programmes at the level of a bachelor's degree;

(iii) for a technical university college, a minimum of three learning programmes for accreditation with at least two applied sciences or technology learning programmes at the level of a bachelor's degree; and

(iv) for a university college or technical university college, intending to offer education in one field of study, a minimum of one learning programme for accreditation at the level of a bachelor's degree.

Application for registration of university or technical university as private higher education institution

4. (1) A person who intends to establish a university or technical university as a private higher education institution shall apply to the Authority in Form IV set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, where it approves an application under subregulation (1), inform the applicant in Form II set out in the First Schedule.

(3) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

(4) The Authority shall approve an application for registration of a university or technical university as a private higher education institution if the university or technical university meets the requirements under section 20 of the Act and regulation 3(4) and has—

(a) a conference facility for symposiums;

(b) a research unit for coordination of research;

(c) prior to the application, had at least three learning programmes accredited by the appropriate authority in the Republic or in the case of a foreign institution accredited by an appropriate authority in the country of origin, had at least three learning programmes two of which are at the level of a bachelor's degree or equivalent;

(d) at least one graduation from the existing learning programmes;

(e) its own premises, located on a piece of land used solely for the development of the university;

(f) a well-established record for the promotion of research based on research projects and publications;

(g) qualified staff to offer training at postgraduate level with doctoral or equivalent qualifications in specialisations the university or technical university intends to offer;

(h) submitted at least three postgraduate learning programmes which shall meet the accreditation criteria under Part III of these Regulations prior to registration;

(i) for a technical university, at least two of the learning programmes referred to under paragraph (h) in technology or applied science; and

(j) capacity to successfully implement the learning programmes on accreditation.

Application for registration of private institute

5. (1) A person who intends to establish a private institute shall apply to the Authority in Form V set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, where it approves an application under subregulation (1), inform the applicant in Form II set out in the First Schedule.

(3) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

(4) The Authority shall approve an application for registration as a private institute if that private institute has—

(a) a management structure;

(b) identified qualified research staff to be employed by the private institute;

(c) policies guiding the management of research, dissemination and intellectual property rights;

(d) a research agenda focusing on themes that are responsive to national, regional and international needs; and

(e) physical and technological facilities appropriate for research and for a person with disability which shall include—

(i) administrative offices;

(ii) where necessary, access to a research laboratory or practical site;

(iii) appropriate information communication and technology facilities; and

(iv) water and sanitation facilities for male and female staff, students and visitors.

Application for registration of private higher education institution for specialised training of professionals in specified field

6. (1) A person who intends to register a private higher education institution for the specialised training of professionals in a specified field shall apply to the Authority in Form VI set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, where it approves an application under subregulation (1), inform the applicant in Form II set out in the First Schedule.

(3) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

(4) The Authority shall approve an application for registration of a private higher education institution for the specialised training of professionals in a specified field if the institution for the specialised training of professionals in a specified field—

(a) is registered as a body corporate by the Patents and Companies Registration Agency, Registrar of Societies or any other relevant registration body;

(b) is a professional body consisting of members in a specified field or a training institution in a specified field;

(c) has the following facilities which shall be appropriate for a person with disability:

(i) lecture rooms furnished with student desks;

(ii) adequately equipped information communication and technology rooms;

(iii) learner support offices;

(iv) library services with requisite peer reviewed journal resources, e-books and institutional repository;

(v) internet connectivity;

(vi) technology facilities including e-learning platforms and student information management system;

(vii) water and sanitation facilities to provide for both male and female staff, students and visitors; and

(viii) adequate security for the proposed premises;

(d) has an academic management system including administrative structures for curriculum development, implementation and review, and management of examinations;

(e) has a quality assurance system for the specialised learning programmes;

(f) has submitted professional learning programmes for accreditation;

(g) has a defined mode of training for learning programmes; and

(h) has provided information on the necessary qualifications and experience required for the trainers to offer learning programmes.

Certificate of registration

7. (1) The Authority shall, where it approves an application for registration under regulations 3, 4, 5 and 6, issue an applicant with a certificate of registration in Form VII set out in the First Schedule.

(2) The Authority shall, where a holder of a certificate of registration issued under subregulation (1) intends to operate from other premises other than the registered premises and the holder of the certificate of registration meets the requirements to operate from other premises, amend the original certificate of registration to include those premises.

(3) The Authority may approve the operation of a private higher education institution from other premises if the private higher education institution meets the requirements set out under regulations 3, 4, 5 and 6.

Deregistration of private higher education institution or institute

8. (1) The Authority shall, where the Authority intends to de-register a private higher education institution or institute, inform the private higher education institution or institute in Form VIII set out in the First Schedule.

(2) The Authority shall, where the Authority de-registers a private higher education institution or institute, inform the private higher education institution or institute in Form IX set out in the First Schedule.

(3) The Authority shall on de-registration of a private higher education institution or institute cancel the certificate of registration and close the private higher education institution or institute.

Application for re-registration

9. A person may re-register a private higher education institution or institute which is de-registered in accordance with the Act and these Regulations, two years from the date of de-registration in Form I, Form IV and Form V, as the case may be, set out in the First Schedule on payment of a fee set out in the Second Schedule.

Transfer to new premises

10. (1) A private higher education institution that intends to transfer to new premises shall, thirty days before the transfer, apply to the Authority for approval in Form X set out in the First Schedule.

(2) The Authority shall, within thirty days of receipt of an application under subregulation (1), approve or reject an application.

(3) The Authority shall approve an application under subregulation (1), and issue a new certificate of registration in Form VII set out in the First Schedule, if the requirements under regulations 3(4), 4(4), 5(4) and 6(4) are met as the case may be.

(4) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

Assessment of registered private university or technical university

11. (1) The Authority shall, on carrying out an assessment in accordance with section 20(5) of the Act of a private higher education institution which is registered as a university or technical university, confirm the status of the university or technical university if the registered private higher education institution meets the requirements under regulation 3(4) and 4(4).

(2) The Authority shall, where the Authority intends to relegate a university or technical university to the status of a university college

or technical university college, notify the university or technical university, in writing, of its intention to relegate the university or technical university giving reasons for its decision and requesting the university or technical university to—

(a) show cause within ninety days why that university or technical university should not be relegated; or

(b) take remedial measures to the satisfaction of the Authority.

(3) The Authority shall, where a university or technical university fails to show cause within the period specified under subregulation (2) or does not take remedial measures to the satisfaction of the Authority, relegate the university or technical university to the status of a university college or technical university college.

PART III

ACCREDITATION OF LEARNING PROGRAMMES

Non - application of Part

12. This Part shall not apply to an institute.

Application for accreditation of learning programme

13. (1) A higher education institution shall apply to the Authority for the accreditation of a learning programme in Form XI set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, on receipt of an application under subregulation (1) and for the purposes of ensuring quality assurance, request a relevant professional body to provide input on the learning programme within fourteen days of the request being made by the Authority.

(3) The Authority shall, where it approves an application under subregulation (1), inform the higher education institution in Form II set out in the First Schedule.

(4) The Authority shall, where it rejects an application under subregulation (1), inform the higher education institution in Form III set out in the First Schedule.

Certificate of accreditation

14. (1) The Authority shall, where a higher education institution meets the requirements of the Act and these Regulations, issue a certificate of accreditation in Form XII set out in the First Schedule.

(2) A certificate of accreditation shall be valid for a period of—

(a) three years, where the duration of the learning programme is one to two years;

(b) four years, where the duration of the learning programme exceeds two years but is less than four years;

(c) six years, where the duration of the learning programme is four to five years but not exceeding six years; and

(d) eight years, where the duration of the learning programme is six to seven years but not exceeding eight years.

