



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

Higher Education (Registration and Reassessment) Regulations, 2022

**APPLICATION FOR REGISTRATION AS 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
LUSAKA

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

Documents to be attached		Check	
		Yes	No
1)	Certificate of Incorporation or Registration of Business Name		
2)	A sworn affidavit/declaration that the proprietor, board		
3)	members have never been declared bankrupt or found guilty of		
4)	any criminal offence		
5)	Reference letter from the Banker of the proposed institution		
6)			
7)	Evidence of financial resources or guarantee		
8)	National Pension Scheme Authority compliance certificate		
9)	ZRA tax clearance certificate		
10)	Lease agreement or proof of ownership of training premises.		
11)	Report or Letter of change of use of premises from the Local		
12)	Authority.		
13)	Report or letter of approval from the local Authority in the case		
14)	of Boarding Houses.		
15)	Two (2) copies of the Operational Plan		
16)	Statutes of the institution		
17)	Curriculum vitae of proposed principal officers and Deans of schools		
18)	Academic policy document(s) covering admissions, progression, e- learning, student transfer, assessment, awards, academic calendar development and student record management		
19)	Curriculum Development and Review Policy		
20)	ODL policy where applicable		
21)	Tuition fee refund policy		

22)	Infrastructure development master plan		
23)	Human Resource Policy, including recruitment, promotions and staff development		
24)	Conditions of Service document		
25)	Student Handbook covering registration procedures, information on courses, examination regulations etc		
26)	Proposed budget and cashflow statement		
27)	Financial management policies and procedures, including risk management		
28)	Research and Ethics Policies		
29)	Fire certificate		
30)	Health Permit from the Local Authority		
31)	Quality assurance framework/implementation policy		

B. ADMINISTRATIVE DATA

1. Name of Proprietor (s)

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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

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

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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 and Details

Name of Bank	
Branch	

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).

.....
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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)

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

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

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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).

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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)

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

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9. Technological Infrastructure (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).

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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)

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

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DECLARATION

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

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Received by.....

Officer

Signature.....

Date.....



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

Higher Education (Registration and Reassessment) Regulations, 2022

**APPLICATION FOR REGISTRATION AS 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
LUSAKA

3. An institution applying for registration as a private university or technical university must have been in existence for at least five years as a Higher Education Institution.
4. Applicants should forward **all** the listed documents with their application. An application **will not** be processed if **any** of the required documents is not provided.

Documents to be attached	Check	
	Yes	No
1) Certificate of Incorporation or Registration of Business Name		
2) A sworn affidavit/declaration that the proprietor, board members have never been declared bankrupt or found guilty of any criminal offence		
3) Reference letter from the Banker of the institution		
4) Evidence of financial resources or guarantee		
5) National Pension Scheme Authority compliance certificate		
6) ZRA tax clearance certificate		
7) Proof ownership of land dedicated for development of the University		
8) Report or Letter of change of use of premises from the Local Authority.		
9) Report or letter of approval from the local Authority in the case of Boarding Houses.		
10) Two (2) copies of the Operational Plan		
11) Statutes of the institution		

12)	Curriculum vitae of proposed principal officers and Deans of schools			
13	Academic policy document(s) covering admissions, progression, e-learning, student transfer, assessment, awards, academic calendar development and student record management			
14	Curriculum Development and Review Policy			
16.	ODL policy where applicable			
17	Tuition fee 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			
29	Graduate Tracer study report			
30	Employer satisfaction survey report			
31	Student satisfaction survey report			
32	Report on the institution's research achievements			

B. ADMINISTRATIVE DATA

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

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- 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:

3: 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	

4. Bank Name 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).

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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*
- *Principal Officers, including their qualifications and experience*
- *Organisation structure, includes division into faculties/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)

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

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

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6. Student Admission and Learner Support (Provide information on projected number of students, 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).

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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)

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8. Physical Infrastructure (Provide information on available land dedicated for development of the University or Technical University, physical infrastructure to support teaching, learning and research such as lecture theatres, lecture rooms, library facility, conference facilities, laboratories, offices for staff and recreation facilities)

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

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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)

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

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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 will be rendered invalid.

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....



