



## **ASSESSMENT FORM FOR HIGHER EDUCATION INSTITUTIONS**

**Name of Institution** :

**Type of Assessment** :

**Date of Assessment** :

## **Introduction**

The National Council for Higher Education (NCHE) is mandated to register and accredit all higher education institutions and academic programmes in Malawi. The registration process involves several steps, one of which is institutional assessment.

An institutional assessment is informed by guidelines and standards for accreditation of institutions of higher education and minimum requirements set up by the Council. This instrument is for assessing institutions for minimum standards and suitability to offer higher education prior to registration.

The form is used to assess an institution and its proposed programmes in terms of thirteen areas, namely: institutional governance, policies and procedures; financial resources; infrastructure (Buildings, Classrooms, Laboratories, student accommodation, space and other physical facilities); availability of water and sanitation; student support services; performance on current Academic programmes; design of new programmes; academic and support staff complement; students' recruitment and achievement; library resources and learning resources (specific to programme); physical infrastructure and equipment (specific to programme); and quality enhancement systems.

## **Aim of assessment**

The aim of assessment is to assist Reviewers make well-informed judgment on the readiness of an institution to offer academic programmes.

Specific objectives of the assessment are as follows:

- a) assess appropriateness of an institution's governance structure, mission and objectives,
- b) assess the financial resources and sustainability of the institution,
- c) assess the availability and suitability of the infrastructure (Buildings, space and other physical facilities);
- d) assess the overall situation of the library and other Learning resources;
- e) assess the availability of water and sanitation facilities;
- f) assess student support services;
- g) assess proposed programmes in terms of relevance and quality of design,
- h) assess the adequacy of an institution's academic and support staff complement for the delivery of the proposed programmes and curriculum,
- i) assess the appropriateness of students' entry requirements for the proposed programmes,
- j) assess the capacity of the institution's library facilities and resources to support the proposed programmes,

- k) assess the suitability of other physical infrastructures (including the availability and suitability of classroom and laboratory space),
- l) assess the institution’s quality assurance systems.

**Methods of data collection for the assessment exercise**

- a) Review documents and other relevant Documentary evidence in the form of policy documents, publications, etc.
- b) Inspection of facilities and premises.
- c) Interviews with staff and students

**Data analysis and presentation**

Appropriate quantitative and qualitative methods will be used. All tables will be accompanied by suitable qualitative descriptions.

**Profile of Reviewers**

Name	Position	Qualifications	Signature

**ASSESSMENT FORM FOR INSTITUTIONS AND ACADEMIC PROGRAMMES**

Name of the Institution	
Chairperson of the Council/Board	
Secretary of the Council/ Board	
Members of the Council/Board	
Contact details	Postal Address:
	Fax Number:
	E-Mail Address:
	Website address:
	Telephone Lines:
	Mobile:
Location	
Registration and accreditation Status	



**INSTRUCTIONS TO FOLLOW WHEN FILLING THE FORM**

1. Please fill in the appropriate blank spaces provided,
2. Complete areas 8 – 12 for each new programme separately,
3. Should a specific document or policy be available regarding any aspect of this exercise, the team will ask for a copy for reference and attach as an annex,
4. Grading and interpretation of the assessment scores is indicated in the table below:

<b>Acceptable =2</b>	<b>Acceptable with conditions =1</b>	<b>Unacceptable = 0</b>
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**AREA 1: INSTITUTIONAL GOVERNANCE, POLICIES AND PROCEDURES**

	2	1	0	Score	Comments
<b>1 A : Governance</b>					
*Board of Directors	Legally established, and carries out its responsibilities effectively and efficiently.	Legally established but is not fully discharging its responsibilities.	Is not legally established and not discharging its responsibilities.		
Senate/ Technical Committee on Academic Matters	Legally established and meets according to a published Academic Calendar.	Legally established but meets infrequently and /or is not fully discharging its responsibilities.	Is either not legally established or is not discharging its responsibilities.		
	Its subcommittee				

