

TERTIARY INSTITUTIONS (ESTABLISHMENT AND ACCREDITATION) REGULATIONS, 2010 (L.I. 1984)

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SCHEDULE

IN exercise of the power conferred on the Minister responsible for Education by section 25 of the National Accreditation Board Act, 2007 (Act 744) and on the recommendations of the Board, these Regulations are made this 17th day of September, 2010.

Establishment of a tertiary institution

Establishment of a tertiary institution

1. (1) A person may subject to the provisions of these Regulations establish a tertiary institution.
- (2) A person who intends to establish a tertiary institution shall apply to the National Accreditation Board.

Application

2. (1) The application shall
 - (a) be as in Form 1 of the Schedule; and
 - (b) be accompanied with the prescribed fee.
- (2) The applicant shall provide particulars relevant to the application including
 - (a) the proposed name of the institution which shall be a name acceptable to the National Accreditation Board and duly registered at the Registrar-General's Department,
 - (b) the form and structures of governance of the academic and administrative affairs of the institution, with provision among others for a Governing Council with

- (i) the majority of the members resident in Ghana, and
- (ii) members from stakeholders with adequate knowledge of tertiary education management practices in Ghana,
- (c) draft statutes embodying the rules and regulations by which the institution is to be governed to ensure democratic practices,
- (d) an outline of the academic programmes intended to be conducted at the institution,
- (e) the resources available or to be procured including finances, staff, library services and equipment appropriate to and adequate for the proposed academic programmes to be conducted at the institution,
- (f) a proposed programme for the maintenance of the resources of the institution on a long term basis, including the financial resources available to the institution and the origins of those resources,
- (g) a timetable indicating a programme of action for the first three years, directed at the realisation of the aims and objectives of the institution to be established,
- (h) steps that the institution intends to take to comply with standards formulated by the Board,
- (i) evidence that until it obtains its Charter, a tertiary institution is willing to affiliate the new institution to award its certificates to the products of the applicant's institutions;
- (j) in the case of professional programmes, evidence that the statutory oversight or regulatory body will register the products for practice, and
- (k) any other information requested by the Board.

Applicants

3. An application to establish a tertiary institution may be submitted to the Board by

- (a) a person who as an individual intends to be or is a sponsor of a tertiary institution;
- (b) a corporate body, that has as one of its objects the provision of tertiary education; or
- (c) the governing body of a post-secondary institution.

Assessment of application by the Board

4. (1) On receipt of an application, the Board shall assess the application and may in writing request the applicant to provide additional information, particulars or documents within the period specified in the request.

(2) Where an applicant fails to comply with the request for additional information, within the specified time or an extended period, the application shall be considered withdrawn and may only be processed on the payment of a new application fee.

(3) An application that lapses may be re-submitted.

(4) The Board shall consider among others the following in assessing an application:

- (a) the need for the establishment of the institution in the area of study concerned;
- (b) the course of study or programmes proposed by the applicant;
- (c) the ability of the applicant to provide the requisite teaching and learning facilities for the type of programmes to which the application relates;
- (d) the financial resources available to achieve the objects of the application;
- (e) the criteria for selection of personnel and method of management proposed by the applicant for the management of the institution; and
- (f) the suitability of the premises and the environment of the proposed institution, particularly in respect of health, congenial location and safety standards.

Inspection of premises and evaluation

5. (1) The Board shall within twenty-one days after receipt of an application constitute an inspection team composed of persons that the Board may determine to assess the suitability of the premises for an institution under regulation 4 (4) (f).

(2) The team shall within twenty-one days after its constitution,

- (a) conduct an inspection of the premises or environment;
- (b) conduct an inspection of the facilities available for the proposed institution, and take into account factors that it considers necessary to evaluate the application; and
- (c) make an evaluation of the application.

(3) The team shall, within fourteen days after the inspection and evaluation submit a written report to the Board.

(4) The applicant shall pay the fee determined by the Board for the inspection and the evaluation of the application.

Authorisation

6. (1) The Board may issue to an applicant a Certificate of Authorisation as in Form 2 of the Schedule, where the Board is of the opinion that

- (a) the information in the application is accurate and the applicant satisfies the standards set by the Board for the establishment of a tertiary institution of the kind proposed to be set up;
- (b) the resources declared are available or likely to be available;

(c) the applicant is following a realistic plan to achieve the aims for which the institution is to be established;

(d) the institution, when established, is likely to attain and maintain high academic standards and discipline; and

(e) the establishment of the institution conforms with the national policies on tertiary education and manpower needs of the country.

