

GOVERNMENT NOTICE NO.41 published on 18/1/2002

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

(ACCREDITATION AND RECOGNITION REGULATIONS, 2001)

(ARRANGEMENT OF REGULATIONS)

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SCHEDULE

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION ACT, 1997
(No. 9 of 1997)

REGULATIONS

Made under Section 24(j)

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION (ACCREDITATION
AND RECOGNITION) REGULATIONS, 2001**

Citation **1.** These Regulations may be cited as the National Council for Technical Education (Accreditation and Recognition) Regulations, 2001.

Interpretation **2.** In these Regulations:
Act No.9 of 1997

“Act” means the National Council for Technical Education Act, 1997;

“Accreditation” means approval or certification granted by a relevant authority representing the interest of both the public and student, to an institution, on account of having programmes and a quality assurance system that ensures provision of set qualification(s) and educational standard(s) for a particular period of time;

“Recognition” means certification of capacity of a department in an institution to deliver a curriculum devised by NACTE.

PART II

ACCREDITATION AND RECOGNITION OF TECHNICAL INSTITUTIONS

Accreditation and **3.** All Technical Institutions are required to be accredited and have their
Recognition departments recognized by the Council.

Prohibition **4.** No Institution shall be accredited unless it has at least one recognized
department.

Commencement **5.** Each registered institution under the Act, shall within the period of 6 months
of Accreditation Process after obtaining full registration be required to process for accreditation.

Application for **6.-(1)** The institution which wishes to apply for accreditation under these

accreditation

regulations shall submit an application in the form prescribed in the First Schedule to the Secretary;

(2) Together with the Application Form referred to under sub-regulation (1), the applicant shall be required to submit the information regarding the institution in question as may be directed by the Council.

(3) Information under sub-regulation (2) shall include information in respect of matters provided for in the Second Schedule.

Eligibility criteria for Accreditation

7.-(1) Each applying Institution shall in its application form be required to show evidence that it has met eligibility criteria leading to accreditation as prescribed in the Second Schedule.

Standards for Accreditation

8.-(1) The applicant shall, before submitting the Application Form under these regulations ensure that it has met the standards required for accreditation;

(2) The standards for accreditation can be reached if the Institution has in place matters provided for in the Third Schedule.

Inspection of the form

9.-(1) After the submission of the application together with all relevant information by the Institution, the Secretary shall scrutinize the forms to ensure the availability of all necessary information.

(2) Where the Secretary is satisfied with the adequacy of the Application Forms and their contents, he shall immediately transmit the forms to the Board which shall scrutinize and submit its recommendation to the Council for decision.

(3) An institution awarded candidacy status shall then submit self study report together with accreditation fee to the Secretary.

(4) Upon receipt of the Report and the fee as prescribed under sub-regulations 3 of regulations 9, the Board shall scrutinize the Report and propose the evaluation visit to the Council.

(5) The Secretary shall then inform the applicant of the Council's decision and the date of the Evaluation Team visit or otherwise.

(6) The Evaluation Team shall be composed of educators experienced in leadership and balanced judgment, academic members of staff, academic and students services administrators, a chief executive officer, a trustee, a business officer and someone with experience/expertise in planning, research and evaluation.

(7) Notwithstanding sub-regulation (6) the composition and size of the

Evaluation Team shall depend on the type, size, location of the institution and the number of the programmes offered.

Duty of the Evaluation Team

10.-(1) The Evaluation Team appointed under regulation 9 shall have the duty to inspect the applicant to ensure whether the institution has met the accreditation standards required by the Council.

(2) The Evaluation Team shall, after conducting inspection of the institution, prepare a report to be submitted to the Board.

(3) The Report under sub-regulation (2) shall contain the findings of the Evaluation Team and recommendations in respect of the inspected Institution.

(4) The recommendation of the Evaluation Team, shall be based on the accreditation standards established by the Council.

Evaluation Team Costs

11.-(1) The Institution applying for accreditation shall be required to meet the cost of the Evaluation visit as may be determined by the Council.

Submission of the Report to the Council

12.-(1) The Board shall, after receiving the report under regulation 10 study the report and make recommendations to the Council in respect of each applicant.

(2) The recommendations of the Board together with the Report of the Evaluation Team shall be submitted to the Council for final determination.

PART III ACCREDITATION AWARDS

Accreditation Candidacy Status

13.-(1) Where the Council is of the opinion that the institution is fully registered and it is undertaking necessary steps to reach demonstrable compliance with the accreditation standards of the Council, the Council shall award the accreditation candidacy status.

(2) The accreditation candidacy status granted to the Institutions shall be for a period not exceeding two calendar years.

(3) Notwithstanding sub-regulation (2) the institution may, where the preparation for full accreditation are still underway, apply for extension of time for another period of not more than two years.

(4) The Council shall in granting accreditation candidacy status to institutions under this regulation, write a letter to the institution indicating the conditions to be observed by the institution and the duration of the candidacy status.