	are effective and efficient				
Faculty Committee	Well established and meets according to a published Academic Calendar	Well established but meets infrequently and /or is not fully discharging its responsibilities	Is either not well established or is not discharging its responsibilities		
Departmental Committees	Well established, meets according to a published Academic Calendar and is effective and efficiently carries out its functions	Well established but meets infrequently and /or is not fully discharging its responsibilities	Is either not well established or is not discharging its responsibilities		
Chancellor/ Vice Chancellor Principal/Vice Principals	Appointed in accordance with the constitution and provides leadership and sound management.	Appointed in accordance with the constitution and carries out management functions satisfactorily	Not Appointed in accordance with the constitution or is not providing leadership or managing the institution unsatisfactorily		
Deans	Appointed / elected in accordance with the policy and provide leadership and sound management.	Appointed / elected in accordance with the policy and carries out management functions satisfactorily	Not appointed / elected in accordance with the policy or are not providing leadership or managing the faculty satisfactorily		
Heads of Departments	Appointed in accordance with	Appointed in accordance with	Not appointed in accordance with the		

	the statutes/constitution / policy and provides leadership and sound management.	the statutes/constitution/ policy and carries out management functions satisfactorily	constitution/ policy or are not managing the department satisfactorily		
Staff Involvement	Staff represented on all committees.	Staff represented on committees but limited in participation	Little or no evidence that staff members are involved in committees.		
Student Union	Operates within the framework of university and is actively involved in the social and academic welfare of students	Operates within the framework of university and is actively involved in the social welfare only	Not allowed to operate or does operate with severe constraints.		
<b>1 B: Governing policies and procedures</b>					
	<b>2</b>	<b>1</b>	<b>0</b>	<b>Score</b>	<b>Comments</b>
Strategic Plan	Strategic Plan is available, approved by Council and being implemented in line with the vision and mission of the institution	Strategic Plan is available, approved by Council but not being implemented	No strategic plan in place		



Qualifications Framework	Qualification Framework is available and is being Implement	Qualifications Framework is available but is not fully implemented	Qualifications Framework not available		
Risk Policy	Risk Policy is developed, approved by Council / Board of Trustees and being implemented .	Risk Policy approved but not implemented	No Risk Policy in place		
Health and Safety Policy	Health and Safety Policy approved by Council /Board of Trustees and being fully implemented	Health and Safety Policy approved but not fully implemented	No Health and Safety Policy		
Staff and Student Disciplinary Procedures	Disciplinary Procedures for Staff and Student developed, approved by the Board of Directors and being implemented	Disciplinary Procedures for Staff and Student developed, approved by the Board of Directors but not fully implemented	No disciplinary procedures for staff and students		
Procurement Procedures and Committee	Procurement procedures are available and the Committee meets regularly	Available but the committee does not meet regularly	No Procurement procedures		
<b>TOTAL SCRES</b>			<b>Total scores / Total Observed</b>	<b>%</b>	

**AREA 2: RESOURCES (FINANCIAL RESOURCES, EQUIPMENT AND MATERIALS)**

**Area 2 A: Financial Resources**

<b>The institutional financial position / stability</b>	2	1	0	Score	Comments
*Annual budget for the current academic year	Available, approved by the Board and it is being followed	Available, approved by the Board but it is not followed	Not available		
Budget allocation to departments	The budget shows clear allocation to various departments and it is being implemented as planned	The budget shows clear budget allocation to various departments but it is not being implemented as planned	The budget does not show clear budget allocation to various departments		
Financial statements	The institution provides current financial statements and related support documents.	The institution provides financial statements but not related support documents	The institution does not provide financial statements		
Fees structure	There is established and clear fees structure	There is established fee structure but not clear	There is no established fees structure		
Annual audits of accounts	The institution has approved external auditors and annual audit reports for previous financial year	Has approved external auditors and annual audit reports but not current.	The institution does not have approved external auditors and no audit reports for previous financial year		
Assets including building and land	The institution has assets including building and legally owned land	The institution has assets but does not include buildings and legally owned land.	The institution does not have assets including building and land		
Financial control over externally funded/sponsored research programs.	The institution maintains adequate financial control over externally	The institution maintains limited financial control over externally funded/sponsored	The institution does not maintain financial control over externally funded/sponsored		