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

Higher Education (Registration and Reassessment) Regulations, 2022

**APPLICATION FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION
(Research Institute)**

A. INSTRUCTIONS

1. A person intending to apply for registration of a Private Research Institute should complete this Application Form and forward it to:

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

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

Documents to be attached		Check	
		Yes	No
1)	Certificate of Incorporation or Registration of Business Name		
2)	A sworn affidavit/declaration that the proprietor, board members have never been declared bankrupt or found guilty of any criminal offence		
3)	Reference letter from the Banker of the proposed institution		
4)	Evidence of financial resources or guarantee		
5)	National Pension Scheme Authority compliance certificate		
6)	ZRA tax clearance certificate		
7)	Lease agreement or proof of ownership of premises for the institute.		
8)	Report or Letter of change of use of premises from the Local Authority.		
9)	Two (2) copies 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 and innovation, dissemination/publication, ethics and intellectual property rights		
13)	Human Resource Policy, including recruitment, promotions and staff development		

14)	Conditions of Service document		
15)	Proposed budget and cashflow statement for the Institute		
16)	Financial management policies and procedures, including risk management		
17)	Fire certificate		
18)	Health Permit from the Local Authority		
19)	Quality assurance framework/implementation policy		
20)	Policy guiding attachment of research students and supervision		

B. ADMINISTRATIVE DATA

1. Name of Proprietor (s)

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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 Research Institute

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4. Address and contact Details of the Research 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 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 Board of Directors/Board of Governors/ Research Council*
- *Structure and Composition of Management*
- *Management Team, including their qualifications and experience*
- *Organisation structure includes division into units/ departments*

3. Research and innovation (Provide information on the institutes research agenda, including research themes the institution will focus on, attachment of research students to the institute and innovation products targeted).

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

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6. Financial Resources (sources and availability of financial resources to operate the institute)

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8. Physical Infrastructure (Provide information on available physical infrastructure to support research, including laboratories and demonstration sites where applicable).

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9. Technological facilities (technological systems to support research operations including research management system, institutional repository and e-library resources).

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10. 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)

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

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DECLARATION

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

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....



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

Higher Education (Registration and Reassessment) Regulations, 2022

**APPLICATION FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION
(Institution for Specialised Training of Professionals)**

A. INSTRUCTIONS

1. An institution intending to apply for registration of an institution for specialised training of professionals should complete this Application Form and forward it to:

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

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

Documents to be attached	Check	
	Yes	No
1) Certificate of Incorporation or Registration of Business Name		
2) A sworn affidavit/declaration that the board members have never been declared bankrupt or found guilty of any criminal offence		
3) Reference letter from the Banker of the institution		
4) Evidence of financial resources or guarantee		
5) National Pension Scheme Authority compliance certificate		
6) ZRA tax clearance certificate		
7) Lease agreement or proof of ownership where applicable		
10) Two (2) copies of the Operational Plan		
11) Statutes/ legal documents supporting the institution's mandate to offer professional training		
12) Academic policy document(s) covering admissions, progression, student transfer, assessment, awards, academic calendar development and student record management		
13) Curriculum Development and Review Policy		
14) ODL policy where applicable		
15) Tuition fee refund policy		

16	Student Handbook covering registration procedures, information on courses, examination regulations etc		
17	Quality assurance framework/implementation policy		
18	Letter of Good Standing from an appropriate regulatory body		



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

The Higher Education (Registration and Reassessment) Regulations, 2022

CERTIFICATE OF REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION

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
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.



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

The Higher Education (Registration and Reassessment) Regulations, 2022

CERTIFICATE OF REGISTRATION AS AN ADDITIONAL CAMPUS

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
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.