(2) The Certificate of Authorisation entitles the applicant to take the following steps in respect of the institution:

(a) set up a governing body for the institution;

(b) commence or continue with the mobilisation of financial resources needed;

(c) commence or continue the development of physical facilities;

and

(d) commence or continue assembling academic facilities.

(3) The Certificate of Authorisation does not allow the applicant to advertise for or admit students.

(4) The Certificate of Authorisation does not guarantee an automatic grant of any other applications.

(5) The Board shall publish in the Gazette the name and particulars of an institution issued with a Certification of Authorisation.

(6) A Certificate of Authorisation is valid for a period not exceeding three years.

(7) A Certificate of Authorisation is not transferable.

Refusal, suspension or revocation of authorisation

7. (1) The Board may refuse to issue a Certificate of Authorisation where the Board realises that the applicant is not likely to procure the academic, physical and other resources necessary for the establishment of the institution to which the application relates.

(2) The Board may suspend or revoke a Certificate of Authorisation

if

(a) the holder of the Certificate of Authorisation fails to obtain a final approval and accreditation within three years after the grant of the Certificate of Authorisation or fails within the three years to make progress that is considered substantial by the Board towards the establishment of the institution;

(b) the holder notifies the Board of its intention not to proceed with the establishment of the institution; or

(c) in the opinion of the Board, fundamental changes have occurred and had those changes been in existence at the time of the consideration of the application, the authorisation would not have been granted.

(3) A Certificate of Authorisation shall not be suspended or revoked unless the institution has been given at least six months notice to rectify the situation in issue and the institution has failed to do so.

(4) The Board, shall on suspension of a Certificate of Authorisation indicate the steps which the holder must take before the authorisation may be restored.

(5) The Board shall not consider a subsequent application by the same person, or in respect of the same or substantially similar proposal within two years after the refusal of an application or revocation of a Certificate of Authorisation unless good cause is shown by the applicant.

(6) The Board shall publish in the Gazette a notice of suspension or revocation of a Certificate of Authorisation.

Accreditation

Accreditation

8. (1) A holder of a valid Certificate of Authorisation may within three years from the date of the grant of the Certificate of Authorisation apply to the Board for accreditation unless the Board otherwise decides.

(2) An application for accreditation shall be accompanied with

(a) a draft of the statutes of the institution containing

(i) the name and location of the institution;

(ii) objectives for which the institution has been established;

(iii) the membership of the governing body of the institution, a majority of whom shall be resident in the country and where they are not citizens evidence

of valid resident permits;

(iv) the mode in which rules may be made for the better functioning and governance of the institution;

(v) proof of affiliation to a recognised mentoring institution within or outside the country; or

(vi) proof of affiliation to a recognised examination body within or outside the country;

(b) a list of academic and senior administrative staff employed

or expected to be employed by the institution and their qualifications, and curriculum vitae, and at least for the first year of the institution's operations and for each programme, the personal particulars of each Head of Department and two other academic staff who are to be employed full time;

- (c) the anticipated number of students to be enrolled in each programme of the institution;
- (d) a statement of the size and quality of the library, and equipment developed for each programme offered or to be offered at the institution;
- (e) a development plan for the running of the institution which embodies
 - (i) a financial projection for running and maintenance of the institution, and
 - (ii) a physical development plan for the institution,
- (f) a statement of the financial resources that are available for the exclusive use of the institution, and which is certified by a person qualified to practise as an accountant and which indicates the origins of the resources; and
- (g) any other information that the Board may require.

Appointment of accreditation panel

9. (1) The Board shall appoint an accreditation panel in accordance with section 9 of the National Accreditation Board Act, 2007 (Act 744) for the purpose of considering an application for accreditation.

(2) The panel shall be appointed within thirty days after receipt of an application which the Board considers complete for the purposes of the accreditation of the institution.

(3) A panel shall examine and assess whether the applicant has

(a) adequate physical and academic facilities required to commence and continue academic work, and

(b) assembled adequate human resources and other resources required for effective academic work, and enquire into and ascertain the veracity or otherwise of the particulars submitted in the application and further make other investigations that are relevant to the application as it considers necessary.

(4) The panel shall submit its report to the Board within thirty days after the date of its appointment.