	funded/sponsored research and other programs	programs	research and other programs		
Banking facility	The institution operates accounts with credible bankers and current financial statements are available	The institution operates accounts with credible bankers but no active current financial statements	The institution has no bank accounts		
<b>Area 2 B: Equipment and other material resources</b>					
<b>Area of focus</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Score</b>	<b>Comments</b>
Equipment and material resources inventory	Equipment inventory is available , updated and utilized	Equipment inventory is available but not updated and not utilized	There is no equipment inventory		
Administrative equipment (PC computers and software, heavy duty photocopier, scanners, facsimile machine, printers)	Most administrative equipment is available and in good working condition	Most administrative equipment is available but some not in good working condition	Gross lack in administrative equipment		
Classrooms equipment (White / black Board, LCD projector/ overhead projector, television, etc.)	Classrooms have adequate equipment for teaching and learning and all the equipment is in good working order	Classrooms have some equipment, though not adequate or some of the equipment is not in good working order	Classrooms have inadequate equipment		
Teaching resources / educational equipment ( Video camera Video screen Slide/tape Television Internet facilities )	Available and well maintained	Available but not well maintained	Not available		

Staff offices	Staff have suitable office space with all the facilities in place	Staff have suitable office space but lacking some facilities	Staff do not have suitable office space and lacking facilities		
<b>Total Scores</b>	<b>Total scores / Total observed</b>				<b>%</b>

### 3: BUILDINGS AND SECURITY OF PREMISES

<b>3A: BUILDINGS</b>	2	1	0	Score	Comment
The buildings and alterations	Maintains the minimum requirements for health and safety of the students and public	Does not fully maintain minimum requirement for health and safety	Does not fully maintain minimum requirement for health and safety		
	Approved by the relevant local authority	Some buildings are approved by the local authority	Buildings not approved by the local Authority		
	Approval of drawings of the proposed buildings	Drawings not approved	Proposed building not approved and no drawings		
	Approval of alterations or extensions, if any, certificate of occupation for newly constructed or altered buildings.	Alterations and extensions approved but no certificate of occupation	Alterations and extensions not approved and no certificate of occupation		

* Classrooms and Lecture Theatres	Adequate in terms of number, ventilation, facilities, light, height and accessibility	Fairly adequate in terms of number, ventilation, facilities, light, height and accessibility	Not adequate in terms of number, ventilation, facilities, light, height and accessibility		
A library building has adequate light, ventilation and is secure	Adequate natural and artificial lighting	Inadequate lighting	Very bad lighting		
	Ventilation and heating equipment	Inadequate ventilation and no heating equipment	No Ventilation and no heating equipment		
	Secure windows	Windows available but not secure	Inadequate windows and no security		
	Reading space area to student ratio of 1:3	Reading space area of between 1:3 and 1:10	Reading space less than 1:10		
	Learning resources centre with adequate facilities (video conference rooms and computers)	Learning resources centre with inadequate facilities	Learning resources centre not available		
	Has well-functioning electronic and manual catalogue that facilitate access to reading materials	Have a catalogue but does not facilitate access to reading materials	Does not have a catalogue		

	Adequate ceiling height of at least 3.5 meters sufficient doorways that can be opened outwards to facilitate exit in case of fire and other emergencies	Conforms to minimum requirements as prescribed but have no emergency exit doors	Do not conform to minimum requirements and has no emergency exit doors		
Accessibility	All buildings provide for disability friendly facilities	Some buildings have no disability friendly facilities	All buildings have no disability friendly facilities		
Capacity of the library (both hard and soft resources)	The collection is large enough	The collection is fairly large enough.	The collection is not adequate		
<b>3 B: SAFETY &amp; SECURITY OF THE PREMISES</b>					
<b>Area of focus</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Score</b>	<b>Comments</b>
All buildings are secure and accessible	All buildings have adequate, reasonable and easily accessible means of escape in the event of emergency.	Facilities are good but lacking in some areas	Facilities are in poor state or lacking security		
	All means of fire escape are properly labeled, maintained and kept free from any obstruction	Fire escape are labeled but lack maintenance and no clear direction to escape area	Fire escape exits are not labeled		

	The Building premises are fenced and have security guards coverage	The Buildings are fenced but no security guards	No fence and security guards		
Firefighting equipment for all buildings (classrooms, lecture theatres, seminar rooms, auditorium, laboratory, library, dormitory or residential hall).	Has adequate and well serviced firefighting equipment.	Has adequate but not well serviced firefighting equipment	Has no firefighting equipment		
Fire drills	Fire Drills are conducted to staff and students regularly	Fire Drills are conducted to staff and students but not regularly	Fire Drills are not conducted to staff and students		
Assembling area in case of fire emergency	Assembling area in case of fire and fire exit procedures are available and known to all	Assembling area in case of fire and exit procedures are available but not known to all	Assembling area in case of fire and exit procedures are not available and not known to all		
	Total Scores / Total Observed				%