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

Higher Education (Registration and Reassessment) Regulations, 2022

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION/RECOGNITION

A. INSTRUCTIONS

1. A person intending to apply for renewal of registration of a private higher education institution or recognition of a public higher education institution should complete this Application Form and forward it to:

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

2. Applicants should forward **all** the listed documents with their application. An application **will not** be processed if **any** of the required documents is not provided. Where a requirement is not applicable the institution should tick N/A

Updated Documents to be attached	Check	
	Yes	N/A
1) Institutional Audit Report (Latest Self-Assessment Report)		
2) National Pension Scheme Authority compliance certificate (applicable to private higher education institutions)		
3) ZRA tax clearance certificate (applicable to private higher education institutions)		
4) Two (2) copies of an updated Operational Plan/Strategic Plan		
5) Statutes of the institution		
6) Curriculum vitae of principal officers/management staff		
7) Academic policy document(s) covering admissions, progression, e- learning, student transfer, assessment, awards, academic calendar development and student record management		
8) Curriculum Development and Review Policy		
9) ODL policy where applicable		
10) Human Resource Policy, including recruitment, promotions and staff development		
11) Conditions of Service document		

12)	Financial management policies and procedures, including risk management		
13)	Research and Ethics Policies		
14)	Fire certificate		
15)	Health Permit from the Local Authority		
16)	Quality assurance framework/implementation policy		
17)	List of learning programmes/training programmes		
18)	List of accredited learning programmes/training programmes		

B. ADMINISTRATIVE DATA

1. Name of the Higher Education Institution

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2. Type of Higher Education Institution (Specify whether College, Technical University College, University College, University, Technical University, Institution for Specialised Training and Research Institute)

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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	

4. Validity of the last certificate

Certificate Number	
Expiry date	
Number of time renewed	

C Required Information

	Item	Status
1	Number of Campuses to be renewed	
2	Number of running learning programmes/training programmes	
3	Number of accredited learning programmes /training programmes	
4	Number of discontinued learning programmes/training programmes	
5	Number of faculties	
6	Number of faculties added since last registration/renewal	
7	Number of departments	
8	Number of departments added since last registration/renewal	
9	Number of Academic Staff	
10	Number of Student	
11	Number of Graduates since last registration/renewal	

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 will be rendered invalid.

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....



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

The Higher Education (Registration and Reassessment) Regulations, 2022

CERTIFICATE OF RECOGNITION AS A PUBLIC HIGHER EDUCATION INSTITUTION

This is to certify that

.....

Situated at

.....

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

been Recognised as a (*State type of Higher Education Institution*) in Tier.....in accordance with the Higher Education Act No. 4 of 2013.

.....
DIRECTOR - GENERAL
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.

Regulations 13 (1) , 26(1)



The Higher Education Act, 2013

(Act No. 4 of 2013)

The Higher Education (Registration and Reassessment) Regulations, 2022

NOTICE OF SUSPENSION/REVOCAION OF CERTIFICATE OF REGISTRATIION/RECOGNITION OF A HIGHER EDUCATION INSTITUTION

INSTRUCTIONS:

(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 your certificate of registration/recognition as a higher education institution has been suspended/revoked on the following grounds*:

- a)
b)
c)
d)

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

.....

Director-General

(Regulations 13(2), 26(2))



The Higher Education Act, 2013

(Act No. 4 of 2013)

The Higher Education (Registration and Reassessment) Regulations, 2022

SUSPENSION/REVOCAION OF CERTIFICATE OF REGISTRATION/RECOGNITION OF A HIGHER EDUCATION INSTITUTION

INSTRUCTIONS:

(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 your certificate of registration/recognition as a higher education institution has been suspended/revoked on the following grounds*:

- a)
- b)
- c)
- d)

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

.....

Director-General

Regulations 13(1), 26(1)



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

The Higher Education (Amendment) Act, 2021

The Higher Education (Registration and Reassessment) Regulations, 2022

**NOTICE OF INTENTION TO SUSPEND/REVOKE A CERTIFICATE OF
REGISTRATION/RECOGNITION**

To (1)

IN THE MATTER OF (2)

You are hereby notified that the Higher Education Authority intends to suspend/revoke your certificate of registration/recognition on theday of20 on the following grounds:

- (a)
- (b)
- (c)
- (d)

You are requested to show cause why your certificate of registration/recognition should not be suspended/revoked, and to take action to remedy the breaches set out in paragraphs.....(above), within THIRTY days from receipt of this notice.

Failure to remedy the said breaches shall result in the suspension/revocation of your registration/recognition.

Dated thisday of..... 20.....

