



**NATIONAL COUNCIL FOR HIGHER EDUCATION**

**ASSESSMENT TOOL FOR ACCREDITATION OF OPEN, DISTANCE AND E-  
LEARNING (ODeL) HIGHER EDUCATION INSTITUTIONS**

**Name of Institution** :

**Date of Assessment** :

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## **INTRODUCTION**

The National Council for Higher Education (NCHE) is mandated to register and accredit all higher education institutions and academic programmes in Malawi. One of the steps of the accreditation process is institution assessment.

The institution 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 institution's compliance with minimum standards.

## **AIM OF ASSESSMENT**

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

### **Specific objectives**

The following are specific objectives of the assessment:

- a) Assess governance and management of an institution;
- b) Assess the financial resources and sustainability of the institution;
- c) Assess the availability and functionality of the infrastructure (buildings, space and other physical facilities);
- d) Assess the provision of the library and other learning resources;
- e) Assess the provision of water and sanitation facilities;
- f) Assess provision of student support services;
- g) Assess the suitability and functionality of other physical infrastructures (including the availability and suitability of classroom and laboratory space); and
- h) Assess quality assurance systems.

## **DATA COLLECTION METHODS FOR THE ASSESSMENT EXERCISE**

- a) Reviewing documents and other relevant documentary evidence such as policy documents and publications
- b) Inspecting facilities and premises.
- c) Interviewing staff and students.

## **DATA ANALYSIS AND PRESENTATION**

Appropriate quantitative and qualitative data analysis methods shall be used. All tables shall be accompanied by suitable qualitative descriptions.

## **INSTRUCTIONS FOR COMPLETING THE FORM**

1. Please, fill in appropriate blank spaces provided.
2. Should a specific document or policy be available regarding any aspect of this exercise the team shall ask for its copy for reference and, in turn, attach it to this form as an annex where necessary.

3. Grading and interpretation of the assessment scores are indicated below:  
0= Poor/Unavailable, 1 = Insufficient, 2 = Satisfactory, 3 = Good, 4 = Excellent  
All items with a star (\*) are mandatory and required at accreditation stage. For a programme to be accredited it must score a minimum of 3 on each of those areas.
4. Item with # is applicable to blended mode ODeL and an item without # is applicable to both Blended ODeL and Pure online

**PART I**

**A. INSTITUTIONAL GENERAL INFORMATION**

1. **Name of the institution** .....
2. **Year of establishment of the institution** .....
3. **The date (year and month) the institution was accredited:** .....
4. **Levels of academic programmes**
  - Undergraduate (certificates, diploma and degrees)
  - Masters
  - Doctorate
  - Post-doctorate
5. **Names and number of colleges, institutes, faculties, schools and departments, centres etc.**

Type	Number	Names
Colleges		
Institutes		
Faculties		
Schools		
Departments		
Centres of excellence		

**6. Thematic focus of the institution**

Thematic focus	Mark (√) as appropriate
Agriculture	
Education	
Medicine	
Social Science	
Arts, Languages and Humanities	
Management and Business Administration	
Science and Technology	

Others	
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## B. STUDENT PROFILE

### 1. The total current number of full-time and part-time students

<b>Degree Type</b>	<b>Number of Male Students</b>	<b>Number of Female Students</b>	<b>Total Number</b>
Bachelors full-time			
Bachelors part-time			
Honours part-time			
Honours full-time			
Masters full-time			
Masters part-time			
Master of Philosophy part-time			
Master of Philosophy full-time			
Doctorate full-time			
Doctorate part-time			
Diploma			
Online			
Blended			
Self-paced			
Micro credentials			
Certificate			
Others			
Total			

### 2. Age distribution of students

<b>Age Range (years)</b>	<b>Male (%)</b>	<b>Female (%)</b>
Under 18		
18 – 25		
26 – 35		
36 – 50		
51 and above		

### 3. Tuition fees for students in different categories.

<b>Qualification Type</b>	<b>Fees</b>		
	<b>Local</b>	<b>SADC</b>	<b>International</b>
Certificate			

Diploma			
Advanced Diploma			
Bachelor's Degree			
Postgraduate certificate			
Master's Degree			
Doctorate Degree			
Others			
<b>Total</b>			

#### 4. Loans, grants and scholarships

Qualification Type	Number of students on loans, grants and scholarships				
	Government Loans	Others Loans	Grants	Institutional scholarships	External scholarships
Certificate					
Diploma					
Advanced Diploma					
Bachelor's Degree					
Postgraduate certificate					
Master's Degree					
Doctorate Degree					
Others					
<b>Total</b>					

### C. ACADEMIC STAFF PROFILE

#### C1. Number of academic staff by qualification and gender

Rank	Male	Female	Total
Doctorate			
MPhil			
Masters			
Honours			
Bachelors			
Diploma			
Other (specify)			
<b>Total</b>			