#### 4: LABORATORIES AND WORKSHOPS

Laboratories, Workshops and studios	2	1	0	Score	Comment
*Teaching Laboratories, Hospitals, Workshops and Studios	Available, in good condition and adequate for the requirements	Available but inadequate for the requirements	Not available		

Laboratory facilities for different subject areas: a) provision of room for instructional workstations;	Available and in good condition	Available but not in good condition	Not available		
b) provision of storage, and preparatory rooms and a laboratory office;	Available and in good condition	Available but not in good condition	Not available		
c) proper location in relation to other facilities so that the laboratory is easily accessible;	Well located in relation to other facilities and is easily accessible	Not well located in relation to other facilities but fairly accessible	Not well located in relation to other facilities and not easily accessible		
d) Ventilation	Available and in good condition	Available but not in good condition	Not available		
e) fume cupboards and fume hoods in the preparation and storage rooms	Available and in good condition	Available but not in good condition	Not available		
f) standard table top electrical service outlets for the instructor's table and for each pair	Available and in good condition	Available but not in good condition	Not available		
g) Water supply system for firefighting.	Available and in good condition	Available but not in good condition	Not available		
h) Surface treatment of floors, walls and ceiling	Well treated and reduces noise	Well treated but allows some noise	Not well treated		
i) Protective clothing for laboratory and workshop staff (gowns, shoes and gloves)	Available in sufficient quantities and of good quality	Available but not in sufficient quantities and fairly of good quality	Not available or available but poor in quality		
<b>TOTAL SCORE</b>	<b>TOTAL SCORES / TOTAL OBSERVED</b>				<b>%</b>



**AREA 5: AVAILABILITY OF WATER,SANITATION AND POWER**

<b>5 A : Availability of water</b>	2	1	0	Score	Comments
*Availability of water	The Institution has adequate, safe and clean water supply	Has safe and clean supply but not adequate	Has inadequate water supply and not safe		
Cold water storage facility	Cold water storage tank is available in each building with sufficient capacity to meet twenty four hours demand from the building's users	Available but not sufficient to meet twenty four hour demand	No cold water storage tank		
	The availability of adequate extra storage facility where animals are kept	The availability of some extra storage facility where animals are kept	The unavailability of extra storage facility where animals are kept		
<b>5 B : Wastewater collection, treatment and disposal system</b>					
Wastewater collection, treatment and disposal system.	Available and in good state of repair	Available but not in good state	Has no waste water collection, treatment and inadequate disposal system.		
Evidence of approval by the relevant local authority responsible for water and effluent disposal systems.	Available and adhering to guidelines	Available but not adhering to guidelines	Not available		
Capability to drain and dispose of surface water in a manner as to cause the least inconvenience or nuisance to the public	Available and well managed	Available but not well managed	Not available		

Availability of master plan that illustrates :  <ul style="list-style-type: none"> <li>the location of the existing and proposed buildings of the institution</li> </ul>	Available and adhered to	Available but not adhered to	Not available		
<ul style="list-style-type: none"> <li>the layout of all waste and soil drain pipes, sewers, septic tanks, storm water drains.</li> </ul>	Clear layout available	Available but not clear	Not available		
<ul style="list-style-type: none"> <li>run-off catchments drains which are designed to maintain the health and safety of all occupants</li> </ul>	Available and conform to standards	Available but has poor design	Not available		

### 5 C : Toilets and Bathrooms

Area of Focus	2	1,	0	Score	Comments
*Water closets, urinals, wash hand basins, bathrooms	Conforms with the standard and in good state of repair	Conforms with the standard but not in good state of repair	Does not conform		
Water closets for male students	One water closet for every fifteen male students	One water closet for more than fifteen but less than fifty male students	One water closet for more than fifty male students		
Water closets for female students	One water closet for every fifteen female students	One water closet for more than fifteen but less than fifty female students	One water closet for more than fifty female students		