Renewal of accreditation

15. (1) A higher education institution may apply to the Authority for renewal of the accreditation of a learning programme in Form XI set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, where it approves an application under subregulation (1), inform the applicant in Form II set out in the First Schedule.

Suspension or revocation of certificate of accreditation

16. (1) The Authority shall, where it intends to suspend or revoke a certificate of accreditation issued under regulation 13 notify the applicant of its intention in writing.

(2) The Authority shall, where it suspends or revokes a certificate of accreditation, inform the higher education institution in writing.

Application for variation of accredited learning programme

17. (1) A higher education institution that intends to vary an accredited learning programme shall apply to the Authority in Form XIII set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) A higher education institution shall apply to the Authority to vary an accredited learning programme if—

(a) a learning programme has been offered by the higher education institution for at least one academic year before the variation;

(b) a core course or module in the accredited learning programme has been replaced;

(c) the variation is not more than twenty-five percent of the core courses or modules in the learning programme;

(d) a new course or module has been introduced that was not in the accredited learning programme;

(e) the content of a core course or module in the accredited learning programme has been altered by more than thirty percent;

(f) the assessment policy for the accredited learning programme has been altered; and

(g) there is a change in the name of the accredited learning programme.

(3) The Authority shall, within ninety days of the receipt of an application under subregulation (1), approve the application in Form II set out in the First Schedule if—

(a) the variation does not result in the replacement of more than twenty five percent of the courses or modules in the learning programme;

(b) the aim and learning outcomes of the varied learning programme are in accordance with level descriptors of the National Qualifications Framework;

(c) there are adequate and appropriately qualified teaching staff for newly introduced courses or modules in the varied learning programme; and

(d) there are adequate and appropriate facilities to support the teaching and learning of the new courses or modules.

(4) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule stating the reasons for the rejection.

PART IV

Affiliation of a Higher Education Institution

Application for affiliation of higher education institution

18. (1) A higher education institution that intends to affiliate to another higher education institution shall apply to the Authority in Form XIV set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority shall, for the purposes of ensuring compliance with these Regulations and verification of the information provided in an application under subregulation (1), conduct an institutional audit of the institution to be affiliated.

(3) The Authority shall, within ninety days of the receipt of an application under subregulation (1) and where an applicant meets the requirements for affiliation under this Part, approve the application and inform the applicant in Form II set out in the First Schedule.

(4) The Authority shall, where it rejects an application for affiliation under this regulation inform the applicant in Form III set out in the First Schedule.

Affiliation agreement

19. (1) The affiliation agreement referred to under section 39B(1) of the Act shall provide the following:

(a) the school and department involved in the affiliation;

(b) the learning programmes or research programmes to be implemented under the affiliation agreement;

(c) the date of commencement of the affiliation;

(d) the terms and conditions of the affiliation agreement;

(e) the financial, human and physical infrastructure resources to be provided for the affiliation; and

(f) the manner of managing joint programmes, curriculum reviews, examinations and awards.

(2) The affiliation agreement referred to under subregulation (1) shall be signed by an authorised representative from each higher education institution.

Amendment of affiliation agreement

20. A higher education institution shall, where a higher education institution intends to offer a learning programme outside the affiliation agreement, seek approval from the Authority, in writing, to amend the affiliation agreement.

PART V

Classification of a Higher Education Institutions, Academic Rank and Institution Audit

Classification of higher education institution

21. (1) The Authority shall classify a higher education institution in the appropriate tier at the time of registration or declaration of that higher education institution.

(2) There shall be four classes of higher education institutions based on the level of qualification a higher education institution is expected to offer.

(3) The classes of higher education institutions consist of the following:

(a) tier 1, a university or a technical university offering higher education up to doctoral degree level;

(b) tier 2, a university or a technical university offering higher education up to master's degree level;

(c) tier 3, a university college or a technical university college offering higher education up to bachelor's degree level; and

(d) tier 4, a college offering higher education up to diploma level.

Review of classification

22. The Authority shall review the tier of a higher education institution where—

(a) a higher education institution applies for re classification; or

(b) an institutional audit or learning programme audit indicates that a higher education institution lacks capacity to provide education within that tier.

Publication of classification list

23. The Authority shall publish a classification list of higher education institutions, within the first quarter of the year, in the *Gazette,* a daily newspaper of general circulation in the Republic and any other means that the Authority may determine.

Re classification of university or technical university

24. (1) A university or technical university that intends to offer a higher qualification shall apply to the Authority for re-classification in Form XV set out in the First Schedule.

(2) The Authority shall, within ninety days of the receipt of an application under subregulation (1), approve the application and inform the applicant in Form II set out in the First Schedule.

(3) The Authority shall, where it rejects an application under subregulation (1), inform the applicant in Form III set out in the First Schedule.

(4) The Authority shall publish a list of the re-classified higher education institutions, within the first quarter of the year, in the *Gazette,* a daily newspaper of general circulation in the Republic and any other means that the Authority may determine.

Academic ranks in university, technical university, university college, technical university college, college and institute

25. (1) The academic ranks in a university, technical university, university college, technical university college and institute shall include—

(a) teaching positions of—

(i) professor;

(ii) associate professor;

(iii) senior lecturer;

(iv) lecturer;

(v) tutor; and

(b) research positions of—

(i) research professor;

(ii) associate research professor;

(iii) senior research fellow;

(iv) research fellow; and

(v) assistant research fellow

(2) The academic ranks in a college shall include—

(a) principal—

(i) lecturer;

(ii) tutor;

(iii) trainer;

(iv) instructor; and

(b) senior—

(i) lecturer;

(ii) tutor;

(iii) trainer; and

(iv) instructor;

(c) lecturer, tutor, trainer and instructor.

(3) The academic ranks under subregulation (1) shall apply to visiting academics and other staff that the university may appoint as academic staff, including a librarian and medical consultant.

Qualifications for academic staff

26. (1) A higher education institution shall ensure that academic staff in a higher education institution are qualified to teach at the level of education offered.

(2) Academic staff teaching in a—

(a) certificate programme shall have a minimum qualification of a diploma in the respective field of specialisation;

(b) diploma programme shall have a minimum qualification of a Bachelor's degree in the respective field of specialisation; and

(c) bachelor's degree and postgraduate diploma programmes shall have a Bachelor's degree and a Master's degree in the respective field of specialisation.

(3) A Master's degree referred to in subregulation (2), shall have a research component and the master's degree must have been attained within a minimum period of one year and six months.

(4) Staff teaching and supervising students in a masters or doctoral programme shall have a minimum qualification of a doctoral qualification in the respective field of specialisation.

Institutional audit

27. (1) The Authority shall issue an audit notice to a higher education institution in the first month of the first quarter of each year.

(2) A higher education institution that receives an audit notice under subregulation (1) shall submit to the Authority a self audit report by 31st March of each year in Form XVI set out in the First Schedule on payment of a fee set out in the Second Schedule.

(3) The self audit report referred to under subregulation (2), shall contain the following information:

(a) the governance and management of the higher education institution;

(b) the implementation of learning programmes;

(c) the status of physical and technological facilities;

(d) the availability and implementation of policies on staff development, quality assurance, human resource management and financial management;

(e) financial resources available for the operations of the higher education institution;

(f) qualifications of administrative and academic staff;

(g) research policy and implementation; and

(h) implementation of the quality assurance system.

(4) The Authority may, on receipt of the self audit report under subregulation (2), conduct a site visit to the higher education institution.