Consideration by the Board of report of an accreditation panel

10. (1) The Board shall consider the report of an accreditation panel, make its comments and indicate any revision or amendment required to the application within sixty days.

(2) The Board may refer the report of the panel to the applicant for its comments.

(3) Any comments made or directives issued under subregulation

(1) shall specify whether or not the institution has complied with standards set by the Board for the institution.

Grant of accreditation

11. (1) The Board shall grant accreditation to the institution within thirty days, after consideration of the report and the comments of the applicant, if it is satisfied that

(a) the statutes or regulations of the institution as submitted or amended provides a sound basis for the academic and administrative functions of the institution;

(b) the institution has effectively organised adequate human, physical, financial and other resources for an educational programme comparable to that of similar institutions authorised to operate in the country; and

(c) the institution has complied with the relevant standards specified by the Board.

(2) The Board shall not accept an application for accreditation if the applicant has on three previous occasions submitted an application which does not differ in form or material from previous applications.

(3) The period of accreditation shall be as specified in the certificate of accreditation.

Renewal or suspension of accreditation

12. (1) The institution may apply for the renewal of the institution or programme accreditation and the application shall be made six months before the expiry of the stated period of accreditation.

(2) The Board shall suspend the accreditation where there is breach of the conditions of the institutional or programme accreditation.

Proof of affiliation for award of certificates

13. (1) The Board shall satisfy itself that the applicant has a firm commitment or proof of affiliation with a recognised institution or examination body responsible for the award of its certificates.

(2) The Board shall satisfy itself that the applicant is affiliated to a recognised institution or examination body which shall award its certificate where affiliation was not concluded before the first accreditation

was granted.

Certificate of accreditation and variation or revocation of certificate

14. (1) The Board shall issue to an institution a Certificate of Institutional Accreditation as in Form 3 of the Schedule and a Certificate of Programme Accreditation as in Form 4 of the Schedule, on the grant of accreditation to the institution.

(2) The Board may

- (a) vary a certificate of accreditation to conform with national education policy; or
- (b) revoke a certificate of accreditation
 - (i) where the Board is of the opinion that the institution concerned is not carrying out its functions in a proper manner or is in breach of its certificate of accreditation, or any provision of the Act; or
 - (ii) the revocation is in line with national education policy and the Constitution.
- (3) The variation or revocation of a certificate of accreditation shall be communicated in writing to the institution concerned.

(4) The Board shall as soon as practicable after the revocation of a certificate of accreditation cause a notice of the revocation to be published in the Gazette and the institution concerned shall cease to be a tertiary institution at the expiry of one year after the date of the publication of the revocation notice, except that the revocation of the certificate shall not affect the validity of degrees previously granted by the institution

Rights and obligations of accredited institutions

Obligation to maintain standards and comply with laws

15. Each accredited institution shall ensure that

- (a) standards determined under these Regulations in respect of that institution are maintained;
- (b) lawful instructions issued by the Board or any other authority empowered to do so under the Act or any other enactment are complied with;
- (c) new programmes or instructions are not undertaken under these Regulations without the prior consent of the Board;
- (d) the institution respects the terms of the accreditation; and
- (e) the institution does not change any of the information on which the accreditation decision was based without prior approval of the Board.

Evaluation of performance and supervision

16. (1) An institution authorised to operate under these Regulations shall prepare and submit to the Board,

- (a) an annual report in the prescribed format of its activities for each academic year within three months. after the end of the academic year; and
 - (b) after each five year period, a detailed evaluation by the institution of steps taken towards the achievement of its aims and objectives.
- (2) An institution that fails to comply with subregulation (1) shall have its accreditation suspended.

Rights of an accredited institution

17. (1) Subject to these Regulations, an accredited institution shall have full autonomy in the management of its affairs and programmes in accordance with its own statutes.

(2) An accredited institution may

(a) employ staff,

(b) determine what may be taught and how it may be taught,

(c) operate as a tutorial institution, and

(d) determine which students of the institution have attained the required standard of proficiency and qualify to be awarded certificates, diplomas or degrees in consultation with the mentoring institution.

Rights and obligations of a mentoring institution

18. Each mentoring institution shall ensure that

(a) it has a faculty or department that offers the programme for which affiliation is being sought;

(b) a co-ordinator not below the rank of a senior lecturer is appointed to maintain an active linkage with the mentor institution;

(c) the appointment of an experienced external examiner or moderator for the programme is done in consultation with the mentored institution;

(d) an annual report or appraisal of the mentored institution's activities for each academic year is prepared;

(e) after each four year period, a detailed evaluation of steps taken towards the achievement of the aims and objectives of the mentored institution is submitted to the Board;

(f) the graduands of the mentored institutions merit the certificates awarded to them; and

(g) the records of students of the mentored institution are kept in electronic form.