Duty of Institution during Accreditation Candidacy Status

14.-(1) The Institution which has been granted accreditation candidacy status under regulation 13 shall be required to work towards full accreditation

within the period of two years.

(2) The Institution shall, after the lapse of two years period granted under sub-regulation (1) be required to strive to meet the accreditation standards of the Council.

Provisional Grant of Accreditation

15.-(1) Where after considering the Evaluation Team Report, the recommendations of both the Evaluation Team and the Board, the Council is of the opinion that, there are some requirements to be fulfilled by the Institution, it shall grant a provisional accreditation pending fulfillment of the identified requirements.

(2) The Council shall in granting provisional accreditation under this regulation, specify the time frame within which unfulfilled requirements shall be met by the institution.

(3) Where the Institution fails to fulfill the requirements within the time as may be specified under sub-regulation (2), then the Council may:-

(a) cancel the provisional accreditation granted to the institution; or

(b) after being satisfied that, there were reasonable cause for failure to comply, extend the time for provisional accreditation to such other time as it may be determined.

Accreditation at a Lower level

16.-(1) Where the Council after considering the Report and recommendations is of the opinion that the applicant qualifies for a lower level of award than the award applied for, may grant accreditation at a lower level than that applied for by the Institution or retain an institution at its existing level as the case may be.

(2) The Council shall, in granting accreditation under this regulation, specify the conditions to be observed and the period of time within which the institution shall be required to work towards accreditation at the level applied for.

Full Accreditation

17.-(1) Where the Council after considering the reports and recommendations is of the opinion that, the Institution demonstrates the ability to meet and sustain the accreditation standards of the Council, it may grant a full accreditation for a period to five years.

(2) The Council shall, in granting full accreditation under this regulation, issue a certificate of accreditation to the Institution indicating the conditions or restrictions to be observed by the Institution.

(3) After five years the Institution shall be required to apply for renewal of status granted under this regulation.

Decision on Accreditation to be Deferred

18.-(1) The Council may, where it is satisfied that there are still matters to be verified by the Institution, defer the decision to grant accreditation pending receipt of specified information, clarification or verification from the Institution.

(2) The Council shall after receiving clarification of information as required under sub-regulation (1) grant accreditation to the institution as may be appropriate.

(3) The Secretary shall, where the Council has granted accreditation to the institution enter the date on which accreditation is granted and the name of the Institution in the register for accredited institutions.

Rejection of Accreditation

19.-(1) Where the Council is of the opinion that the applicant has not met the required accreditation standards, the Council may refuse to grant the accreditation status to the institution.

(2) Where the Institution is refused accreditation under sub-regulation (1) the Council shall give reasons for the decision in writing and the same shall be communicated to the institution concerned.

(3) The Institution which is denied accreditation under this regulation, may apply for accreditation after two years.

Appeal

20. Where the Institution is not satisfied with the decision of the Council under regulation 19, it may within 30 days from the date of decision appeal to the Minister whose decision shall be final.

Loss of Accreditation Status

21.-(1) Where in the opinion of the Council an Institution:-

(a) fails to maintain its status as an accredited Institution; or

(b) radically alters the condition on which the Institution was admitted to accreditation;

The Council shall cancel the accreditation certificate granted to the Institution.

(2) The Institution whose certificate of registration is cancelled under sub-regulation (1) may be required by the Council to reapply for accreditation within a prescribed time after rectifying or correcting specified deficiencies;

Provided that the prescribed time for correcting the deficiencies shall not exceed the period of two years.

(3) Where the Institution fails to correct deficiencies within the period of two years, it may apply for extension of time for twelve months.

(4) The Council shall, after receiving the application for extension of time

under sub-regulation (3) consider the matter and may:-

- (a) if there is no justifiable cause, refuse the application for extension of time;
- (b) grant the extension of time as applied for; or
- (c) grant the extension of time as it may deem fit in given circumstances.

Removal of the Institution
from the Register

22. Where the Council has refused an application for extension of time under sub-regulation (4) or regulation 21, the Secretary shall immediately remove the name of the Institution from the Register.

Procedure for
Cancellation of
Certificate

23.-(1) Notwithstanding regulations 18 and 19, the Council shall before reaching the decision to cancel the certificate of accreditation, write a Notice requiring the Institution concerned to make representation before the Council within 30 days from the date of Notice as to why its accreditation status should not be cancelled.

(2) Where the Institution fails to make representation within the prescribed period, then the Council shall proceed to cancel the certificate of accreditation and to order the removal of the name of the Institution from the Register.

PART IV APPEALS AND REVIEW

Right of Appeal

24.- (1) An institution whose application for accreditation or renewal of accreditation is not granted or whose accreditation certificate is cancelled at any stage during accreditation period, may within 30 days from the date of decision of the Council, appeal against the decision of the Council.