(5) The Authority shall produce an institutional audit report based on the findings of under this regulation.

(6) The institutional audit report referred to under subregulation (5) shall contain recommendations from the Authority to the higher education institution to take action on matters relating to its operations and quality assurance mechanisms.

PART VI

General Provisions

Recognition of public higher education institution

28. The Authority shall, in writing, recognise a higher education institution that is established or declared as a public higher education institution.

Change in details

29. An applicant shall, within fourteen days of lodging an application, notify the Authority of any change in that applicant's details in Form XVII set out in the First Schedule.

Request for further information

30. The Authority may request for further information from an applicant for the purposes of these Regulations in Form XVIII set out in the First Schedule.

Duplicate certificate

31. (1) A person whose certificate of registration or certificate of accreditation is lost may apply to the Authority for a duplicate certificate in Form XIX set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Authority may, on receipt of an application under subregulation (1), issue a duplicate certificate of registration or certificate of accreditation in accordance with these Regulations.

Register

32. The Authority shall keep and maintain a register of higher education institutions registered, established or declared with the following information:

(a) certificates of registration;

(b) accredited learning programmes;

(c) higher education institutions that have been granted authority to affiliate or are affiliated;

(d) classified higher education institutions; and

(e) students.

Fees

33. (1) The fees set out in the Second Schedule are the fees payable for the matters specified in that Schedule.

(2) A higher education institution shall pay an annual levy set out in the Second Schedule not later than 31st March in each year.

Revocation of Higher Education (Higher Education Quality Assurance System) Regulations, 2016 S.I. No. 25 of 2016

34. The Higher Education (Higher Education Quality Assurance System) Regulations, 2016 are revoked.

Savings and transitional provisions

35. (1) A certificate of registration or a certificate of accreditation issued under the revoked Regulations shall continue to be valid, until expiry, revocation or re-issuance as if the certificate of registration or the certificate of accreditation was issued under these Regulations.

(2) An application for a certificate of registration or certificate of accreditation pending under the revoked Regulations shall, on commencement of these Regulations, be issued in accordance with these Regulations.

FIRST SCHEDULE

(*Regulations* 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 17, 18, 24, 27, 29, 30 *and* 31)

Form I

(*Regulations* 3(1) and 9)

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

Higher Education (General) Regulations, 2024

APPLICATION FOR REGISTRATION OF A PRIVATE HIGHER EDUCATION INSTITUTION
(College, University College and Technical University College)

A. INSTRUCTIONS

1. A person intending to apply for registration of a private College, University College or Technical University College should complete this 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 for the 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 cashflow 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 License from the local Authority in the case of Hostels/Boarding Houses where applicable.		

B. ADMINISTRATIVE DATA

1. Name of Proprietor (s)

2. Contact details for the Corresponding Proprietor

Physical Address	
Postal Address	
Telephone Number(s)	
Mobile Number(s)	
E-mail Address	
Name of Corresponding Proprietor	

3. Name of the Proposed Higher Education Institution

4. Type of Proposed Higher Education Institution (Specify whether College, Technical University College or University College)

5. Address and contact Details of the Higher Education Institution

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
E-mail Address	

Website	
Name of Contact Person	
Designation of Contact Person	

6. Bank Name(s) and Details

Name of Bank	
Branch	
Address	

C Summary of Operational Plan

Please provide a summary of the Operational Plan, under the following Headings:
(Copy of the full operational plan should be attached)

1. Vision, Mission and Strategy (Provide vision and mission statement-, short-, medium- and long-term objectives).

   .....
   .....

2. Governance and Management - Provide information on the availability of governance and management structures including the following:

   - Composition of Council or Management Board, including committees
   - Composition of senate or board of studies, including committees
   - Principal Officers, including their qualifications and experience
   - Organisation structure includes divisions into faculties/departments/ units

3. Academic Programmes (provide proposed list of academic programmes and hosting faculties and departments. Note that for technical university colleges, two-thirds of the programmes should be in applied science or technology)

   .....
   .....

4. Research (description of type of research the institution shall engage in and facilities to support research).

   .....
   .....

5. Staff (Provide details of the proposed staff establishment, provisionally appointed academic, technical and administrative staff, including their qualifications)

   .....
   .....
   .....

6. Student Admission and Learner Support (Provide information on projected student enrolments, entry requirements for each learning programme, availability of learner support structures and services such as student affairs unit, student counselling unit and services, student information dissemination services).

.....
.....
.....

7. Financial Resources (Provide information on sources and availability of financial resources to operate the institution and funds allocated to research, teaching and learning. Also provide details on financial management systems, internal and external audit systems to be used by the proposed Higher Education Institution)

.....
.....
.....

8. 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 and staff as well as recreation facilities)

.....
.....
.....

9. 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, and communication systems)

.....
.....

10. Health, safety and security (Provide information on water and sanitation services at the premises, health, safety and security measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required)

.....
.....

11. Quality assurance provisions (information on mechanisms in place for internal quality assurance mechanisms, policies and procedures)

.....
.....

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.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form II

(*Regulations* 3(2), 4(2), 5(2), 6(2), 13(3) 15(2), 17(3), 18(3) *and* 24(2))

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

Higher Education (General) Regulations, 2024

NOTICE OF APPROVAL

.....

(1) Here insert all names and address of applicant

To (1).....
.....
.....

(2) Insert reference No. of the application

IN THE MATTER OF (2) .....
.....

(3) Insert type of application

You are hereby notified that your application for (3) .....
.....

has been approved on the following condition(s)*

(a) .....

(b) .....

(c) .....

Dated this ..... day of ..... 20 .....

.....

DIRECTOR-GENERAL

Note Additional conditions may be attached, where necessary, on a separate sheet*

Form III

(*Regulations* 3(3), 4(3), 5(3), 6(3), 7(3), 10(4), 13(4), 15(3), 17(4), 18(4) and 24(3))

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

Higher Education (General) Regulations, 2024

NOTICE OF REJECTION

.....

(1) Here insert the names and address of applicant

To (1).....
.....
.....

(2) Insert reference No. of the application

IN THE MATTER OF (2) .....
.....

(3) Insert type of application

You are hereby notified that your application for (3) .....
.....

has been rejected on the following ground(s)*

(a) .....

(b) .....

(c) .....

Dated this ..... day of ..... 20.....

.....

DIRECTOR-GENERAL

Note Additional conditions may be attached, where necessary, on a separate sheet*

Form IV
(*Regulations* 4(1) *and* 9)

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

Higher Education (General) Regulations, 2024

APPLICATION FOR REGISTRATION OF A PRIVATE HIGHER EDUCATION INSTITUTION
(University and Technical University)

A. INSTRUCTIONS

1. An institution intending to apply for registration of a private university or technical university should complete this 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. An institution applying for registration as a private university or technical university must have been in existence for at least five years as a Bachelor's Degree awarding institution.