President's Charter and award of degrees

19. (1) An accredited institution shall not issue certificates or award its own degrees, diplomas or honorary degree without a Charter granted to it for that purpose by the President.

(2) An accredited institution shall operate under the supervision of a recognised institution which shall award its certificates for the accredited institution under its supervision until the grant of a Charter to the accredited institution.

(3) The Board shall suspend or revoke an accreditation where an institution contravenes subregulation (1).

Application for Charter

20. (1) An accredited institution without a Charter may apply to the Board for recommendation for the grant of a Charter.

(2) The Board shall for the purpose of the recommendation, consider

(a) the length of period which shall not be less than ten years within which the applicant has successfully operated under the supervision of a mentoring institution;

(b) the governance structure of the accredited institution;

(c) the quality of teaching, research, the academic staff and work of the applicant;

(d) the financial, material and teaching facilities and resources at the disposal of or owned by the applicant; and

(e) other factors that the Board determines to be appropriate.

(3) The Board shall make its recommendation to the President through the Minister for the grant of a Charter or otherwise as the Board considers appropriate.

(4) The grant of a Charter shall be as in Form 5 of the Schedule and shall be published in the Gazette by the Board.

(5) The grant of a Charter to an institution shall signify

(a) full autonomy for the institution,

(b) end of affiliation, and

(c) a right to award degrees, diplomas, certificates including honorary degrees, diplomas or certificates.

(6) A Charter may be suspended or revoked by the President on the recommendation of the Board.

(7) The grant of a Charter does not relieve an institution of the obligation to operate only in facilities approved by the Board or to run only accredited programmes or courses.

Foreign registration

Foreign registration

21. (1) An institution qualifies for foreign registration where the source of instruction for the programme of study is outside this country.

(2) The application shall

(a) be accompanied with the prescribed fee; and

(b) contain particulars relevant to the application including

(i) contact details of the representative of the parent institution in Ghana;

(ii) certificates of registration from the Registrar- General's Department;

- (iii) particulars of the parent institution;
 - (iv) evidence of the accreditation status of the parent institution in the home country;
 - (v) contractual agreement between the local representative and the parent institution;
 - (vi) outline of academic programmes intended to be conducted at the institution;
 - (vii) resources available or to be procured including financial resources, physical facilities and equipment for proposed academic programmes;
 - (viii) documents detailing operations of the institution in Ghana including management of the institution;
 - (ix) steps that are to be taken to comply with quality assurance demands by the Board; and
 - (x) any other information requested by the Board.
- (3) An application for registration shall be made to the Board and may be submitted by
- (a) a person who is a sponsor of the institution to be registered or who intends to be a sponsor of the institution to be registered;
 - (b) a corporate body having one of its objects as facilitation of access to tertiary education; or
 - (c) the governing body of a post-secondary institution.

Assessment of an application by the Board

22. (1) On receipt of an application, the Board shall assess the application and may in writing require the applicant to provide additional information within the period specified in the request.
- (2) Where an applicant fails to comply with the request for additional information, within the specified time or an extended period, the application shall be considered withdrawn and may only be processed on the payment of a new application fee.
- (3) The Board shall consider the following in assessing an application:
- (a) the ability of the applicant to provide the requisite facilities for the type of programme to which the application relates;
 - (b) the suitability of the premises and the environment of the proposed institution;
 - (c) the method of operation of the institution;
 - (d) value for money and security issues; and
 - (e) how the institution is to be managed.

Inspection of premises, evaluation and grant of registration

23. (1) The Board shall within fourteen days after receipt of an application for foreign registration which the Board considers complete for the purposes of foreign registration, constitute an inspection team composed of persons determined by the Board to assess the suit-

ability of the premises for that institution.

(2) The team shall within sixteen days after its constitution conduct an inspection of

(a) the premises, if any, or of the environment of the proposed institution;

(b) the facilities available for the proposed institution; and

(c) make an evaluation of the application.

(3) The team shall, within fourteen days after the inspection and evaluation, submit a written report to the Board.

(4) The cost of inspection and the evaluation of the application shall be borne by the applicant.