.....
Director-General



Higher Education Act, 2013
(Act No. 4 of 2013)
Higher Education (Registration and Reassessment) Regulations, 2022

APPLICATION FOR REGISTRATION OF ADDITIONAL CAMPUS

A. INSTRUCTIONS

1. A person intending to apply for registration of an additional campus for a private Higher Education Institution should complete this Application Form and forward it to:

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

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

Documents to be attached	Check	
	Yes	No
1) Lease agreement or proof of ownership of training premises.		
2) Report or Letter of change of use of premises from the Local Authority.		
3) Report or letter of approval from the local Authority in the case of Boarding Houses.		
4) Two (2) copies of the Operational Plan		
5) Statutes of the institution		
6) Curriculum vitae of proposed Campus Administrator(s)		
7) Infrastructure development plan for the campus		
8) Conditions of Service document		
9) Campus Student Handbook		
10) Fire certificate		
11) Health Permit from the Local Authority		

B. ADMINISTRATIVE DATA

1. Name of Institution

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2. Contact details for the Institution

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

3. Name of the Proposed Campus

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4. Address and contact Details of the Proposed Campus

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

5. Bank Name and Details

Name of Bank	
Branch	
Address	

C Campus Information

Please provide the following information:

1. Purpose of the Campus:

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2. Administration of the Campus: Provide information on the campus management and structures including:

- *Composition of Campus Management Team*
- *Organisation structure includes division into faculties/departments*

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

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

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5. Staff (Provide details of the proposed campus staff establishment, including their qualifications)

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6. Student Admission and Learner Support (Provide information on projected students enrolments at the campus, availability of learner support structures and services at the campus).

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7. Financial Resources (sources and availability of financial resources to operate the campus)

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

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9. Technological Infrastructure (Technological systems to support teaching, research and operational functions, including e-learning platforms, student information management system and communication systems).

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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)

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

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DECLARATION

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

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....



Higher Education Act, 2013
(Act No. 4 of 2013)
Higher Education (Registration and Reassessment) Regulations, 2022

APPLICATION FOR REGISTRATION OF ADDITIONAL CAMPUS

A. INSTRUCTIONS

5. A person intending to apply for registration of an additional campus for a private Higher Education Institution should complete this Application Form and forward it to:

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

6. Applicants should forward **all** the listed documents with their application. An application **will not** be processed if **any** of the required documents is not provided.

Documents to be attached	Check	
	Yes	No
1) Lease agreement or proof of ownership of training premises.		
2) Report or Letter of change of use of premises from the Local Authority.		
3) Report or letter of approval from the local Authority in the case of Boarding Houses.		
4) Two (2) copies of the Operational Plan		
5) Statutes of the institution		
6) Curriculum vitae of proposed Campus Administrator(s)		
7) Infrastructure development plan for the campus		
8) Conditions of Service document		
9) Campus Student Handbook		
10) Fire certificate		
11) Health Permit from the Local Authority		

B. ADMINISTRATIVE DATA

3. Name of Institution

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4. Contact details for the Institution

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

4. Name of the Proposed Campus

--

4. Address and contact Details of the Proposed Campus

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

5. Bank Name and Details

Name of Bank	
Branch	
Address	

C Campus Information

Please provide the following information:

1. Purpose of the Campus:

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

2. Administration of the Campus: Provide information on the campus management and structures including:

- *Composition of Campus Management Team*

- *Organisation structure includes division into faculties/departments*

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

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

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.....

5. Staff (Provide details of the proposed campus staff establishment, including their qualifications)

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6. Student Admission and Learner Support (Provide information on projected students enrolments at the campus, availability of learner support structures and services at the campus).

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7. Financial Resources (sources and availability of financial resources to operate the campus)

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

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.....
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9. Technological Infrastructure (Technological systems to support teaching, research and operational functions, including e-learning platforms, student information management system and communication systems).

.....
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.....

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 will be rendered invalid.

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....



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

The Higher Education (Registration and Reassessment) Regulations, 2022

NOTICE OF REJECTION OF APPLICATION

(1) Here insert the full names and address of applicant.

To (1).....
.....
IN THE MATTER OF (2)

(2) Here insert the reference No. of the application.

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

(3) Here insert type of application.