1. 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.	Policy clearance of proprietor and board members		
4.	Reference letter from the Bank of the institution		
5.	Evidence of financial resources or guarantee		
6.	National Pension Scheme Authority compliance certificate (except for foreign applicants)		
7.	Zambia Revenue Authority tax registration certificate/tax clearance certificate		
8.	Proof of ownership of land on which the Higher Education Institution is located.		
9.	Occupancy Licence of the premises from the Local Authority		

10.	Occupancy Licence from the local Authority in the case of Hostels/Boarding Houses where applicable		
11.	One (1) copy of the Operational Plan		
12.	Statutes of the institution		
13.	Curriculum vitae of proposed principal officers and Deans of schools		
14.	Academic policy document(s) covering admissions, progression, e-learning, student transfer, assessment, awards, academic calendar development and student record management		
15.	Curriculum Development and Review Policy		
16.	Open and Distance Learning policy where applicable		
17.	Refund policy		
18.	Infrastructure development master plan		
19.	Human Resource Policy, including recruitment, promotions and staff development		
20.	Conditions of Service document		
21.	Student Handbook covering registration procedures, information on courses, examination regulations etc		
22.	Proposed budget and cashflow statement for the University		
23.	Financial management policies and procedures, including risk management		
24.	Research and Ethics Policies		
25.	Fire certificate		
26.	Health Permit from the Local Authority		
27.	Quality assurance framework/implementation policy		
28.	Self-evaluation institutional audit Report		
30.	Graduate Tracer study report		
31.	Report on the institution's research achievements		
31.	Evidence of having legally operated for at least 5 years as a Bachelor's Degree awarding institution (applicable to foreign applicants).		

B. ADMINISTRATIVE DATA

1. Name of higher education institution (applying to be a University or Technical University)

2: Address and contact details of the Higher Education Institution

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

3. Name of the proposed University or Technical University (please state type being applied for).

Name: .....
Type: .....

4. Address and contact details of the proposed University or Technical University

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

5. Bank Name(s) and Details

Name of Bank:	
Branch:	
Address:	

C. Summary of Operational Plan

Please provide a summary of the Operational Plan, under the following Headings:
(Copy of the full operational plan should be attached)

1. Vision, Mission and Strategy of the proposed University or Technical University (Provide vision and mission statement-, short-, medium- and long-term objectives).

   .....
   .....

2. Governance and Management of the proposed University or Technical University - Provide information on the availability of governance and management structures including the following:

   - Composition of Council, including committees
   - Composition of senate, including committees
   - Provisionally Appointed Principal Officers and Deans of Schools, including their qualifications and experience
   - Organisation structure, includes division into schools/departments

3. Academic Programmes (provide list of existing accredited learning programmes and list of proposed postgraduate programmes to be offered by the University or Technical University. Note that for technical universities, two-thirds of the programmes should be in applied science or technology)

   .....
   .....
   .....

4. Research (Provide description of type of research the institution is involved in, number of research programmes running, peer reviewed publications and innovation products, availability of a research unit or directorate).

   .....
   .....
   .....

5. Staff (Provide details of current staff establishment and for the proposed university or technical university, provisionally appointed academic, technical and administrative staff, including their qualifications)

.....
.....
.....

6. Student Admission and Learner Support (Provide information on projected number of students, entry requirements for each proposed postgraduate learning programme, availability of learner support structures and services such as student affairs unit, student counselling unit and services, student information dissemination services).

.....
.....
.....

7. Financial Resources (Provide information on sources and availability of financial resources to operate the institution and funds allocated to research, teaching and learning. Also provide details on financial management systems, internal and external audit systems used by the Higher Education Institution).

.....
.....
.....

8. Physical Infrastructure (Provide information on physical infrastructure to support teaching, learning, research and administration such as lecture theatres/lecture rooms, library facility, learner support offices, conference facilities, laboratories, offices for principal officers and staff, as well as recreation facilities)

.....
.....
.....

9. Technological Infrastructure (Provide information on technological systems to support teaching and learning and operational functions, including e-learning platforms, e-library services, student information management system, research management system, institutional repository, accounting or financial management, human resource management and communication systems).

.....
.....
.....

10. Health, safety and security (Provide information on water and sanitation services at the premises, health, safety and security measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required).

.....
.....
.....

11. Quality assurance provisions (information on mechanisms in place for internal quality assurance mechanisms, policies and procedures)

.....
.....
.....

DECLARATION

I, ..., hereby declare that the information given above is true and correct to the best of my 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.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form V
(*Regulations* 5(1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR REGISTRATION OF A PRIVATE INSTITUTE

A. INSTRUCTIONS

1. A person intending to apply for registration of a Private Institute should complete this 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 documents 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 for the proprietor and board members		
4.	Reference letter from the Bank of the proposed institution		
5.	Evidence of financial resources or guarantee to cover administrative costs		
6.	Zambia Revenue Authority tax registration certificate		
7.	Lease agreement or proof of ownership of premises for the institute		
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 Directors or Managers		
12.	Policy document (s) guiding the management of research, consultancy and innovation, dissemination/publication, ethics and intellectual property rights		

13.	Human Resource Policy, including recruitment and staff training		
14.	Financial management policies and procedures, including risk management		
15.	Fire certificate		
16.	Health Permit from the Local Authority		
17.	Quality assurance framework/implementation policy		
18.	Policy guiding attachment of research students and supervision		

B. ADMINISTRATIVE DATA

1. Name of Proprietor (s)

2. Contact details for the Corresponding Proprietor

Physical Address	
Postal Address	
Telephone Number(s)	
Mobile Number(s)	
E-mail Address	
Name of Corresponding Proprietor	

3. Name of Institute

4. Address and contact Details of the Institute

Physical Address	
Postal Address	
Telephone Number(s)	
Mobile Number(s)	
E-mail Address	
Website	
Name of Contact Person	
Designation of Contact Person	

5. Bank Name(s) and Details

Name of Bank	
Branch	
Address	

C Summary of Operational Plan

Please provide a summary of the Operational Plan, under the following Headings:
(Copy of the full operational plan should be attached)

1. Vision, Mission and Strategy (Provide vision and mission statement-, short-, medium- and long-term objectives).

2. Governance and Management - Provide information on the availability of governance and management structures including the following:

   - Composition of Management Team including their qualifications and experience
   - Organisational structure includes division into units/departments

3. Research, Consultancy and innovation (Provide information on the institute's research agenda, including research and consultancy themes the institution shall focus on and policy on attachment of research students to the institute).

   .....
   .....

4. Staff (Provide details of the lead research/consultancy staff at the institution, including their qualifications).

   .....
   .....
   .....

5. Financial Resources (Provide information on sources and availability of financial resources to meet administrative costs).

   .....
   .....
   .....

6. Physical Infrastructure (Provide information on available and appropriate physical infrastructure to support research, including administrative office(s) and where applicable laboratories and demonstration sites).

   .....
   .....
   .....

7. Technological facilities (Provide information on available and appropriate technological systems to support research operations such as computing facilities and internet).

   .....
   .....

8. Health and safety (Provide information on water and sanitation services at the premises, health and safety measures and facilities for staff. Evidence of compliance to health and safety regulations is required).

   .....
   .....

9. Quality assurance provisions (information on mechanisms for assuring the quality of research, including publications and innovation products).

   .....
   .....

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.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form VI
(*Regulation* 6(1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR REGISTRATION OF A PRIVATE HIGHER EDUCATION INSTITUTION FOR THE SPECIALISED TRAINING OF PROFESSIONALS IN A SPECIFIED FIELD

A. INSTRUCTIONS

1. An institution intending to apply for registration of an institution for the specialised training of professionals should complete this 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.	Reference letter from the Bank of the institution		
3.	Evidence of financial resources or guarantee		
4.	Zambia Revenue Authority tax registration certificate		
5.	One (1) copy of the Operational Plan		
6.	Statutes of the institutions		
7.	Academic policy document(s) covering admissions, progression, student transfer, assessment, awards, academic calendar development and student record management for professional training programmes.		
8.	Curriculum Development and Review Policy		
9.	Open and Distance Learning policy where applicable		
10	Refund policy		
11.	Student Handbook covering registration procedures, information on courses, examination regulations etc		

12.	Quality assurance framework/implementation policy		
13.	Letter of Good Standing from an appropriate regulatory body		

B. ADMINISTRATIVE DATA

1. Name of institution (applying to be an Institution for Specialised Training of Professionals in a specified field)

2. Address and contact Details of the Institution

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

3. Name of the Proposed Institution for Specialised Training of Professionals in a specified field (if different from (1) please state).