Urinals	One urinal for every fifteen students	One urinal for more than fifteen but less than fifty students	One urinal for more than fifty students		
Bath or shower for male students	One bath or shower for every ten to 15 male students	One bath or shower for over 15 but less than 30 male students	One bath or shower for over 30 male students		
Bath or shower female students	One bath or shower for every ten to 15 female students;	One bath or shower for over 15 but less than 30 female students	One bath or shower for over 30 female student		
Portable drinking water for students	Available and good state of repair	Available but not in good state of repair	Not available		
Sanitary disposal facilities	Adequate and clean sanitary disposal facilities	Adequate sanitary disposal facilities but not clean	Inadequate sanitary disposal facilities and not clean		
Secure source of power	Electricity available, continuous supply with adequate backup systems, safe and free from fire scare	Electricity available but supply is not continuous, not adequate backup, not safe and not free from fire scare	Electricity not available or unreliable without backup systems		
Total scores	Total scores / total observed		%		

**AREA 6: STUDENT SUPPORT SERVICES**

<b>Residential areas / accommodation</b>	2	1	0	Score	Comment
The total floor area of the rooms are not less than the following per student— <ul style="list-style-type: none"> <li>▪ single room: 8.00 square meters;</li> <li>▪ double student room or cubicle, 12.00 square meters;</li> <li>▪ three or four student room, 15.00 square meters;</li> </ul>	Conforms with the standards and the facilities are in good state of repair	Conforms with the standards but the facilities are not in good state of repair	Does not conform		
Every living room in the hall should have access to outside light with vents in the walls to provide permanent ventilation	Conforms with the standards and the facilities are in good state of repair	Conforms with the standards but the facilities are not in good state of repair	Not sufficient		
There should be sufficient doorways to ensure rapid exit in case of fire or other emergency.	Conforms with the standards and the facilities are in good state of repair	Conforms with the standards but the facilities are not in good state of repair	Does not conform		
<b>Kitchen and Dining</b>					
Cooking area, service and eating materials.	Food preparation is adequate, well-lighted, ventilated	Available but not in good state of repair	Not available or in poor state		
	Dish washing and serving area is adequate, well-lighted, ventilated, clean and dry	Available but not in good state of repair	Not available or in poor state		
	Kitchen storage is	Kitchen storage is	Kitchen storage is		

	adequate and clean	not adequate and not in good state of repair	not available or in poor state		
Dining area	Available, clean and in good state of repair and is utilized	Available, clean but not utilized	Not available or in poor state of repair		
<b>Clinic</b>	Available, with adequate resources, staff and providing essential services	Available, with inadequate resources and not providing essential services	Not available		
<b>Recreational facilities</b> The institution has in place the following recreational facilities <ul style="list-style-type: none"> <li>• Football pitch</li> <li>• Volleyball pitch</li> <li>• Netball pitch</li> <li>• Indoor games</li> </ul>	All the facilities are available, accessible and in good condition	Some of the facilities are available but not in good condition	Not available		
<b>Total scores</b>	<b>Total scores / total observed</b>				

#### AREA 7: CURRENT ACADEMIC PROGRAMMES

Area of interest	2	1	0	Score	Comments
Rating on the delivery of current programmes	The delivery of all programmes is above satisfactory	Delivery of some programmes is satisfactory	Delivery on most programmes is not satisfactory		
The curriculum of registered programmes	The curriculum of registered programmes has been reviewed and approved by relevant professional bodies and the	The curriculum of registered programmes has been reviewed and approved by relevant professional bodies and the	The curriculum of registered programmes has not been reviewed and approved by relevant professional		

	University Senate and is being implemented effectively	University Senate but is not being implemented effectively	bodies and the University Senate		
Relevance of the curriculum	The curriculum is relevant and it is well resourced to effectively contribute to socio-economic progress.	The curriculum is relevant but it is not well resourced to effectively contribute to socio-economic progress.	The curriculum is not relevant to socio-economic needs		
Complementarity of current programmes with proposed programmes	There is strong complementarity and the scope is likely to broaden	There is weak complementarity and the scope is not likely to increase.	There is no complementarity		
Compliance with registration/accreditation requirements	The institution has always complied with requirements	The institution has not fully complied with some requirements	The institution has not been complying		
Compliance with requirements on staff complement	The institution employs staff with appropriate qualifications and the numbers are adequate for the programmes	The institution employs staff with appropriate qualifications but the numbers are not adequate for the programmes	The institution has among its staff underqualified personnel and the numbers are barely adequate		
Compliance with classroom etc. and furniture requirements	The institution has adequate purpose built classroom space with adequate furnishing	The institution has adequate purpose built classrooms but there is a shortfall in furniture provision	The institution does not have adequate purpose built classroom space and there are serious challenges of furniture		
Compliance with recommended curriculum improvements	The institution has always complied with recommended curriculum improvements	The institution has sometimes complied with recommended curriculum improvements	The institution does not comply		
<b>Total</b>	<b>Total score/Total observed</b>				<b>%</b>