.....
has been rejected on the following grounds*

(a)

(b)

...

(c)

...

(d)

..

Dated this day of 20

.....
Director General

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



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

The Higher Education (Registration and Reassessment) Regulations, 2022

NOTICE OF REJECTION OF APPLICATION

(1) Here insert the full names and address of applicant.

To (1).....

 IN THE MATTER OF (2)

(2) Here insert the reference No. of the application.

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

(3) Here insert type of application.

has been rejected on the following grounds*
 (a)

 (b)
 ...
 (c)
 ...
 (d)
 ..

Dated this day of 20

.....
Director General

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



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

Higher Education (Registration and Reassessment) Regulations, 2022

APPLICATION FOR RECOGNITION OF A PUBLIC HIGHER EDUCATION INSTITUTION

A. INSTRUCTIONS

7. An institution intending to apply for recognition as a public higher education institution should complete this Application Form and forward it to:

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

8. Applicants should forward **all** the listed documents with their application. An application **will not** be processed if **any** of the required documents is not provided.

Documents to be attached	Check	
	Yes	No
1) Act of parliament/Statutory order or gazette establishing the institution		
2) Academic policy document(s) covering admissions, progression, student transfer, assessment, awards and academic calendar development, where applicable		
3) Curriculum Development and Review Policy, where applicable		
4) ODL policy, where applicable		
5) Student Handbook covering registration procedures, information on courses and examination regulations, where applicable		
6) Quality assurance framework/implementation policy		
7) List of Learning Programmes/Training Programmes/Research Programmes		
8) Research and Innovation Policy		
9) Research Agenda, where applicable		
10) Statutes of the Higher Education Institution, where applicable		

B. ADMINISTRATIVE DATA

5. Name of Institution

--

2: Type of Higher Education Institution (Tick)

College	
University College	
Technical University College	
Technical University	
University	
Institution for Specialised Training for Professionals	
Research Institutes	
Institution established by any other law	

3: Address and contact Details of the Institution

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

C Institutional Information

Please provide the following information:

1. Vision, Mission and Strategy in relation to education, training or research mandate (Provide vision and mission statement-, short-, medium- and long-term objectives).

.....

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

- *Composition of the board of directors/council*
- *Executive management*
- *Education, Training or Research Units/Schools/Departments*

3. Learning Programmes, Training Programmes or Research Programmes (state the fields of training or research e.g., Education, Accountancy, Medicine).

.....

4. Mode of Training, where applicable (provide information on mode of training for all qualifications such as conventional, Open and Distance Learning or work place-based training).

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5. Research (description of type of research the institution will engage in)

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6. Staff Recruitment and Staff Development Policy (Provide information on staff qualifications requirements and arrangements for continuous professional Development).

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.....
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7. Student Admission and Learner Support (Provide information on student admission policy, entry requirements for training programmes and availability of learner support structures and services), where applicable.

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8. Physical Infrastructure (Provide information on where teaching and learning or research will take place and the type of facilities available or required).

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9. Technological Infrastructure (provide information on technological facilities available or required to support training or research e.g., e-learning platforms and student information management systems, e-library facilities)

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10. Quality assurance provisions (information on mechanisms for quality assurance of training and/ or research programmes)

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

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 will be rendered invalid.

Signed.....

Date.....

Witness

Name.....

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Received by.....
Officer

Signature.....

Date.....



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

The Higher Education (Registration and Reassessment) Regulations, 2022

CERTIFICATE OF RECOGNITION AS A PUBLIC HIGHER EDUCATION INSTITUTION

This is to certify that

.....

Situated at

.....

has on the day of in the year

been Recognised as a (*State type of Higher Education Institution*) in Tier.....in accordance with the Higher Education Act No. 4 of 2013.

.....
DIRECTOR - GENERAL
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.