(2) The appeal under sub-regulation (1) shall be filled to the Minister together with a copy of proceedings and the decision of the Council.

(3) The Minister shall after receiving an appeal consider the matter and may, after consideration:

- (a) vary the decision of the Council;
 - (b) uphold the decision of the Council;
 - (c) require the Council to revise or review its decision; or
 - (d) require the Council to inquire for specific information from the institution.
- (4) The Council shall, after receiving the direction from the Minister

under sub-regulation (3) comply as directed by the Minister.

(5) The decision of the Minister under sub-regulation (3) shall be final.

Review of Council's
Decision

25.-(1) An Institution whose application for accreditation or renewal of accreditation is not granted or whose certificate of accreditation has been cancelled may within fourteen days from the date of decision apply in writing to the Council for review of its decision.

(2) The Council shall within thirty days from the date of receiving an application convene a meeting for review of the decision in respect of the applying Institution.

(3) The Council shall in considering the matter under sub-regulation (2) have regard to whether;

(a) there may have been omissions of factual information by the evaluators or Evaluation Team;

(b) additional information has been provided as part of the appeal;

(c) false information was provided upon which earlier decision was made;

(d) there has been dishonesty; or misinterpretation in the evaluation process for which the Council bears responsibility; or

(e) proper procedure was not fully observed.

Conclusion of the
Review

26.-(1) The Council may in concluding the reviewing exercise –

(a) vary or modify its original decision; or

(b) uphold its decision; or

(c) direct the Secretary to present more information within the given time before the final decision is made.

(2) The Secretary shall, where the Council has made its decision under sub-regulation (1), inform in writing the Institution concerned on the decision of the Council after review.

Rights of Appeal After
Review

27.-(1) Where the Institution is still not yet satisfied with the decision of the Council on the review, it may appeal to the Minister against the decision of the Council.

(2) The Institution shall in filling the appeal to the Minister under this regulation attach the copies of proceedings and original decision of the Council

and copies of proceedings and decision of the Council after reviewing the matter.

Decision of the
Minister to be Final
and Conclusive

28.- The Minister shall within 30 days after receiving the appeal from the Institution consider and determine the matter and his decision shall be final and conclusive.

PART V RECOGNITION OF DEPARTMENTS

Recognition of
Department

29.-(1) Each Institution shall be required by the Council to provide information on Departments to be recognized.

(2) In recognizing a Department the Council shall evaluate the Department to satisfy itself as to compliance with the following criteria:-

- (a) Name of the Department;
- (b) Educational leadership;
- (c) Resources;
- (d) Academic, Technical staff and other support personnel;
- (e) Evaluation;
- (f) Admission;
- (g) Academic Programme and Curriculum;
- (h) Advice and Assistance; and
- (i) Field supervision.

Name of Department

30.-(1) Each Department of the Institute shall bear the name which reflect the educational programmes offered by the department.

(2) The Institution shall ensure that names or titles of educational programmes offered by the Department are descriptive of the contents of the programme and shall appear on graduating student's transcript, in the Department and/or institution brochure or prospectus.

Educational
Leadership

31.-(1) Institution shall ensure that:-

- (a) each department has the capacity to resolve each training programmes' administrative needs as promptly as feasible;

(b) the Department's interests are represented in the Institution, and in relevant professional and statutory bodies outside the Institution whenever necessary;

(c) the department holds its regular departmental meetings dealing with academic matters.

Resources

32. The Institution shall have the duty to ensure that:

(a) the Department's physical resources are appropriate and adequate for it to accomplish the expected level of award. These resources may include:

- (i) Classrooms;
- (ii) Seminar or tutorial rooms;
- (iii) Studios;
- (iv) Laboratories or Workshops;
- (v) Equipment;
- (vi) Tools and Machinery;
- (vii) Computer facilities; and

(b) Library facilities and other information resources are available, appropriate and easily accessible by all staff and students. These facilities may include:

- (i) Books and journals;
- (ii) Software, internet and CD Roms.

Academic and Other Staff

33.-(1) The Institution shall have a duty to ensure that the Department has:-

(a) sufficiently qualified and experienced staff that are employed and assigned to teach appropriate courses;

(b) qualified academic and professional staff in the main area of the educational programme;

(c) teaching staff who have qualifications that are at least one level higher than the level they are teaching;

(d) sufficient support staff with appropriate qualifications for their jobs and at least one qualified technical staff per laboratory or workshop;

(e) maintain the course balance such that an instructor or tutor is responsible for at least one course and at most three courses;

(f) a target minimum intake of between 20-40 per annum.

(g) a teacher student ration of 1:8;

(h) Plans sand a mechanism of implementing the staff development and training policy.

(2) The workload for teaching staff shall be based on the 40 hours per weeks as follows:-

(a) Teaching or instruction 16 hrs;

(b) Skills development 8 hrs;

(c) Public service 4 hrs;

(d) Student consultation 8 hrs; and

(e) Self study and writing 4 hrs.