**AREA 8: NEW PROGRAMMES**

Name of programme being assessed (E.G. BSc. in Public Health)					
Area of interest	2	1	0	Score	Comments
Appropriateness to the vision, mission & relevance of the programme	The design of the programme is appropriate and advances the vision and mission of the institution.	The design of the programme is appropriate but may not advance the vision and mission of the institution	The design of the programme is not appropriate.		
*Appropriateness for higher education	The content is well selected and it is appropriate to the level and the target group.	The content is well selected but it is not appropriate for the level and target group.	The content is not well selected and inappropriate for the target group.		
*Learning outcomes	Learning outcomes are suitably stated and relevant and there is good connection with the selected content.	Learning outcomes are suitably stated but relevance is not clear or there is mismatch with selected content	Learning outcomes not relevant or are not well stated.		
Levels on NQF and modes of study are clearly specified	The curriculum identifies the NQF levels and modes of study are clearly specified	The curriculum identifies NQF levels but modes of study are not clearly specified	The curriculum does not identify NQF level		
Admission requirements	Admission requirements are clearly stated and appropriate	Admission requirements are fairly stated and appropriate	Admission requirements are not specified		
*Equivalence of the programme/curriculum	The programme is certainly equivalent with similar programmes offered by other	The equivalence of the programme is not as clear as it should be.	The programme is of low value than programmes it is in principle equivalent to		

	HEIs in Malawi, SADC and elsewhere				
Involvement of professional bodies and industry (attach evidence)	Relevant professional bodies were involved and the curriculum meets job requirements of the profession or provides knowledge, skills and attitudes relevant for current and future needs of industry	Relevant professional bodies were involved but the curriculum not address adequately knowledge, skills and attitudes gaps of industry	Relevant professional bodies and industry were not involved		
Planned delivery of the programme	Adequately resourced, teaching and learning methods and assessment criteria are well defined and suitable for the level of leaning and outcomes	Adequately resourced, teaching and learning methods and assessment criteria are well defined but not be suitable for the level of leaning or intended outcomes	Not adequately resourced or teaching and learning methods and assessment criteria not well defined		
Review and approval of the curriculum by the University Senate	Programme/curriculum has been reviewed and approved by the University Senate and it is well resourced.	Programme/curriculum has been reviewed and approved by the University Senate but it is not well resourced	The programme/curriculum has not been reviewed and approved by the University Senate.		
Accessibility of course curriculum documents	All course curriculum documents are available and within reach of the students	Some course curriculum documents are available and within reach of the students	The course curriculum documents are not available and not accessible.		
TOTAL	Total score/Total observed				%



**AREA 9: ACADEMIC AND SUPPORT STAFF COMPLEMENT**

Name of the programme being assessed (E.G. BSc. in Public Health)					
Area of interest	2	1	0	Score	Comment
Staff recruitment procedures	Staff recruitment procedures and requirements for various positions are clear and followed	Staff recruitment procedures and requirements for various positions are clear but not followed	Staff recruitment procedures and requirements are not defined		
Staff development plans	There is a staff development plan (SDP) with a budget line for training in the institutional budget and supported by both internal and external sources of funding.	There is a staff development plan (SDP) but funding opportunities are severely limited.	There is no staff development plan (SDP)		
Continuous professional development (CPD) plans	There is a continuous professional development plan (CPD) with both clear activities and targets	There is a continuous professional development plan (CPD) but there are no clear activities or targets	There is no a continuous professional development plan (CPD)		
*Specific academic requirements	All academic staff positions filled by persons possessing appropriate qualifications specified for the positions	A majority of academic staff positions filled by persons without appropriate qualifications specified for the positions	Academic staff positions are filled with persons who do not meet job requirements		
*Ratio of part time staff to full	Ratio of part time staff to	Ratio of part time staff to full time	Ratio of part time staff to		

time staff	full time staff is not more than 1:5 (20%)	staff is between 1:5 and 1:2 (20% - 50%)	full time staff is 1:2 or higher (50% or more)		
*Staff: student ratio	Staff: student ratio is 1:18 or better <sup>1</sup>	Staff: student ratio is between 1:19 and 1:36	Staff: student ratio is over 1:36		
Inter - university short-term staff exchange programmes	Staff are allowed to participate in inter - university short-term staff exchange programmes and the institution regularly facilitates staff exchange	Staff are allowed to participate in inter - university short-term staff exchange programmes but the institution places barriers to staff exchange	Staff are not allowed to participate in inter - university short-term staff exchange programmes		
<b>TOTAL</b>	Total scores/Total observed				%