HIGHER EDUCATION AUTHORITY

**APPLICATION FOR ACCREDITATION OF LEARNING PROGRAMMES FOR HIGHER
EDUCATION INSTITUTIONS**

The Higher Education Act No. 4 of 2013;

(Part IVA, Section 23 of the Higher Education (Amendment) Act No. 23 of 2021)

PART I: INSTRUCTIONS AND INSTITUTIONAL DETAILS

A. INSTRUCTIONS

1. A Higher Education Institution applying for accreditation of learning programmes Should complete this Application Form and forward it to:

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

LUSAKA

2. Each application must be accompanied by proof of payment of fees for accreditation of a learning 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 will 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
- i. Stakeholder engagement report
 - ii. Approval of the curriculum by a relevant professional body (where applicable)
 - iii. 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
 - Zambia Qualifications Level Descriptors;
 - Guidelines for the Registration and Accreditation of Qualifications on the Zambia Qualifications Framework;
 - National Occupation Standards;
 - ZAQA 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)	<input type="checkbox"/>	College
	<input type="checkbox"/>	University College
	<input type="checkbox"/>	Technical University College
	<input type="checkbox"/>	Technical University
	<input type="checkbox"/>	University
	<input type="checkbox"/>	Institutions providing specialised training of professionals
Status of Institution (Tick where appropriate)	<input type="checkbox"/>	Proposed Private HEI
	<input type="checkbox"/>	Registered Private HEI

	<input type="checkbox"/>	Recognised Public HEI
Tier of the Institution (except institutions providing specialised training and proposed HEIs) (Tick one tier)	<input type="checkbox"/>	ZQF 10
	<input type="checkbox"/>	ZQF 9
	<input type="checkbox"/>	ZQF 8
	<input type="checkbox"/>	ZQF 7
	<input type="checkbox"/>	ZQF 6
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 the liaison person between the Authority and the HEI.		

C. Learning Programme Details

Name of Learning Programme (e.g., BSc Economics)	
Level of Qualification e.g., ZQF level 7	
Duration e.g., 4 years	

Mode of Delivery e.g., ODL /Conventional/ both ODL and Conventional	
Total Notional hours and Credits	
Curriculum Review Period (refer to ZAQA Requirements)	

PART II: DETAILS OF LEARNING PROGRAMME

Rationale: Provide information on why this programme is needed and how it will 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 ZQF Level Descriptors)

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

Teaching and Learning Plan

Describe how teaching and learning will be organised over the total duration of the learning programme. It should include teaching and learning activities (lectures, seminars, practicals, self-study, project work and assessments) and the time allocated to them.

Curriculum

Attach a curriculum. The curriculum shall 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. Include information on assessment of postgraduate dissertations/theses, validation and security arrangements for examinations.

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*).

Institutions for the specialised training of professionals 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 will 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*).

Institutions for the specialised training of professionals 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).*

Institutions for the specialised training of professionals 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).*

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:

Name:

Designation:

Receipt No. :.....

Serial No. of Application:

Date:



The Higher Education Act, 2013

(Act No. 4 of 2013)

The Higher Education (Higher Education Quality Assurance System) Regulations, 2022

**APPLICATION FOR DUPLICATE *CERTIFICATE OF REGISTRATION/
ACCREDITATION/RECOGNITION**

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

(i) Certificate of * Registration/Recognition/Accreditation Number:

.....

(ii) Year Issued:

(iii) 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.)

C. 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:

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

Application granted/rejected

Date this day of, 20.....

.....
Director-General



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

The Higher Education (Registration and Reassessment) Regulations, 2022

DUPLICATE CERTIFICATE OF REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION

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
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.



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

The Higher Education (Registration and Reassessment) Regulations, 2022

DUPLICATE CERTIFICATE OF RECOGNITION AS A PUBLIC HIGHER EDUCATION INSTITUTION

This is to certify that

.....

Situated at

.....

has on the day of in the year
been Recognised as a (*State type of Higher Education Institution*) in Tier.....in accordance with the Higher Education Act No. 4 of 2013.

.....
DIRECTOR - GENERAL
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand. It is subject to annual renewal.

Regulation 17 (4), 19(3)



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

The Higher Education (Registration and Reassessment) Regulations, 2022
NEW CERTIFICATE OF REGISTRATION AS A PRIVATE HIGHER EDUCATION
INSTITUTION

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
HIGHER EDUCATION AUTHORITY

.....
DIRECTOR-QUALITY ASSURANCE
HIGHER EDUCATION AUTHORITY

Certificate Number:
Validity Period.....

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