(3) The Institution shall ensure that, the staff development and training policy is implemented for the Department.

Evaluation

34. The Department shall be required:

(a) to involve programme participants, graduates and stakeholders in a comprehensive evaluation of the quality of the programme that leads to substantive improvement.

(b) to have evidence of presence of examination evaluation and details from public documents as to the manner in which evaluation is conducted and persons who are involved.

Admissions Criteria

35.-(1) The Institution shall ensure that there are clear and publicized admission criteria and procedures that are used to admit qualified candidates to the department.

(2) The admission criteria under sub-regulation (1) shall ensure that each admitted candidate has appropriate personal characteristic and potential for professional effectiveness.

Academic
Programme and
Curriculum

36.-(1) It shall be the duty of the Institution to ensure that:-

(a) the breadth, depth, sequences of courses, lengths of the programme and synthesis of learning should be appropriate for the academic award;

(b) the course content, instructional policies, methods, delivery systems and tools are appropriate to the level of academic award of the department.

(c) curriculum clearly outline the course assessment and weighting and the mode of assessment and weighting is adhered to;

(d) an up to date curriculum is in place or there is evidence that the Department is making some efforts to update its curriculum to take care of the current development within the subject area.

Advice and
Assistance

37.- The established Department shall have the duty to ensure that:-

(a) Qualified members of the departments staff are assigned and available to advise candidates on their academic, professional and personal development.

(b) Adequate information is readily available to guide each candidate's attainment of academic award or purpose.

Field Supervision

38.-(1) The Department shall ensure that:-

(a) each field experience is supervised by an appropriately trained personnel in the field;

(b) field training is assessed and made to contribute to the academic award in such a way that at least 30 percent of the mark or scores come from field work or field experience.

(c) students get proper field work attachments.

Application for
Recognition

39.-(1) The Institution whose departments have fulfilled the standard criteria provided for under this part shall submit its application for recognition to the Secretary who shall scrutinize and transmit the application to the Board.

(2) The application under sub-regulation (1) shall be made in the form prescribed in the Fourth Schedule to these regulations.

Procedure for
Recognition

40.-(1) The Board shall, after receiving the application under regulation 39, scrutinize the application and propose evaluation visit to the Council.

(2) Where the Board has instructed the evaluation team to investigate or to

inspect the Institution, the team shall have the duty to prepare relevant report and submit it to the Secretary together with its recommendations.

(3) The Board shall immediately after considering the Report, make its recommendation to the Council.

Grant of Recognition. 41.-(1) The Council may in the strength of the recommendations made by the Board and the evaluation team grant recognition of the Department or refuse the application.

(2) The institution which is aggrieved by the decision of the Council may appeal to the Minister whose decision shall be final and conclusive.

PART VI MISCELLANEOUS PROVISIONS

42.-(1) Any person who contravenes a provision of these Regulations commits an offence and shall on conviction be liable to a fine not exceeding 1.5 million shillings.

(2) Any person who establishes a department in the Institution contrary to the criteria provided for under Part V of these Regulations commits an offence and shall on conviction be liable to a fine not exceeding two million shillings.

(3) In addition to the fine, the award conferred to the institution shall cease to be recognized by the Council as such award.

SCHEDULES

FIRST SCHEDULE (Under Requisition 6)

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)

APPLICATION FOR ACCREDITATION ELIGIBILITY AND/OR ACCREDITATION REVIEW BY NACTE

An application is hereby made for *accreditation eligibility and/or accreditation review* by the National Council for Technical Education (NACTE): (Delete inapplicable).

1. Name of Institution:
2. Registration number by NACTE:DatedExpires
3. Name of the organization by which the Institution is accredited other than NACTE, (*if applicable*).....
4. Is the Institution currently accredited by NACTE? (tick) Yes No
5. If “Yes,”
 - 5.1 Indicate accreditation number: Dated:
 - 5.2 Department data (*for existing accreditation at highest National Technical Award (NTA level)*)
 - a) Name of recognition department:
 - b) Programme(s) offered by recognized department:
 - c) Level of NTA awarded:
 - d) Date of first NTAs graduates:
 - e) Current number of students:
 - f) Number of graduates in the latest academic year:
 - g) Number of graduates since registration by NACTE:
6. Name of the programme to be reviewed for accreditation.....
7. The NTA level at which accreditation is required.....
8. Application is made for (*tick*)

<input type="checkbox"/>	Eligibility for Initial accreditation of the programme
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<input type="checkbox"/>	Continued accreditation of the programme
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9. Name and title of administrator of the education/training programme.....
10. Programme data (*to be accredited*)
 - a. Date the programme was initiated:

- b. Current number of students intake:
- c. Number of graduates in the latest academic year:
- d. Number of graduates since registration by NACTE:
- 11. Has the programme ever been denied accreditation in the past? Yes No
- 12. If “Yes” give reasons:
- 13. Proposed earliest date for an evaluation visit:
- 14. The non-refundable application fee for the sum of: (in words)
is enclosed by a way of a crossed cheque/money order/cash made payable to the “Executive Secretary, NACTE”
- 15. Mailing address:
- 16. Telephone: Fax:
- 17. E-mail:
- 18. Signed:
Programme Administrator Date

.....
Full Name

- 19. Signed:
Chief Executive Officer of Institution Date
.....
Full Name OFFICIAL STAMP

(For Official Use Only by NACTE)

- 1. Date application received:
- 2. Action taken (*tick and complete*):
 - i. Application rejected: Reason:
 - ii. Application referred back to applicant for additional information/classification on:
 - iii. Application accepted: Date:
 - iv. Accreditation Handbook sent to applicant: Date:
 - v. Any other action (indicate):
- 3. Signed:
Deputy Secretary for Accreditation, NACTE Date:
.....
Full name

SECOND SCHEDULE
(Under Regulation 7)
THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION BY NACTE

1. INTRODUCTION

Procedures for *initial accreditation* by NACTE of post-secondary non-university technical education and training institution require that eligibility requirements be met before being granted *Candidacy Status*.

Evaluation for eligibility is based on information submitted by the applicant, responding to the aspects mentioned Section I of these guidelines.

Section I

2. ESSENTIAL ELIGIBILITY REQUIREMENTS

2.1 AUTHORITY

- 1) The institution is authorized or licensed to operate as an educational technical training institution leading to NACTE NTAs, i.e. the institution is fully registered by NACTE.

2.2 VISION AND MISSION

- 2) The institution's educational vision and mission are clearly defined, adopted and published by its governing board, consistent with its legal authorization and appropriate for an NTA granting institution of tertiary education and also appropriate for the kind of constituency it seeks to serve.

2.3 GOVERNING OR ADVISORY BOARD/COUNCIL

- 3) The institution has a functioning governing or advisory board (or Council) responsible for the quality and integrity of the institution and for ensuring that the institution's mission is being carried out. Its membership, with at least five voting members, is sufficient in size and composition to fulfill all board responsibilities.

For public institutions, the advisory board (or similar organ) should be functional in line with mandates and powers given to it.

The functioning governing or advisory board (or Council) is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution.

- 4) The Board or Council ensures that it maintains an atmosphere in which intellectual freedom and independence exist irrespective of the institution's ownership.

2.4 CHIEF EXECUTIVE

- 5) The institution has a chief executive officer whose full-time or major responsibility is to the institution.

2.5 ADMINISTRATIVE CAPACITY

- 6) The institution has sufficient staff with appropriate training and experience to provide the administrative services necessary to support the mission and purpose.

2.6 OPERATIONAL STATUS

- 7) The institution is fully operational, with students actively pursuing its academic programmes.
- 8) The institution's organizational structure allows involvement of its academic staff, students, administrators, and board members in the formulation of institutional policies.
- 9) The institution follows humane and non-discriminatory policies in dealing with students, staff, and departments.

2.7 ACADEMIC AWARDS

- 10) Substantial portions of the institution's educational offerings are programmes that lead to awards that are consistent with its registration, and a significant proportion of students are enrolled in them.

2.8 EDUCATIONAL PROGRAMMES

- 11) The institution's principal academic programmes are in compliance with its mission, are based on recognized tertiary education field(s) of study, are of sufficient content and length, and are conducted at levels of quality and rigour appropriate to the academic awards. At least one academic programme must be of one or more academic years in length.
- 12) The majority of its courses examine the conceptual foundations of the subject matter (i.e. appropriate foundation of learning skills taught in a preparatory programme of secondary school) as well as the information growing out of these foundations and require students to do independent work, to analyze what they learn, to deal with the abstract as well as the concrete. They foster the ability to make distinction among ethical, intellectual, social values, and they encourage the pursuit of lifelong learning.

2.9 ACADEMIC CREDIT

- 13) The institution awards academic credits based on generally accepted practices in NTA-granting institutions of tertiary education. Public institutions governed by statutory or other regulatory requirements should provide appropriate information regarding the award of academic credit.

- 14) The institution has put in place methods for conducting continuous assessment and evaluation of student performance as part of quality assurance mechanism of its programmes.

2.10 EDUCATIONAL OBJECTIVES

- 15) Educational objectives, and the means for achieving them, which are appropriate to tertiary education, in level, quality, and standards, have been clearly defined and published for each of its programmes.

2.11 GENERAL EDUCATION

- 16) The institution defines and incorporates into all of its academic programmes a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in communication skills, information technology and computational skills and an introduction to some of the major areas of knowledge. Academic credit for general education programmes should be consistent with levels of quality and rigour appropriate to the education training offered.