#### AREA 10: STUDENTS RECRUITMENT AND ACHIEVEMENT

Name of programme being assessed (E.G. BSc. in Public Health)					
Area of interest	2.	1.	0	Score	Comments
Admission requirements and expected duration of the Programme(s)	Admission requirements and duration of the programme are clearly spelt out and are consistently followed	Admission requirements and duration of the programme are spelt out and but they are not consistently followed	Admission requirements and duration of the programme are not defined or not consistent		
Entry qualifications	Entry qualifications are define clearly and followed consistently	Entry qualifications are define clearly but not followed consistently	Entry qualification not defined		
Assessment	Assessment	Assessment	Assessment		

<sup>11</sup> Recommended ration for lecturer: student as defined in the National Education Sector Plan (NESP) 2008 -2017.

guidelines and criteria	guidelines and criteria are well documented and accessible to both students	guidelines and criteria are well documented but not accessible to students	guidelines and criteria not well document		
Industrial attachment systems	Industrial attachment systems are well structure and clearly complement the curriculum	Industrial attachment systems are well structure but do not complement the curriculum adequately	Industrial attachment systems are not spelt out		
Curriculum requirements for graduation in relation to the NQF	Curriculum requirements for graduation adequately meet standards in the NQF and	Curriculum requirements for graduation are just consistent with the NQF	Curriculum requirements for graduation are not consistent with the NQF		
Handling of academic complaints	Guidelines on the handling of academic complaints are well documented and consistent with good academic practice	Guidelines on the handling of academic complaints are available but not consistent with good practice	Guidelines on the handling of academic complaints not available		
<b>Total score/Total observed</b>					<b>%</b>

#### AREA 11: LIBRARY RESOURCES

Name of programme being assessed (E.G. BSc. in Public Health)					
<b>Area of interest</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Score</b>	<b>Comments</b>
*The library collection and resources (attach lists of prescribed textbooks)	Stocks prescribed and recommended readings and the total collection is sufficient to support educational, research, and	Stocks prescribed textbooks but marginally sufficient to support educational, research, and	Lacks prescribed and recommended textbooks. Not sufficient to support educational,		

	public service requirements of the programme	public service requirements of the programme	research, and public service requirements of the programme		
Current books (books published not more than 5 years before the date of the assessment)	Library has adequate current books for the programme	Library has fewer current books for the programme	Library does not have adequate current books for the programme		
Furniture (chairs, tables, computers)	Sufficient to support the programme	Insufficient to support the programme	Deficient to support the programme		
Access to internet and E- resources	Sufficient access to internet and E- resources (both open access and subscribed) to support the programme	Insufficient access to internet and E- resources	No access to internet and E-resources		
<b>TOTAL</b>	<b>Total Score/Total observed</b>				<b>%</b>

#### AREA 12: REQUISITE PHYSICAL INFRASTRUCTURAL AND EQUIPMENT

Name of programme being assessed (E.G. BSc. in Public Health)					
Area of interest	2	1	0	Score	Comments
Classroom/lecture theatres	Classrooms and Lecturer Theatres are purpose built, spacious, well ventilated and with natural light	Some or all classrooms and Lecturer Theatres are not purpose built, not spacious, not well ventilated.	Some or all Classrooms and Lecturer Theatres are not purpose built, not spacious, not well ventilated and require urgent maintenance works		
Laboratories for natural sciences	Available, well-furnished and	Available but require	Not available or		

	accessible	furnishing	grossly insufficient		
Laboratories for computer science	Available, well-furnished and accessible with a student: computer ratio of 1:5 <sup>2</sup>	Available but require proper furnishing to meet the recommended 1:5 standards	Not available or grossly insufficient		
Laboratories for languages	Available, well-furnished and accessible	Available but require proper furnishing	Not available or grossly insufficient		
Skills laboratories	Available, well-furnished and is fully utilized	Available but require proper furnishing	Not available		
Equipment and other learning resources	Available in sufficient quantities and of suitable quality	Available but not in sufficient quantities and lacking in quality	Not available		
Students' access to learning resources	Accessible when required	Accessible but subject to severe limitations	Not accessible		
<b>TOTAL</b>	Total score/Total observed				%