Name:.....

4. Address and contact Details of the Proposed Institution (if different from (1)).

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

5. Bank Name(s) and Details

Name of Bank	
Branch	
Address	

C Summary of Operational Plan

Please provide a summary of the Operational Plan/Strategic Plan, under the following Headings:
(Copy of the full operational plan/strategic plan should be attached)

1. Vision, Mission and Strategy of the proposed institution (Provide vision and mission statement for the institution and short-, medium- and long-term objectives specific to training).

.....
.....

2. Governance and Management of the proposed institution - Provide information on the availability of governance/management structures for training including:

- Department or Coordinating unit for curriculum development, training and assessments
- Roles and responsibilities of personnel in the department or coordinating unit

3. Professional Training Programmes (Provide list of professional training programmes to be offered by the institution, including the structure of the programme, assessment policy and their level on the national qualifications framework e.g., National Qualifications Framework Level 7).

.....
.....

4. Staff (Provide policy statement on type and level of qualifications that trainers are required to possess in order to provide tuition/training in the professional programmes listed in (3) above)

.....
.....
.....

5. Student Admission and Learner Support (Provide information on entry requirements for each proposed training programme, progression requirements, availability of learner support services such as student information dissemination services, academic counselling services, training materials and library resources)

.....
.....
.....

6. Financial Resources (Provide information on sources and availability of financial resources allocated to teaching and learner support)

.....
.....
.....

7. Physical Infrastructure (Provide information on available and appropriate physical infrastructure required to support training in the specified programmes. If training shall be conducted at the institution's premises, provide information on the physical infrastructure available for training)

.....
.....
.....

8. Technological Infrastructure (Provide information on available and appropriate technological systems required to support training in the specified programmes, including e-learning platforms, e-library services, student information management system, institutional repository and communication systems. If training shall be conducted at the institution's premises, provide information on the technological systems available for training)

   .....
   .....
   .....

9. Health, safety and security (Provide information on water and sanitation services at the premises, health, safety and security measures and facilities for staff and students). (Applicable if training shall be conducted at the institution's premises).

   .....
   .....
   .....

10. Quality assurance provisions (Provide information on internal quality assurance mechanisms, policies and procedures for the professional training programmes).

    .....
    .....
    .....

DECLARATION

I, ..., hereby declare that the information given above is true and correct to the best of my 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.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form VII
(Regulation 7(1) *and* 10(3))

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

Higher Education (General) Regulations, 2024

CERTIFICATE OF REGISTRATION

Certificate Number: .....

This is to certify that

.....

Situated at

.....

has on the ..... day of ..... in the year .....

been Registered as a .....
(State type of Higher Education Institution)

in Tier ..... in accordance with the

Higher Education Act No. 4 of 2013.

.....
DIRECTOR-GENERAL

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand.

Form VIII
(*Regulation* 8(1))

HIGHER EDUCATION AUTHORITY

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

Higher Education (General) Regulations, 2024

NOTICE OF INTENTION TO DEREGISTER A PRIVATE HIGHER EDUCATION INSTITUTION OR INSTITUTE

(1) Here insert the full names and address of certificate holder

To (1) .....
.....
.....

(2) Here insert the certificate number

IN THE MATTER OF (2) .....

You are hereby notified that the Higher Education Authority intends to deregister your private higher education institution or institute on the... day of ...., 20 .... on the following ground(s):

(a)
.....

(b)
.....

(c)
.....

(d)
.....

You are requested to show cause why your private higher education institution or institute should not be deregistered, and to take action to remedy the breaches set out in paragraphs ..... (above), within thirty (30) days from receipt of this notice.

Failure to remedy the said breaches shall result in the deregistration of your private higher education institution or institute.

Dated this ..... day of ..... 20.....

.....
DIRECTOR-GENERAL

Form IX
(*Regulation* 8(2))

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

NOTICE OF DEREGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTION OR INSTITUTE

(1) Here insert the full names and address of higher education institution or institute

To (1) .....
.....
.....

(2) Here insert the certificate number

IN THE MATTER OF (2) .....
.....

You are hereby notified that your private higher education institution or institute has been de-registered on the following ground(s)*:

(a) .....

(b) .....

(c) .....

(d) .....

Dated this ..... day of ..... 20 .....

.....
DIRECTOR-GENERAL

Note Additional conditions may be attached, where necessary, on a separate sheet*

Form X
(*Regulation* 10(1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR TRANSFER TO NEW PREMISES

A. INSTRUCTIONS

1. A person intending to apply for transfer to new premises should complete this 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.	Lease agreement or proof of ownership of training premises		
2.	Occupancy Licence of the premises from the Local Authority		
3.	Occupancy Licence from the local Authority in the case of Hostels/Boarding Houses where applicable		
4.	One (1) copy of the updated Operational Plan		
5.	Infrastructure master development plan		
6.	Fire certificate		
7.	Health Permit from the Local Authority		

B. ADMINISTRATIVE DATA

1. Name of Institution

2. Contact details for the proposed premises

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
E-mail Address	
Website	
Name of contact person	
Designation of contact person	

C Premises Information

Please provide the following information:

1. Reason for moving to new premises:

.....
.....

2. Academic Programmes or Research Programmes (provide proposed list of academic programmes and/or research programmes to be run at the new premises)

.....
.....

3. Physical Infrastructure (Provide information on available and appropriate physical infrastructure to support teaching, learning and research such as lecture rooms, laboratories, offices for staff and recreation facilities)

.....
.....

4. Technological Infrastructure (provide information on available and appropriate technological systems to support teaching, research and operational functions, including e-learning platforms, student information management system and communication systems).

.....
.....

5. Health and safety (Provide information on water and sanitation services at the premises, health and safety measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required)

.....
.....

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: .....

Date: .....

HIGHER EDUCATION AUTHORITY

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

Higher Education (General) Regulations, 2024

APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION OF A LEARNING PROGRAMME

PART I: INSTRUCTIONS AND INSTITUTIONAL DETAILS

A. INSTRUCTIONS

1. A Higher Education Institution applying for accreditation of learning programmes/professional training programmes should complete this 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. Each application must be accompanied by proof of payment of fees for accreditation of a learning programme/professional training programme as provided in the schedule of fees. The application fee is non-refundable

3. Applications with incomplete, missing information or that do not follow the prescribed format shall be rejected

4. All information relating to the learning programme including reference to policy documents should be embedded in the application form except for the following which should be attached:
   (a) Stakeholder engagement report
   (b) Approval of the curriculum by a relevant professional body (where applicable)
   (c) Affiliation agreement for programmes under affiliation.