2.12 DEPARTMENTS

- 17) The institution has at least one department that can be recognized to offer technical education and training leading to NTAs.
- 18) The institution has a substantial core of qualified academic staff in the department(s) with full-time responsibility to the institution. The full-time core staff, representing every discipline offered, is sufficient in size and experience to support all of the institution's educational programmes. A clear statement of courses offered and other departmental responsibilities must exist.
- 19) Its academic staff and students are free to examine and to test all knowledge appropriate to their discipline as judged by the academic community in general. This includes dissemination of knowledge to the public.
- 20) It provides an environment, such as seminars, public lectures etc. in which the learning experience can be enriched through staff-student exchanges.

2.13 STUDENT SERVICES

- 21) The institution provides, for all of its students, appropriate student services and development programmes consistent with student characteristics and the institutional mission.

2.14 ADMISSIONS

- 22) The institution has adopted a student admission policy specifying the characteristics and qualifications of students appropriate for its programmes, and it adheres to that policy in its admission practices.

2.15 INFORMATION AND LEARNING RESOURCES

- 23) The institution owns, or otherwise provides specific long-term access to sufficient information and learning resources and services to support its mission and all of its educational programmes.
- 24) It has at least a core library and learning resources appropriate to its mission, and it provides access to specialized library and learning resources needed for independent work in the fields and at the levels represented by its offerings.
- 25) If it depends on other institutions for specialized library and learning resources, it can demonstrate that they are adequate, easily accessible, and effectively used.

2.16 FINANCIAL RESOURCES

- 26) The institution documents a funding base, financial resources, and plans for financial development adequate to support its mission and educational programmes and to assure financial stability.
- 27) It serves the interest of its students training rather than those of its owners or its board or its department and staff. It devotes virtually all, or substantially all, of its gross income to support its mission and educational objectives.

2.17 FINANCIAL ACCOUNTABILITY

- 28) Its financial records are externally annually by a certified public accountant or a public audit agency. The audit must include opinion on the financial statement.

The institution shall submit a copy of the current budget and a copy of the current audited financial statement prepared by an outside certified public accountant in public practice, who has no other relationship to the institution. The audit must be certified, with any exceptions or deviations explained.

2.18 INSTITUTIONAL PLANNING AND EVALUATION

- 29) The institutions provides evidence of basic planning for the development of the institution, planning which identifies and integrates plans for academic personnel, learning resources, facilities, and financial development, as well as procedures for review of its programmes and institutional improvement.
- 30) The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes and documentation of institutional effectiveness.

2.19 PUBLIC INFORMATION DISCLOSURE

- 31) It has a current and accurate prospectus and other appropriate publications available to students and the public, setting forth the following: vision, mission and objectives, admission requirements and procedures; rules and regulations for conduct of students; academic regulations; academic programmes offered; academic awards requirements;

programmes and courses with specific indications of when they are offered; tuition fees and other costs; refund policies; grievance procedures; academic credentials of department staff and administrators; almanac of the institution showing the annual calendar of activities; and other items related to attending the institution or withdrawing from it.

2.20 RELATIONS WITH THE ACCREDITING BODY (NACTE)

- 32) It accepts the policies and standards of the NACTE and agrees to comply with these standards and policies as currently stated or as modified in accordance with due process.
- 33) It discloses to the NACTE any and all such information as NACTE may require to carry out its evaluation and accreditation function.
- 34) It agrees to communicate to NACTE within six months any changes in its accredited status.
- 35) It understands and agrees that NACTE may, at its discretion, make known to any agency or members of the public that may request such information, the nature of any action, positive or negative, regarding its accreditation status with the NACTE.*

* (NACTE) treats institutional self-studies and evaluation committee reports submitted to it as confidential. However, the institution may choose to release the documents to the general public with the approval from NACTE).

**THIRD SCHEDULE
(Under Regulation 8)**

**NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

NACTE ACCREDITATION STANDARDS

Standard One

INSTITUTIONAL VISION AND MISSION

The institution has a statement of vision and mission that defines the institution, its educational purposes, its students, and its place in the technical education community.

Standard Two

GOVERNANCE AND ADMINISTRATION

The institution has a governing or advisory council responsible for the quality and integrity of the institution. The institution has an administrative staff of appropriate size to enable the institution to achieve its goals and is organized to provide appropriate administrative services. Governance structures and systems ensure appropriate roles for the board, administration, academic staff, supporting staff, and students, and facilitate effective communication among the institution's constituencies.

Standard Three

INSTITUTIONAL INTEGRITY

The institution subscribes to, advocates, and demonstrates honesty and truthfulness: In presentation to its constituencies and the public; in pursuit of truth and the dissemination of knowledge; in its treatment of and respect for administration, academic staff, other staff and students; in the management of its affairs and in relationships with NACTE and other external agencies.

