

**GUIDELINES FOR APPLICATION OF GRANT OF AWARDING POWERS AND FOR THE USE OF THE TERM
"UNIVERSITY"**

1. In these guidelines:

- "awarding powers" means the power to award sub-degree or degree level qualifications as the case may be;
- "institution" means a private institution which provides post-secondary education with the approval of the Commission;
- "Commission" means the Tertiary Education Commission;

PART A

A. Application to award sub-degree level qualifications

1. A private institution which is registered with the Commission as an institution providing postsecondary education may apply to the Commission for authority to award sub-degree level qualifications;
2. Subject to Part D, an applicant who applies for authority to award sub-degree qualifications must satisfy the Commission that
 - a) it has been registered with the Commission and has been providing postsecondary education for at least 5 years preceding the application;
 - b) it has not during that period been unfavourably reported upon by any regulatory body;
 - c) it has had at least 50 fulltime students enrolled in at least 3 programmes of studies every year during that period;
 - d) it has had an output of graduates during that period with a success rate of at least 60 percent per cohort;
 - e) it is in a position to provide a lecturer/student ratio which is appropriate to every programme of studies;
 - f) it has academic staff holding qualifications which are at least one level higher than the levels of the programmes they are scheduled to teach out of which at least 50% should hold Bachelor degree.
 - g) it has been consistently upholding its mission and objectives;

3. Where the applicant is operating in collaboration with its parent institution, it must provide the Commission with all information relating thereto together with all supporting documents.
4. The Commission may call for any information which it deems necessary to enable it to have a proper knowledge of the curricular and extra curricular activities of the applicant institution.
5. The applicant shall also provide the Commission with a self-analysis report containing the following:
 - a) A ten year business plan of the institution;
 - b) the prospectus of the institution;
 - c) all documents such as teaching quality handbooks, staff handbooks, academic regulations, schemes of studies, enrolment manual, rules relating to admission of students and their eligibility to sit for an examination, the fees payable by students, the duration of the programme;
 - d) the steps taken by the institution to provide tutorials and make regular assessments of the students' performance;
 - e) the steps taken by the institution to provide tutorials and make regular assessments of the students' performance;
 - f) the setting of the examination papers, the conduct of the examination and the marking of examination scripts;
 - g) steps taken to ensure that an independent body will conduct the examination.
6. An institution which has been empowered to award sub degree level qualifications shall be known as a College of Further Education

PART B

B. Application to award degree level qualifications

1. A private institution which is registered with the Commission as an institution providing postsecondary education may apply to the Commission for power to award degree level qualifications.
2. The applicant must satisfy the Commission that it has been awarding sub-degree level qualifications with the approval of the Commission during at least 3 years preceding the application.
3. The applicant must satisfy the Commission that it is financially sustainable and can expand in the foreseeable future.
4. In addition to the above and subject to Part D, the applicant must:
 - a) provide the Commission with a self-analysis report on the same lines as paragraph A5 above and; to
 - b) satisfy the Commission that it has consistently upheld its mission and objectives and has not been unfavorably reported upon by any regulatory body;
 - c) satisfy the Commission that it has at the time of the application at least 350 full time students enrolled in at least 3 programmes.
 - d) satisfy the Commission that at the time of the application it produces on its own, if it had awarding powers for sub degree programmes or in collaboration with its academic partner(s) (who make the awards), a satisfactory output of graduates (Certificate to PhDs) reaching success rate of at least 75 per cent per cohort.
 - e) satisfy the Commission that it has developed a Charter with all appropriate academic, regulatory and research frameworks necessary for the awards of its own programmes
 - f) satisfy the Commission that it has academic staff holding qualifications which are at least one level higher than the levels of the programmes they are scheduled to teach.
5. An institution which has been empowered to award degree level qualifications shall be known as a College of Higher Education

PART C

C. Application to operate as a University

1. An institution may apply for authority to operate as a university and to use the title “university” where the institution has operated satisfactorily as a postsecondary educational institution authorized to award degree level qualifications for at least 3 years preceding the application.
2. Subject to Part D, the applicant must satisfy the Commission that:
 - a) it has the staff and mechanism to operate as a university and provide the Commission with a self-analysis report;
 - b) it has at least 1000 full-time students enrolled on degree level courses in 3 Faculties.
3. Before granting an application made under this part the Commission will take into consideration the following:
 - a) the self-analysis report of the institution;
 - b) The institution’s mechanism for establishing its academic objectives and outcomes;
 - c) how the institution ensures that its programmes of study meet the stated objectives and outcomes;
 - d) the institution research framework;
 - e) the institution’s mechanism for monitoring programme performance;
 - f) the institution’s learning and teaching infrastructure;
 - g) the institution’s strategy for developing the academic quality and standards and its quality assurance mechanism;
 - h) the weakness of the institution’s administrative and academic set up;
 - i) the institution’s financial ability to ensure the successful completion of any programme;
 - j) such other matters as TEC find necessary to determine whether the applicant can operate as a university

PART D

Paragraphs 2 c) of Part A
4 c) of Part B
2 b) of Part C

shall not apply to an institution which is providing education and training in medicine, dentistry and nursing.

PART E

D. Determination of application

1. Where the Commission is satisfied that it has received all documents and the information relevant to an application, it shall refer the application to a Scrutiny Panel.
2. The duty of the Scrutiny Panel shall be to ensure that the application may be granted in conformity with the TEC Act, any regulations made under the Act and any guidelines issued by the Commission.
3. Where the Scrutiny Panel is satisfied that the application may be granted it shall submit a full report to the TEC Board.
4. Before reporting to the Board, the Scrutiny Panel shall:
 - a) effect such site visits as it thinks necessary;
 - b) hold such meetings with the stakeholders and the academic staff as it thinks necessary
 - c) ensure that the applicant has submitted enough evidence that it is capable of complying with the objectives set out in section 4(A) (2) of the TEC Act.
5. the Scrutiny Panel shall consist of such persons nominated by the Board who appear to be fully conversant with the matters relevant to an application.
6. where the Board approves an application, the applicant shall be informed accordingly.