(5) Where the Board is satisfied that the information in the application is accurate and satisfies the Board's requirements, the Board shall issue a Certificate of Foreign Registration as in Form 6 of the Schedule to the institution.

Refusal of application and suspension or revocation of registration

24. (1) The Board may refuse an application for foreign registration where the Board realises that the applicant is not likely to procure the academic, physical and other resources necessary for the establishment of the institution to which the application relates.

(2) The Board may suspend or revoke a registration if

(a) the holder of the registration is unable to establish and operate the institution within three years after the grant of the registration;

(b) the holder of a registration which has expired fails to renew the registration;

(c) the holder notifies the Board of its intention not to proceed with the establishment of the institution; or

(d) in the opinion of the Board, fundamental changes have occurred and had these changes been in existence at the time of the consideration of the application by the Board, the application would not have been granted.

(3) The Board shall not suspend or revoke a registration unless the institution has been given at least six months notice to rectify the situation and the institution has failed to do so.

(4) The Board shall, on suspension of a registration indicate the steps which the holder must take before the application is restored.

(5) The Board shall not consider a subsequent application by the same applicant, or in respect of the same or substantially similar proposal within two years after the refusal or revocation of the registration unless good cause is shown by the applicant.

(6) The Board shall publish in the Gazette a notice of suspension or revocation of a registration.

Miscellaneous provisions

Institutional standards

25. (1) The Board shall prepare and publish in the Gazette standards to govern the performance, operation and general conduct of institutions authorised to operate under these Regulations.

(2) Without limiting the scope of subregulation (1), institutional standards shall, in particular, indicate for each category or kind of institution,

(a) the minimum entry requirements for admission to any certificate, diploma or degree programme being or to be offered by the institution;

(b) the minimum number and duration of programmes at the certificate, diploma or degree levels that ought to be offered;

(c) the acceptable student-staff ratio for effective teaching and learning;

(d) the standards of proficiency assessed in terms of content and contact hours which students are expected to attain in respect of a certificate, diploma or degree programme;

(e) the level of academic training required of teaching staff of the institution at the certificate, diploma or degree levels;

(f) detailed specifications on space requirements and relevant services for each class and for the absolute number of students expected to be enrolled in, or activity to be carried out in the institution;

(g) the basic ethical standards that should regulate the conduct of members of the institution;

(h) a development plan for the running of the institution which embodies

(i) financial projections for running and maintenance of the institution;

(ii) a physical development plan for the institution; and

(iii) a strategic plan for the institution;

(i) a statement of the financial resources, including their origins, for the exclusive use of the institution, certified by a person qualified to practice as an accountant; and

(j) an inventory of the physical facilities including land owned by and available for the exclusive use of the institution.

(3) The Board may indicate the specific steps to be taken towards the attainment of the standards at the request of an institution.

Application of Regulations to both public and private institutions

26. These Regulations apply to both public and private institutions, including foreign institutions operating off-shore campuses or distance learning centres in Ghana.

Offences

27. (1) A person shall not

- (a) advertise or continue to advertise or in any manner hold itself out to the public as a tertiary institution;
- (b) admit or continue to admit students or conduct courses or programmes of instruction leading to an award of certificates, diplomas or degrees;
- (c) continue to operate as a tertiary institution where the institution's accreditation or registration has been suspended, revoked or elapsed;
- (d) advertise or continue to advertise or run a programme in an unauthorised building; or
- (e) otherwise embark on or continue with any activity preparatory to the establishment of facilities for tertiary education after the commencement of these Regulations unless the person or that institution complies with these Regulations.

(2) A person or institution that contravenes a provision of these Regulations commits an offence and is liable on summary conviction to a fine not exceeding two hundred and fifty penalty units or to a term of imprisonment not exceeding one year or to both.

Appeals

28. A person aggrieved by a decision of the Board taken under these Regulations may

- (a) apply to the Board for a review of the decision of the Board within thirty days after the date of being informed of that decision in the first instance, and
- (b) appeal to the Minister subsequently, who may give orders or instructions that the Minister considers appropriate.

Publication

29. (1) The Board shall on

- (a) receipt of an application;
- (b) grant of an authorisation;
- (c) grant of an accreditation;
- (d) grant of a Charter by the President; or
- (e) the registration of a foreign institution

publish in the Gazette and any newspaper or national publication that it may determine, notice of the application, authorisation, accreditation, grant of a Charter or registration.