Standard Four

INSTITUTIONAL EFFECTIVENESS

The institution, appropriate to its vision and mission and purposes as a technical education and training institution, develops and implements a broad-based system of education and training, evaluation, and planning to assess institutional effectiveness and uses the results for institutional improvement. The institution identifies institutional outcomes which can be validated by objective evidence.

Standard Five

EDUCATIONAL PROGRAMMES

The institution offers appropriate education and training level programmes in recognized fields of study that culminate in identified student competencies leading to National Technical Awards (NTAs).

Standard Six

STUDENT SUPPORT AND DEVELOPMENT

The institution recruits and admits students appropriate to its programmes. It identifies and serves the diverse needs of its students with educational programmes and learning support services, and it fosters a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, and success.

Standard Seven

INFORMATION AND LEARNING RESOURCES

Information and learning resources and services are sufficient in quality, depth, diversity, and currency to support the institution's activities and programmes. The institution provides training so that information and learning resources may be used effectively and efficiently.

Standard Eight

STAFF

The institution has sufficient and majority qualified full-time and part-time staff to support its educational programmes and services wherever offered and by whatever means delivered. Consistent with its vision and mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse social, and economic backgrounds by making positive efforts to foster such diversity.

Standard Nine

PHYSICAL RESOURCES

The institution has sufficient and appropriate physical resources to support its purposes and goals.

Standard Ten

FINANCIAL RESOURCES

The institution has adequate financial resources to achieve, maintain, and enhance its programmes and services. The level of financial resources provides a reasonable expectation of financial viability and institutional improvement. The institution manages its financial affairs with integrity, consistent with its educational objectives.

FOURTH SCHEDULE

(Under regulation 39)

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

**APPLICATION FORM FOR RECOGNITION OF TECHNICAL INSTITUTION'S
DEPARTMENT**

(to be completed by the Applicant)

Section I: Particulars of the Department

- 1.1 Name of the Institution:
- 1.2 Name of Department:
- 1.3 Date of Establishment:

Section 2: Title of the Educational Programme:

2.1 Name of the Educational Programme Offered by the Department:
.....

2.2 Does the Name of the Educational Programme describe the content of the Programme?
.....

Yes No (Attach a copy of prospectus)

2.3 Does the student transcript bear the name of the education programme he/she has completed?

Yes No (Attach a copy of transcript)

Section 3: Education Leadership:

3.1 Is the department represented at the institutional level?

Yes No If yes, indicate and attach evidence.....

.....

3.2 Is the department represented at the national level?

Yes No If yes, indicate and attach evidence.....

.....

3.3 Is the department represented at the regional level?

Yes No If yes, indicate and attach evidence.....

.....

3.4 Are there any key staff members of the department with membership to professional bodies?

Yes No If yes, indicate and attach evidence.....

.....

3.5 Does the department have an almanac, indicating schedule of annual events including regular meetings dealing with academic matters?

Yes No If yes, attach a copy/copies

.....

Section 4: Resources

Physical resources

4.1.1 Infrastructure/Buildings (attach layout plans, building permits, certificates of occupancy, health certificates, fire regulations conformity certificate, etc):

Type	Number	Total floor area (m ²)	Ownership		
			Owned	Leased	Hired
Offices					
Classrooms					
Laboratories					
Workshops					
Dormitories					
Assembly halls					
Libraries					
Students cafeterias					
Staff canteens					
Staff quarters					
Bookshops					
Others (specify)					

4.1.2 Equipment:

Attach detailed list of teaching equipment and furniture.

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.1.3 Furniture:

Attach detailed list of teaching equipment and furniture.

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.1.4 Tools and Audio-visual Aids:

Attach detailed list of teaching equipment and furniture.

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.2 Information resources/systems:

Books (state appropriate total number available):

Journals (attach list of subscribed journals):

Electronic:

- Access to INTERNET: Yes/No (delete inappropriate)
- CD ROMS available: Yes/No (delete inappropriate)

4.3 Services: (Indicate services available and provider):

Type	Internal	External	Provider (if external)
Piped water Supply			
Waste water disposal			
Solid waste disposal			
Electricity			
Telephone			
Health			
Recreational (sports)			
Safety			
Security			
Religious			
Transport			
Others (specify)			

Section 5: Departmental Staff

5.1 Administration Staff

Name of the Head of the Department:

Academic qualifications of the Head of department (attach CV)

Organization Structure of the department (attach organization chart showing titles and names of key office holders).

5.2 Academic Staff

5.2.1 Submit the number and qualifications of full time experts in the following format


S/N	Name	Age	Qualifications	Area of Expertise	Experience	Foreign/Local	Other posts held at the Institute/College

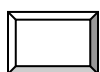
5.2.2 Submit the number and qualifications of part time experts in the following format:

S/N	Name	Age	Qualifications	Area of Expertise	Experience (Years)	Foreign/Local	Other posts held at the Institute/College

5.3 Supporting Staff

S/N	Name	Age	Qualifications	Support Service Offered	Experience (Years)

5.2 Academic Staff Workload:  (Attach current schedule of classes to indicate responsibility for each academic staff)

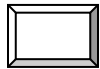
5.3 Staff Training and Development:  (Attach documentation about the departmental staff Training and Development, giving a schedule of attendance of such Training and Development Programmes).