5. In the development of learning programmes, Higher Education Institutions should refer to:

- the Zambia Standards and Guidelines for Quality Assurance in Higher Educations (ZSG – QA);
- Open and Distance Learning guidelines;
- Learning Programme Core Elements (where applicable);
- Quality Assurance Handbook
- National Qualifications Framework Level Descriptors;
- Guidelines for the Registration and Accreditation of Qualifications on the Zambia Qualifications Framework;
- National Occupation Standards;
- Zambia Qualifications Authority Policy and Criteria for Recognizing Prior Learning; and
- Student Transfer Guideline

B. ADMINISTRATIVE DATA

Name of Higher Education Institution		
Type of Higher Education Institution (Tick where appropriate)	☐	College
	☐	University College
	☐	University
	☐	Technical University College
	☐	Technical University

	☐	Institutions for specialised training of professiona specified field
Status of Institution (Tick where appropriate)	☐	Proposed Private Higher Education Institution
	☐	Registered Private Higher Education Institution
	☐	Public Higher Education Institution
Tier of the Institution (except institutions providing specialised training and proposed Higher Education Institutions) (Tick one tier)	☐	Tier 1
	☐	Tier 2
	☐	Tier 3
	☐	Tier 4
Physical Address of the Higher Education Institution		
Notification Address of the Higher Education Institution (Indicate Business Address)		
Postal Address		
Telephone Numbers		
E-mail Address		
Contact Person (e.g. The Head/Coordinator of Quality Assurance Unit)	Name:	
	Email Address:	
	Contact Number:	
* For Registered and Recognised Higher Education Institutions, the Head of Quality Assurance Unit or Coordinator shall liaison person between the Authority and the Higher Education Institution.		

C. Learning Programme Details

Name of Learning Programme/Professional Training Programme (e.g., BSc Economics, CA Certificate in Accountancy)	
Level of Qualification e.g., Zambia Qualifications Framework level 7	
Duration e.g., 4 years	
Mode of Delivery e.g., Open and Distance Learning/Conventional/ both Open and Distance Learning and Conventional	
Total Notional hours and Credits	
Curriculum Review Period (refer to Zambia Qualifications Authority Requirements)	

PART II: DETAILS OF LEARNING PROGRAMME

Rationale

Provide information on why this programme is needed and how it shall contribute to human capital development in the country or region.

Aim(s) of the programme

Give brief detail on what the learning programme is intended to achieve in relation to academic, industrial, professional and societal needs.

Learning Outcomes (Based on National Qualifications Framework Level Descriptors)

Provide learning outcomes based on the National Qualifications Framework level descriptors for the relevant qualification.

Teaching and Learning Plan

Describe how teaching and learning shall be organised over the total duration of the learning programme. It should include teaching and learning activities (e.g., lectures, seminars, practical's, self-study, project work and assessments) and the notional hours and credits allocated to them.

Curriculum

Attach a curriculum. The curriculum should include courses/modules, syllabi, teaching and learning methods, teaching and learning resources, and assessment.

Assessment Policy

Provide a policy statement on the assessment of the learning programme/professional training programme in terms types of assessments, including distribution of marks towards continuous assessments and examinations. Include information on validation and security arrangements for examinations and assessment of postgraduate dissertations/theses where applicable.

Staff

Provide a policy statement on teaching staff qualifications and available number of academic staff including curriculum vitae of all staff in the programme *(This does not apply to institutions for specialised training of professionals in a specified field).*

Institutions for the specialised training of professionals in a specified field should provide information on the required type and level of qualifications for teaching staff for the professional training programme.

Continuous Staff Development

Provide information on how the continuous professional development of academic staff shall be supported in order to enhance quality service delivery of the programme.

Facilities for Programme Delivery

Provide information on facilities available for teaching,learning and research *(This does not apply to institutions for specialised training of professionals* in a specified field*)*.

Institutions for the specialised training of professionals in a specified field should provide information on the required facilities for programme delivery.

Teaching and Learning Support

Provide information on available teaching and learning support systems such as student information handbooks, examination procedures/manuals, ICT support services, library and eLearning services and counselling services. *(This does not apply to institutions for specialised training of professionals* in a specified field*)*.

Institutions for the specialised training of professionals in a specified field should provide information on the required teaching and learning support services for the programme.

Internal Quality Assurance

Provide details of policies, strategies and institutional arrangements for quality assurance of the learning programme. e.g. for curriculum development and review, internal and external moderation of examinations.

Financial Resources

Provide information on financial resources available to support the implementation of the learning programme *(This does not apply to institutions for specialised training of professionals* in a specified field*)*.

Regulations

Provide regulations pertaining *Entry Requirements, Assessments, Progression and Degree/Diploma/Certificate Classification*

A. DECLARATION

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

Signature:.....

Designation:.....

Date:.....

WITNESS

Name:.....

Signature:.....

Date:.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form XII
(*Regulation* 14(1))

HIGHER EDUCATION AUTHORITY

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

Higher Education (General) Regulations, 2024

CERTIFICATE OF ACCREDITATION OF LEARNING PROGRAMME

Certificate Number: .....

This is to certify that the Higher Education Learning Programme

.....

National Qualifications Framework Level

.....

Offered by

.....

Situated at

.....

Has satisfied the Quality Standards and Criteria set by the Higher Education Authority, in compliance with the Higher Education Act No. 4 of 2013.

.....
DIRECTOR – GENERAL

Date Issued:..... Validity Period:.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand.

Form XIII
(Regulation 17(1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR VARIATION OF ACCREDITED LEARNING PROGRAMME

PART I: INSTRUCTIONS AND INSTITUTIONAL DETAILS

A. INSTRUCTIONS

1. A Higher Education Institution applying for variation of a learning programme should complete this 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. Each application must be accompanied by proof of payment of fees for variation of a learning programme as provided in the second schedule. The application fee is non - refundable

3. Applications with incomplete, missing information or that do not follow the prescribed format shall be rejected.

4. All information relating to the learning programme including reference to policy documents should be embedded in the application form except for the following which should be attached:

(a) Approval of the changes to the curriculum by a relevant professional body (where applicable)

B. ADMINISTRATIVE DATA

Name of Higher Education Institution		
Type of Higher Education Institution (Tick where appropriate)	☐	College
	☐	University College
	☐	University
	☐	Technical University College
	☐	Technical University
	☐	Institution established by any other written law
	☐	Institutions for specialised training of professionals specified field
Status of Institution (Tick where appropriate)	☐	Proposed Private Higher Education Institution
	☐	Registered Private Higher Education Institution
	☐	Public Higher Education Institution
Tier of the Institution (except institutions providing specialised training and proposed Higher Education Institutions) (Tick one tier)	☐	Tier 1
	☐	Tier 2
	☐	Tier 3
	☐	Tier 4
Physical Address of the Higher Education Institution		
Notification Address of the Higher Education Institution (Indicate Business Address)		
Postal Address		

Telephone Numbers		
E-mail Address		
Contact Person (e.g. The Head/Coordinator of Quality Assurance Unit)	Name:	
	Email Address:	
	Contact Number:	
* For Registered and Recognised Higher Education Institutions, the Head of Quality Assurance Unit or Coordinator shall be liaison person between the Authority and the Higher Education Institution.		

C. Learning Programme Details

Name of accredited Learning Programme (e.g., BSc Economics, CA Certificate in Accountancy)	
Date Learning Programme was accredited.	
Level of Qualification e.g., National Qualifications Framework level 7	
New name of varied Learning Programme (If different from above)	
Mode of Delivery e.g., Open and Distance Learning /Conventional/ both Open Distance Learning and Conventional	
Total Notional hours and Credits	
Curriculum Review Period (refer to Zambia Qualifications Authority Requirements)	

PART II: DETAILS OF VARIATION TO THE LEARNING PROGRAMME

Indicate any variations to the following:

Rationale

Aim(s) of the programme

Learning Outcomes (Based on National Qualifications Framework Level Descriptors)

Teaching and Learning Plan

Curriculum

Assessment Policy

Staff

Facilities for Programme Delivery

Teaching and Learning Support

Regulations

DECLARATION

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

Signature:.....

Designation:.....

Date:.....

WITNESS

Name:.....

Signature:.....