(2) The Board shall publish

(a) Board decisions of public interest on specific institutions;

and

(b) issues affecting quality assurance in tertiary education. Interpretation

30. In these Regulations, unless the context otherwise requires

"Board" means the National Accreditation Board established under section 1 of the National Accreditation Board Act, 2007 (Act 744);

"Charter" means an assent by the President for a tertiary institution to award its own degrees, diplomas and certificates;

"foreign registration" means a process for granting recognition to an agency or an establishment providing specific services to Ghanaians to access tertiary academic or professional qualifications from institutions outside Ghana;

"mentoring institution" means an accredited degree-awarding institution with a charter that supervises an institution without a charter and awards its certificates, diplomas and degrees

for the institution under its supervision;

"private institution" means any tertiary institution established and maintained with funds other than public funds;

"public funds" means money from the Consolidated Fund, the Contingency Fund and other funds established by an Act of Parliament;

"public institution" means a tertiary institution established and maintained or assisted out of public funds; and

"standards" means acceptable norms, practices and quality of resources available in an institution.

SCHEDULE

FORM I

NATIONAL ACCREDITATION BOARD

APPLICATION FOR ESTABLISHMENT OF A TERTIARY INSTITUTION

(Regulation 2 (1) (a))

NB: If any space is insufficient for the information required, please provide additional information on a separate sheet and where documents are

needed, certified copies are to be attached.

1. (a) Name of proposed institution:

(b) Physical location (Street name, House No., nearest popular building):

(c) Postal address, Telephone or Fax No., e-mail address:

2. (a) Name of proposed proprietor: -

Highest qualification (if any):

(b) Residence/Physical location (Street Name, House No., nearest popular building):

Town:

District:

Region:

(c) Postal Address

3. (a) Name of proposed Principal/Head/President

(b) Residence/Physical location (Street Name, House No., nearest popular building):

Town: .

District:

Region:

(c) Postal Address Telephone/Fax No., e-mail Address:

(d) Qualification and experience:

4. Historical background

5. Mission and vision of institution

6. Curriculum and terminal qualifications:

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courses/programmes:

6.2 Follow the format below. List courses/programmes, the duration taken for each (in number of academic years or semesters or weeks or other as applicable) and qualification obtained on a successful completion:

TITLE OF PROGRAMME	DURATION	TERMINAL QUALIFICATION
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7. Legal status (State legal instrument where applicable) and Sponsorship (Government/Private (Specify owner)).

8. Facilities

8.1 Land

Specify sites (locations), land area and the purpose for each site.

8.2 Academic facilities

(i) Lecture/ Classrooms, staff office, staff common rooms

(State number and sitting capacity for each staff office/staff common room)

(ii) Library:

State seating capacity and number of books, number of journals and number of different titles

(iii) Laboratories including computer laboratories and workshop (State numbers and purpose for each)

(iv) Others (Please specify)

9. Water sources (State source of drinking water)

10. Electricity (State source of supply, e.g. Generator, National Grid EeG, VRA))

11. Telephone/Fax/ e-mail/Internet connectivity (State which facilities are available and specify numbers or addresses as necessary)

12. Structural organisation of institution (provide an Organisational

Chart)

13. Staff and staff development

(i) State separately approved establishment for teaching staff and non-teaching staff. State also number of staff-at-post; in each category differentiate between full-time and part-time staff:

(ii) Provide a list of teaching staff and qualifications, where obtained and with dates, programme being taught.

(Separate full-time from part-time)

(iii) Subjects or programmes available

(iv) Provide a list of non-teaching staff (i.e. academic support staff like laboratory technicians) by qualification, state where obtained with dates and area of operations.

(v) State particulars of employing authority

(vi) State the staff development plan of the institution

14. Entry requirements

State entry requirements for each (or group of) programme(s) courses.

15. Enrolment statistics

State total enrolment (put No. of females in brackets) and provide break-down as per format below

Title of Programme/ Course	Total for all Levels	Levels (e.g. IIND, 1 st Degree, etc.)
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16. Students' matters (State guidance and counselling, games facilities and Co-curricula activities)

17. Health, safety and environmental sanitation (State arrangements that have been made for each of the above)

18. Teaching-Learning process (State instructional methods)

19. State mode of examination and certification

20. Finances and fees charged

(a) State source(s) of income

(b) Levels of fees charged (in Cedis) per programme by levels

for Ghanaians and expatriates (non-Ghanaians)

Title of Programme and Jevd	Ghanaians	Expatriates
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21. Declaration

I the proprietor of the proposed institution hereby certify that, to the best of my knowledge and belief, the information given on this form and attached is correct.