Section 6: Programme, Staff and Examination Evaluation

6.1 Programme Evaluation

6.1.1 Does the department do Programme Evaluation?.....

If yes, indicate frequency.....

6.1.2 How are the evaluation done?  (Attach a copy of the evaluation form)
.....

6.1.3 How are the evaluation results used in improvement of the Educational Programmes?  (Attach documentation of the programme evaluation report demonstrating how are the evaluation reports used in programme improvement).
.....
.....

6.1.4 Date of last Programme Evaluation. 6.1.5 Date of next Programme Evaluation
.....

6.2 Examination Evaluation:

6.2.1 Does the department undertake Examination Evaluation?

If yes, indicate frequency.....

6.2.2 How are the evaluations done?  (Attach a copy of the evaluation form)
.....

6.2.3 How are the evaluation results used in improving students' performance without compromise the quality of education?

6.3 Staff Evaluation

6.3.1 Does the department undertake Staff Evaluation?

If yes, indicate frequency

6.3.2 How are the evaluations done?  (Attach copy of the evaluation form)

6.3.3 How do the evaluation results used in improving staff conduct?



(Attach documentation of the staff evaluation report demonstrating how the evaluation reports are used in improving staff conduct).

6.3.4 Date of last Staff Evaluation

6.3.5 Date of next Staff Evaluation

Section 7: Student Admission

7.1 Student Intake (Tick and complete information relevant to the programme):

Type	Minimum Entry Level	Title of Award/Qualifications	Student Intake	
			Previous Year	Current Year
<input type="checkbox"/> Technician	<input type="checkbox"/> Form IV <input type="checkbox"/> Equivalent	<input type="checkbox"/> Pre-technician Certificates		
		<input type="checkbox"/> Technician Certificated		
		<input type="checkbox"/> Ordinary Diploma		
		<input type="checkbox"/> Other		
<input type="checkbox"/> Semi-Pro fessional/ Professional	<input type="checkbox"/> Form VI / Technician <input type="checkbox"/> Certificate/ Ordinary <input type="checkbox"/> Diploma	<input type="checkbox"/> Higher Diploma		
		<input type="checkbox"/> Degree		
		<input type="checkbox"/> Other		
<input type="checkbox"/> Others				

7.2 Indicate Staff/Student Ratio

Ratio	Previous Year	Current Year
Support staff/Student Ratio		
Academic staff/Student Ratio		

Note: *Academic Staff includes both teaching and training staff*

7.2 Admission Criteria and Procedures



(Attach copy of published public document)

7.3 Application Form for Admission



(Attach copy of the current Admission Form)

Section 8: Academic Programme

8.1 Programme Objectives



(Attach proof that the

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

programme goals are consistent with the overall institutional goals).

- 8.2 Length of the programme
- 8.3 Course Contents*
- 8.4 Course Assessment Procedure*
- 8.5 Continuous Assessment Test papers and Student Results*

* *Tick and attach a copy of document that gives enough information, if available (Where appropriate give a copy from public documents)*

Section 9: Advice and Assistance

- 9.1 Does the department provide students with advice and assistance? (If yes, attach a roster from a published document that indicates names of student, against their advisors).
- 9.2 Do advisors submit reports for the student's file? (If yes, attach a sample report from student file).
- 9.3 Does the department offer academic life guidance to fresh students in order to attain their training expectations? (If yes, attach a copy of such guidance from any public documentation).

Section 10: Fieldwork and Supervision*

- 1.1 Do students attend Field Study? (If yes, attach guidelines for undertaking such field studies and a copy of student against a place attendance and department supervisor).
- 10.2 Is the fieldwork assessed? (If yes, please attach the mode of assessment).
- 10.3 Does the fieldwork assessment contribute towards the students' final Performance? (If yes, give the weight).

**For any part whose response is "NO" please give a detailed reason.*

Section 11: Declaration

I certify that the particulars furnished in this application form are true and complete in all respects and that no relevant information has been withheld.

I understand that misrepresentation, falsification and/or withholding information in regard to this application are serious offences that may result in nullification/denial of recognition and/or prosecution.

Applicant's Signature: Date:

Applicant's Name in full:

Designation:..... Official stamp:

Section 12: Applicant's Witness and Confirmation

Signed by the said.....(applicant) on the.....day of
..... (month)(year) in the presence of
..... (name) whose signature is.....
and witnessed by.....who is the Commissioner of Oath and
whose signature is.....

Address;
.....
.....
.....

Date:.....(Official Stamp)

Dar es Salaam
2nd January, 2002

DR. PIUS Y. NGW'ANDU
Minister for Science, Technology and
Higher Education