### AREA 13: QUALITY ENHANCEMENT

Area of interest	2	1	0	Score	Comments
Diversity of student learning opportunities, teaching methods and modes of assessment	Diverse, adequate and well documented	Diverse but not well documented	Not diversified		
Timetables for lectures and examinations	Well-coordinated, prepared in good time and followed but also flexible	Coordinated, prepared in good time but not followed	Not well coordinated or prepared in good time and but not followed		
Guidelines on internal moderation of examinations and	Available, well documented and followed by all	Available, well documented but not	Not available		

<sup>2</sup>Recommended as NESP, 2008 – 2017.

grading system	units.	followed by some units			
Guidelines on external examinations	Available, well documented and followed by all units.	Available, well documented but not followed by some units	Not available		
Capacity for carrying out institutional assessment	Available and assessments are done timely	Available but assessments are not done timely	Not available		
Involvement of student's in evaluation of courses and the quality of teaching	Students are involved and their contribution is used to inform curriculum review and improvements in teaching	Students are involved but their contribution is rarely used to inform curriculum review and improvements in teaching	Students are not involved		
Annual evaluation of programmes	Evaluation of programmes is one of planned activities on the calendar and the outcome is used to improve programme design and delivery	Annual evaluation of programmes is one of the planned activities on the calendar but the outcome is rarely use to improve programme design and delivery	Annual evaluation of programmes is not one of planned activities		
Performance appraisal of support and academic staff	There is an open performance appraisal system of staff and the outcome is used to inform decisions on allocation of teaching load, promotion or merit increment	There is an open appraisal system of staff but the outcome is rarely used to inform decisions on allocation of teaching load, promotion or merit increment	There is no open appraisal system for staff		

Commitment of resources	There is adequate commitment of financial resources to achieve effective teaching	Commitment of resources is fairly adequate to achieve effective teaching	No commitment of adequate resources to achieve effective teaching		
Allocations of financial resources to research	The allocation and utilization of financial resources to research is adequate	Allocation and utilization of financial resources to research is fairly adequate	No allocation to/ utilization of financial resources for research		
Evidence/research based teaching at postgraduate levels	There is strong link between research taking place in the institution with teaching at postgraduate level	There is weak link between research taking place in the institution with teaching at postgraduate level	There is no link between teaching and research activities		
Information sharing to students and the public	Information flow is excellent	Information flow is good	Information flow is poor		
Rewarding system for outstanding academic performance by students	Available, well document and used appropriately	Available, well document but not followed	Not available		
<b>TOTAL</b>	<b>Total score/Total observed</b>				<b>%</b>

**Critical Observations**

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**Recommendations**

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## FINAL SCORE

<b>TOTAL AREAS OBSERVED =</b> <b>TOTAL AREAS SCORED =</b> <b>TOTAL =</b>	<b>AVERAGE PERCENTAGE</b>  %
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## CRITERIA FOR REGISTRATION OF INSTITUTION/PROGRAMMES

<b>OUTCOME OF ASSESSMENT</b>	<b>ACTION TO BE TAKEN BY THE COUNCIL</b>
MINIMUM SCORE OF <b>50%</b> AND ABOVE ON EACH AREA AND ITEMS WITH * SHOULD HAVE A MAXIMUM SCORE OF 2	REGISTRATION OF AN INSTITUTION

## References

1. Ministry of Education, Science and Technology (2008) *National Education Sector Plan, 2008 – 2017*.
2. National Council for Higher Education Act ( Act No. 15 of 2011)
3. National Council for Higher Education (2014) *Standards for Accreditation of Malawi Higher Education Institutions*
4. National Council for Higher Education ( Uganda) *Application for a certificate of classified and Registration for a Private Tertiary Institution*
5. New England association of schools and Colleges, Commission on Institutions of Higher Education
6. Universities and other Tertiary Institutions (Quality Assurance) Regulations, (Uganda) 2008.