Date

Signature of proprietor! applicants

REPUBLIC OF GHANA

NATIONAL ACCREDITATION BOARD

(Ministry of Education)

CERTIFICATE OF AUTHORISATION

(Regulation 6(1))

In response to the application dated authorisation

is hereby given to

Name and Address of Applicant:

Fax No

Tel. No:

E-mail:

to commence preparations for the establishment of a new Tertiary
Institution to be known as

2. Under the authorisation (name of applicant)

(i) may commence or continue the assembly of academic resources
(including finances, staff, library services, building and equipment)
appropriate to and adequate for the proposed academic
programme to be conducted at the institution,

(ii) may commence or continue the development of physical facilities
in accordance with the norms specified in the "National
Accreditation Board Standards for Physical Facilities for Tertiary
Institutions" ,

(iii) will come up with a time table indicating steps expected to be
taken in the next three years towards the realisation of the aims
and objectives for which the institution is to be established, and

(iv) shall neither advertise for nor admit students

3. This authorisation is valid for three years with effect from the
..... day of. :

EXECUTIVE SECRETARY

National Accreditation Board

FORM 3

REPUBLIC OF GHANA

,

NATIONAL ACCREDITATION BOARD

(Ministry of Education)

CERTIFICATE OF INSTITUTIONAL ACCREDITATION

(Regulation 14 (1))

This is to certify that the tertiary institution known as

..... and situated at

has been given accreditation and registered in terms of regulation 14(1)

of the Tertiary Institutions (Establishment and Accreditation)

Regulations, 2011 (L.I. 1984) for a period of

..... years with effect from to

.

CHAIRPERSON

National Accreditation Board

EXECUTIVE SECRETARY

National Accreditation Board

Certificate

Number:..... Seal:

This certificate remains the property of the National Accreditation Board (Ministry of Education) and must be surrendered on demand.

FORM 4

REPUBLIC OF GHANA

NATIONAL ACCREDITATION BOARD

(Ministry of Education)

CERTIFICATE OF PROGRAMME ACCREDITATION

(Regulation 14 (1))

This is to certify that the Tertiary Institution known as
and situated at

has on the day of.. in the year

been given accreditation and registered in terms of regulation 14(1) of
the Tertiary Institutions (Establishment and Accreditation) Regulations,
2011, (L.I. 1984) to run the following programme(s)

Title of Programme Level

Subject Examination Authority

for a period of accreditation as shall be determined by the Board with
effect from to ' '"

CHAIRPERSON

National Accreditation Board

EXECUTIVE SECRETARY

National Accreditation Board

Certificate Number: , Seal

This certificate remains the property of the National Accreditation Board (Ministry
of Education) and must be surrendered on demand.

FORM 5

REPUBLIC OF GHANA

NATIONAL ACCREDITATION BOARD

(Ministry of Education)

CHARTER

(Regulation 20(4))

This is to certify that the Tertiary Institution known as
and situated at

has on the day of in the year

been given accreditation and registered in terms of regulation 20(4) of
the Tertiary Institutions (Establishment and Accreditation) Regulations,
2011 (L.I. 1984) to award its own certificates, diplomas and degrees for
its programmes that have been accredited by the National Accreditation
Board.

H.E. The President of the
Republic of Ghana

Minister of Education

Certificate Number:.....

.....

Seal

This certificate remains the property of the National Accreditation Board (Ministry
of Education) and must be surrendered on demand.

FORM 6

REPUBLIC OF GHANA

NATIONAL ACCREDITATION BOARD

(Ministry of Education)

CERTIFICATE OF FOREIGN REGISTRATION

(Regulation 23 (5))

This is to certify that the Tertiary Institution known as
and situated at

has been registered in terms of regulation 23 (5) of the Tertiary Institutions
(Establishment and Accreditation) Regulations, 2011 (L.I. 1984).

CHAIRPERSON

National Accreditation Board

EXECUTNESECRETARY

National Accreditation Board

Certificate Number:.....

.....

Seal

This certificate remains the property of the National Accreditation Board (Ministry of Education) and must be surrendered on demand

MR. ALEX TETTEY-ENYO (M.P)

Minister for Education

Date of Gazette notification: 22nd October, 2010.

Entry into force: 24th February, 2011.