**C2. Proportion of academic staff holding doctoral degree**

Less than 25% 25 – 50 % 51 – 75 % More than 75 %

**C3. Proportion of academic staff holding ODeL qualification**

Less than 25% 25 – 50 % 51 – 75 % More than 75 %

**C4. Number of academic staff with ODeL qualifications**

Qualification	Male	Female	Total
Doctorate			
Masters			
Bachelors			
Diploma			
Certificate			
Other (specify)			
Total			

**D.4 Proportion of academic staff by rank and gender**

Rank	Male	Female	Total
Professor			
Associate Professor			
Senior Lecturer			
Lecturer			
Assistant Lecturer			
Staff Associate			
Others (Specify)			
<b>TOTAL</b>			

**C.5 Mix of Academic staff ranks**

Rank	Recommended Ratio	Actual Ratio	Comments
Professorial category/grade	20%		
Senior Lecturer Category	40%		

Other Categories	40%		
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## D. SUPPORT STAFF PROFILE

### 1. Number of support staff by qualification and gender

Rank	Male	Female	Total
Doctorate			
MPhil			
Masters			
Honours			
Bachelors			
Diploma			
Other (specify)			
Total			

### 2. The total current number of full-time and part-time students

Qualification Type	Full Time		Part-time (e.g. Block release, weekend, evening)		Total Number
	Male	Female	Male	Female	
Certificate					
Diploma					
Bachelor's Degree					
Master's Degree					
Doctorate Degree					
Others					
<b>Total</b>					

## PART 2: INSTITUTIONAL ASSESSMENT

### AREA 1: GUIDING PRINCIPLES

#### 1.1: Rating on availability and implementation of guiding principles

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>					
SN	Guiding principles	Available	Not	Assessment	Remarks

			<b>available</b>	<b>value</b>	
1	Vision, mission, core values and objective statements are available				
2	The vision statement expresses the long-term plan of the institution in terms that are readily understandable by a range of stakeholders				
3	The vision and mission statements are shaped by relevant Malawian legislation and national policies, as well as by other relevant contextual forces and realities at local, national and international levels.				
4	The institution's vision and mission are geared towards assurance of the quality of the academic outcomes.				
5	Progress towards achievement of the vision, mission and goals of the institution is monitored and evaluated in terms of agreed-upon performance indicators, and the institution acts appropriately to address the risks, gaps and challenges identified.				
6	The mission of the institution reflects the Open, Distance and e-Learning component and the organogram specifies management responsibility for Open, Distance and e-Learning				
<b>Total assessment value</b>					
<b>Aggregate value = Total assessment value/6</b>					

## AREA 2: GOVERNANCE AND MANAGEMENT

### 2.1: Rating on governance and management

#### 2.2.1: Rating on availability and implementation of governance structures

SN	Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>			
1	<b>Standard for quality rating</b>	<b>Description of the standard</b>	<b>Assessment value</b>	<b>Remarks</b>
	Public disclosure	HEIs has appropriate organizational structures designed to promote the mission and objectives of the institution.		
		The governance and corporate ownership of HEIs are stated in all its publications, including the brochures, prospectuses and catalogs. Such information shall also include names of the trustees, directors, administrators, and senior academic staff		
		Higher education institution discloses to the NCHE agreements or contractual arrangements which bear on its management or control.		
		HEIs publish fees structure, academic programmes and their requirements and academic calendar		
2	*Act, Statutes/Charter/Constitution			
3	* Organizational structure			
4	Board of Directors, Councils or Board of Governors	HEIs have an independent Board of Directors, Council or Board of Governors that are legally established and carry out responsibilities effectively and efficiently		
		The HEIs provide NCHE with names, qualifications and titles of trustees,		

		directors and administrators		
5	Chancellor/ Vice Chancellor Principal/Vice Principals	Head of institution is appointed on full-time contracts in order to provide effective leadership and management.		
		The positions is filled in accordance with the Act, statutes or constitution/Charter		
6	*Senate or its equivalent	HEI has a Senate or its equivalent that is legally established and meets according to published Academic Calendar and is effective and efficient		
		The Senate or its equivalent has subcommittees responsible for academic planning, graduate studies, academic discipline and quality assurance.		
7	Faculty/School Committees	HEI has faculty committees established as mandated and which shall meet according to published Academic Calendar		
8	Deans	Deans of faculty shall be appointed / elected in accordance with the policy to provide effective leadership and management.		
9	Departmental committees	Departmental committees is established as stipulated in the Act ,Constitution or statues meet according to published Academic Calendar and discharge functions effectively and efficiently		
10	Heads of Department	Heads of department shall be appointed in accordance with the statutes/constitution / policy to provide effective leadership and management		
11	Staff involvement	Staff are represented on all committees.		

12	Student involvement	Students are represented on committees where their participation is required		
13	*Dean/ Director of ODeL or equivalent			
14	Head of ICT			
15	Head of e-Library			
16	Instructional Material and Production Manager			
17	Student Support Manager			
18	e-learning administrator			
<b>Total assessment value</b>				
<b>Aggregate value = Total assessment value/18</b>				

**Strengths**

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**Areas for**

**improvement** .....

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**Recommendations** .....