Date:.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

Form XIV
(Regulation 18 (1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR AFFILIATION OF HIGHER EDUCATION INSTITUTION

A. INSTRUCTIONS

1. A person intending to affiliate or be affiliated to another private higher education institution shall apply for affiliation and should complete this 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 Registration by the Authority or any other appropriate authority for the affiliating parties		
2.	Curriculum vitae of the proposed academic staff to be involved in the programmes under affiliation		
3.	Signed affiliation agreement by authorised representatives of both parties		
4.	Recommendations from the Senate/Academic Board of affiliating parties		

B. ADMINISTRATIVE DATA

1. Name of Applicant

2. Affiliating Institution

(a) Name of affiliating institution

(b) Type of Higher Education Institution (Specify whether College, University College, University, Technical University College or Technical University)

3. Institution to be affiliated.

(a) Name of institution to be affiliated

(b) Type of Higher Education Institution (Specify whether College, University College, University, Technical University College or Technical University)

4. Address and contact details of affiliating institution

Physical Address	
Postal Address	
Telephone Number(s)	
Mobile Number(s)	
E-mail Address	
Website	
Name of Contact Person	
Designation of Contact Person	

5. Address and contact details of the institution to be affiliated

Physical Address	
Postal Address	
Telephone Number(s)	

Mobile Number(s)	
E-mail Address	
Website	
Name of Contact Person	
Designation of Contact Person	

C Required Information

Please provide the following information:

1. Purpose of the affiliation: (Provide details on the purpose of the affiliation e.g., Joint academic programmes, student/staff exchange programme).

   .....
   .....

2. Department/Schools involved in the affiliation (Provide information on the departments/schools involved in the affiliation from both parties):

   .....
   .....

3. Academic Programmes (Provide proposed list of learning programmes to be implemented under the agreement and their accreditation status):

   .....
   .....

4. Research (description of type of joint research to be implemented under the affiliation agreement, where applicable).

   .....
   .....

5. Staff (Provide details of the staff to be involved under the affiliation agreement, including their qualifications)

   .....
   .....
   .....

6. Financial Resources (Provide information on sources and availability of financial resources allocated to the programmes under affiliation)

   .....
   .....
   .....

7. Physical Infrastructure (Provide information on available and appropriate physical infrastructure and equipment dedicated to the joint programmes under the affiliation agreement)

   .....
   .....
   .....

.....

.....

.....

8. Technological Infrastructure (Provide information on available and appropriate technological systems required to support training in the specified programmes, including e-learning platforms, e-library services, student information management system, institutional repository and communication systems. If training shall be conducted at the institution's premises, provide information on the technological systems available for training).....

.....

.....

9. Quality assurance provisions (Provide information on quality assurance mechanisms to be put in place under the affiliation agreement)

.....

.....

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.....

Date.....

Application Fee Paid:.....

Date of Payment:.....

Receipt No: .....

Serial No.: .....

STAMP

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: .....
.....
.....

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: .....
.....
.....

4. State tier being applied for:.....
.....
.....

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):

.....
.....

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

.....
.....

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):

.....
.....

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

.....
.....

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

.....
.....

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)

.....
.....
.....

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)

.....
.....
.....

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

.....
.....

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.....

Date.....

STAMP

Form XVI
(*Regulation* 27(2))

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

Higher Education (General) Regulations, 2024

INSTITUTIONAL SELF-AUDIT REPORT

A. INSTRUCTIONS

1. A higher education institution shall by 31st March of each year complete this form for the purpose of the annual institutional audit and submit 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. A higher education institution should submit **all** the listed documents with their application.

	Documents to be attached	Check	
		Yes	No
1.	Evidence of financial resources or guarantee		
2.	Zambia Revenue Authority tax clearance certificate		
3.	NAPSA Compliance Certificate		
4.	Proof of payment of annual levy		
5.	A copy of the Operational Plan (If updated)		
6.	Statutes of the institution (If updated)		
7.	Curriculum vitae of principal officers (This does not apply to institutes and institutions for specialised training of professional in a specified field)		
8.	Academic policy document(s) covering admissions, progression, e- learning, student transfer, assessment, awards, academic calendar development and student record management (This does not apply to institutes)		

9.	Curriculum Development and Review Policy (If updated and This does not apply to institutes)		
10.	Open and Distance Learning policy where applicable		
11.	Refund policy (This does not apply to institutes)		
12.	Infrastructure Development Master Plan where applicable		
13.	Record of academic staff recruitments and promotions in the previous year		
14.	Record of student enrolments and graduates in the previous year		
15.	Terms and Conditions of Service (If updated)		
16.	Updated Student Handbook covering registration procedures, information on courses, examination regulations etc		
17.	Annual budget and cash flow statement (This does not apply to institutions for specialised training of professional in a specified field)		
18.	Financial management policies and procedures, including risk management (This does not apply to institutions for specialised training of professional in a specified field)		
19.	Audited financial statements (This does not apply to institutions for specialised training of professional in a specified field)		
20.	Annual Research and Consultancy Report (This does not apply to institutions for specialised training of professional in a specified field)		
21.	Fire certificate (This does not apply to institutions for specialised training of professional in a specified field)		
22.	Health Permit from the Local Authority (This does not apply to institutions for specialised training of professional in a specified field)		
23.	Quality assurance implementation report		

B. ADMINISTRATIVE DATA

1. Name of the Higher Education Institution

2. Type of Higher Education Institution (whether College, University College, University Technical University College, Technical University, Institute and Institution for specialised training of professionals in a specified field)

3. Address and contact Details of the Higher Education Institution

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

C Summary of information required

1. Operational plan (Provide information on the implementation of the Operational plan in the previous year):

.....

.....

2. Governance and Management

(a) For College, University College, University, Technical University College and Technical University (provide information on the following, including any changes in the previous year):

(i) Composition of Council or Management Board, including committees;
(ii) Composition of senate or board of studies, including committees;
(iii) Principal Officers, including their qualifications and experience;
(iv) Deans of School/Faculties, including their qualifications and experience; and
(v) Organisation structure includes divisions into faculties/departments/ units.

(b) For Institution for the specialised training of professionals in a specified field (provide information on the following, including any changes in the previous year):

(i) Availability of a Department or Coordinating unit for curriculum development, training and assessments; and
(ii) Roles and responsibilities of personnel in the department or coordinating unit.

(c) For Institutes (provide information on the following, including any changes in the previous year):

(i) Composition of Management Team including their qualifications and experience
(ii) Organisational structure including units/departments.

3. Academic Programmes (Provide list of all learning programmes/professional training programmes including their accreditation status, number of students enrolled in the programmes by gender, staff student ratio in the programmes and graduates by gender in the programmes from the previous year) – (This does not apply to institute):

.....

.....

4. Research (Provide information on the research and innovation policy, research coordination, research projects and outputs, research collaborations and exchange programmes) – (This does not apply to Institution for the specialised training of professionals in a specified field):

.....

.....

5. Staff (Provide details on the number of staff by programme, including their qualifications; continuous professional staff development programme implemented in the previous year including number of staff trained.):

.....
.....
.....

6. Student Admission and Learner Support (Provide information on the student credit transfer policy and number of students subjected to this policy, projected student enrolments for the current year, availability of learner support structures and services such as student affairs unit, student counselling unit and services, student information dissemination services).

.....
.....
.....

7. Financial Resources (Provide information on availability of financial resources to operate the institution and funds allocated to research, teaching and learning. Also provide details on financial management systems, internal and external audit carried out in the previous year) – (This does not apply to Institution for the specialised training of professionals in a specified field):

.....
.....
.....

8. Physical Infrastructure (Provide information on available and appropriate physical infrastructure, including any changes, to support teaching, learning, research and administration such as lecture rooms, laboratories, learner support offices, offices for principal officers and staff as well as recreation facilities) – (This does not apply to Institution for the specialised training of professionals in a specified field)

.....
.....
.....

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

.....
.....

10. Health, safety and security (Provide information on water and sanitation services at the premises, health, safety and security measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required) – (This does not apply to Institution for the specialised training of professionals in a specified field):

    .....
    .....

11. Quality assurance provisions (information on implementation of quality assurance activities such as external examinations, curriculum review, tracer studies, student satisfaction survey, academic staff appraisal report, operationalisation of the internal quality assurance unit)

    .....
    .....

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: .....

Date: .....

Audit Fee Paid: .....

Date of Payment: .....

Receipt No: .....

Serial No.: .....

STAMP

Form XVII
(Regulation 29

HIGHER EDUCATION AUTHORITY

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

Higher Education (General) Regulations, 2024

NOTICE OF CHANGE OF DETAILS

A. INSTRUCTIONS

1. A person intending to apply to change details of an application for registration or recognition should complete this 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. This application has to be submitted within 14 days of submission of the application for registration or recognition.

B. ADMINISTRATIVE DATA

1. Name of Institution(s)

2. Address and contact Details of the Institution

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
E-mail Address	
Website	
Name of Contact Person	
Address and contact of the Institution	

C Details of the notification for change of details

Please provide a summary of the Operational Plan, under the following Headings:
(Copy of the full operational plan should be attached)

1. Vision, Mission and Strategy (Provide vision and mission statement-, short-, medium- and long-term objectives).

.....
.....

2. Governance and Management - Provide information on the availability of governance and management structures including the following:

- Composition of Council or Management Board, including committees
- Composition of senate or board studies, including committees
- Principal Officers, including their qualifications and experience
- Organisation structure includes division into faculties/departments

3. Academic Programmes (provide proposed list of academic programmes and hosting faculties and departments. Note that for technical university colleges, two-thirds of the programmes should be in applied science or technology)

.....
.....

4. Research (description of type of research the institute shall engage in and facilities to support research).

.....
.....

5. Staff (Provide details of the proposed staff established, provisionally appointed academic, technical and administrative, including their qualifications)

.....
.....

6. Student Admission and Learner Support (Provide information on projected students enrolments, entry requirements for each learning programme, availability of learner support structures and services such as student affairs unit, student counselling unit and services, student information dissemination services).

.....
.....

7. Financial Resources (sources and availability of financial resources to operate the institution, funds allocated to teaching and learning and financial management systems, internal and external auditing system)

.....
.....

8. Physical Infrastructure (Provide information on available and appropriate physical infrastructure to support teaching, learning and research such as lecture rooms, laboratories, offices for staff and recreation facilities)

.....
.....

9. Technological Infrastructure (provide information on available and appropriate technological systems to support teaching and operational functions, including e-learning platforms, student information management system, accounting or financial management, human resource management and communication systems)

.....
.....

10. Health and safety (Provide information on water and sanitation services at the premises, health and safety measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required)

.....
.....

11. Quality assurance provisions (information on mechanisms in place for internal quality assurance mechanisms, policies and procedures)

.....
.....

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: .....

Date: .....

Form XVIII
(Regulation 30)

HIGHER EDUCATION AUTHORITY

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

Higher Education (General) Regulations, 2024

REQUEST FOR FURTHER INFORMATION

Application Number: .....

To: .....

You are requested to provide, within fourteen days of this Notice, the following information or documents in respect of your application for a certificate of registration.

(a) .....
(b) .....
(c) .....
(d) .....
(e) .....

If you fail to provide the requested information within the stipulated period, your application shall be treated as invalid and shall be rejected.

Date this ..... day of ....., 20.....

.....
DIRECTOR-GENERAL

OFFICIAL
STAMP

Form XIX
(Regulation 31(1))

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

Higher Education (General) Regulations, 2024

APPLICATION FOR DUPLICATE CERTIFICATE OF REGISTRATION/ ACCREDITATION*

A. PARTICULARS

1. Name of Higher Education Institution:

.....

.....

.....

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	

B. REPLACEMENT OF LOST /DAMAGED CERTIFICATES

(a) Certificate of Registration/Accreditation* Number: .....

(b) Year Issued: .....

(c) Circumstances which led to loss or damage of the certificate: .....

.....

.....

(Attach Police reports, sworn affidavit, damaged certificate and any other supporting documents to justify your application.)

A. DECLARATION

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

....
Signed Date

*Delete whichever is not applicable

FOR OFFICIAL USE ONLY

Comments by the Higher Education Authority:

Application granted/rejected

Date this ..... day of ....., 20.....

.....
DIRECTOR-GENERAL

SECOND SCHEDULE

(*Regulations* 3, 4, 5, 6, 9, 14, 16, 18, 19, 28 and 32)

CATEGORY OF FEES	FEE UNITS	
Application for registration/ re-registration of a private higher education institution	136,666.7– College	
	170,000– University College/Technical University College	
	336,666.7– University/Technical University	
	170, 000 - Institution for Specialised Training of Professionals in a Specified Field.	
	170,000– Institute	
	506,666.7- Foreign Higher Education Institution	
Learning Programme Accreditation/Renewal of Accreditation Fees	**Local**	**Foreign**
	16,666.7 - Certificate	33,333.33 - Certificate
	33,333.33 - Diploma	66,666.7 - Diploma
	66,666.7– Bachelor's Degree	133,333.33 – Bachelor's Degree
	83,333.33- Postgraduate Diploma/Honours Degree	166,666.7- Postgraduate Diploma/Honours Degree
	116,666.7 - Master's Degree	233,333.33 - Master's Degree
	166,666.7 - Doctorate	333,333.33 - Doctorate
	116,666.7 - Professional Training Programme	233,333.33 - Professional Training Programme
Variation of Learning Programme Fee	16,666.7 - Certificate	
	16,666.7 - Diploma	
	33,333.33 – Bachelor's Degree	
	33,333.33 - Postgraduate Diploma	
	33,333.33 - Master's Degree	
	33,333.33 - Doctorate	

Annual Levy	**Local**	**Foreign**
	250 per registered student	333.33 per registered student
Annual Institutional Audit Fee	**Local**	**Foreign**
	66,666.7 - College	166,666.7 - College
	83,333.33 - University College /Technical University College	166,666.7 - University College /Technical University College
	116,666.7 - University/Technical University	200,000 - University/Technical University
	83,333.33 - Institution for Specialised Training of Professionals in a Specified Field	166,666.7 - Institution for Specialised Training of Professionals in a Specified Field
	83,333.33 Institute	166,666.7 Institute

Annual Levy	**Local**	**Foreign**
	250 per registered student	333.33 per registered student
Annual Institutional Audit Fee	**Local**	**Foreign**
	66,666.7 - College	166,666.7 - College
	83,333.33 - University College /Technical University College	166,666.7 - University College /Technical University College
	116,666.7 - University/Technical University	200,000 - University/Technical University
	83,333.33 - Institution for Specialised Training of Professionals in a Specified Field	166,666.7 - Institution for Specialised Training of Professionals in a Specified Field
	83,333.33 Institute	166,666.7 Institute
Affiliation Fee	166,666.7	
Duplicate Certificate	16,666.7	
Record Search Fees	16,666.7	

D. SIAKALIMA,
Minister of Education

LUSAKA
29th August, 2024
[MOE.73/6/7]