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**2.3: Rating on availability and implementation on public accountability**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) 0 = Unsatisfactory 1 = Satisfactory 2 = Good, 3 = Very good 4 = EXCELLENT			
SN	Standard for quality rating	Assessment value	Remarks
1	HEI will ensure that information		

	published about its mission, governance, and programmes is accurate and reflect the current state of the institution and future aspirations		
2	HEI maintains accurate record of graduates and students. Such records are protected from loss, misuse or destruction by any means		
3	Higher education institution publishes at least once each year a calendar, prospectus or brochure for the information of students and the public containing all the twelve items described in the NCHE minimum standard 3.8.3		
<b>Total Assessment Value</b>			
<b>Aggregate value = Total assessment value/3</b>			

**Strengths**

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**Areas for**

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**Recommendations** .....

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### AREA 3: GOVERNING POLICIES AND PROCEDURES

#### 3.1 Rating on availability and implementation of policies

SN	Policy Title	Score	Comment(availability of evidence of implementation )
1.	*Strategic plan		
2.	*Qualifications framework		
3.	*Academic programmes development		
4.	*Students hand book		
5.	Codes of ethics		
6.	Quality Assurance		
7.	Staff and student disciplinary procedures		
8.	*Staff Terms and Conditions of Services		
9.	*Financial Management		
10.	Resource Mobilization		
11.	Consultancy		
12.	*Assessment Policy		
13.	Intellectual Property (Copyright/plagiarism)		
14.	*Quality Assurance		
15.	HIV/AIDS		
16.	Partnership with Industry		
17.	*Research, innovation and publications		
18.	Community service/outreach		
19.	Academic Freedom		
20.	*Open, Distance and e Learning policy		
21.	*Staff Recruitment/ Retention/ Promotion		
22.	Internationalization (Inter-university academic mobility/Staff student exchange)		
23.	*Persons with disability policy/inclusion		
24.	Gender		
25.	Risk Policy		
26.	Procurement Procedures		
27.	*Health and Safety Policy		
28.	*Sexual harassment		
29.	Policy on professional practices and Code of conduct (ethics) for staff		
30.	*Staff Development Plan and Continuous		



	Professional Development		
31.	*Examination Conduct and Regulations		
32.	Library Rules and Regulations		
33.	ICT Policy		
34.	Record Management and Archiving		
35.	Student scholarship and awards		
36.	Public accountability		
37.	Staff and Student Welfare Policy		
38.	Artificial Intelligence		
	<b>Total assessment value</b>		
<b>Aggregate value = Total assessment value/38</b>			

**Strengths**

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**Areas for**

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**Recommendations** .....

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**AREA 4: FINANCIAL AND MATERIAL RESOURCES**

**4.1 Rating on availability and implementation on Management of Finance**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = Unsatisfactory 1 = Satisfactory 2 = Good, 3 = Very good 4 = EXCELLENT</b>			
SN	Areas on Finances	Assessment Value	Comments
1	Annual budget is available and demonstrates that the institution has sufficient financial resources to achieve its goals in line with its budget and		

	student unit cost		
2	The budget provides financial allocation to ODeL activities and it is implemented as planned		
3	HEI maintains financial statements and related support documents.		
4	The HEI have tuition and related fees documented and publicized		
5	The HEI maintains and publishes audited financial accounts and is not behind for more than 3 years		
6	HEI operates accounts with credible bankers and current financial statements are available		
7	The institution has procedures in place to attract funding, including from industry and the corporate sector		
8	The institution has clearly specified budgetary procedures to ensure allocation of resources reflects the vision, mission and goals of the institution		
9	Information about financial support and criteria for its allocation is provided to students and other stakeholders		
10	The institution provides financial support to deserving students (institutional bursaries and/or scholarships)		
<b>Total assessment value</b>			
<b>Aggregate value = Total assessment value/10</b>			

**Strengths**

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**Areas for**

**improvement** .....

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**Recommendations** .....

**4.2: Rating on availability and implementation on institutional equipment and Transport**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) 0 = Unsatisfactory 1 = Satisfactory 2 = Good, 3 = Very good 4 = EXCELLENT

SN	Areas on Finances	Assessment Value	Comments
1	The HEI maintains an up-to-date equipment inventory.		
2	HEI maintains equipment in good working condition necessary for the performance of administrative and academic functions		
3	HEI makes adequate provision of transport for administrative and academic work including staff research and student's field work.		
4	The vehicles provided for transport for administrative and academic work including staff research and student's field work is appropriate for the services required		
<b>Total assessment value</b>			
<b>Aggregate value = Total assessment value/4</b>			

**Strengths identified** .....

**Areas for improvement** .....

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**Recommendations** .....

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**AREA 5: PHYSICAL FACILITIES**

**5.1 Rating on infrastructure, resources, and facilities**

**5.1.1 Rating on availability and implementation Physical infrastructure, resources, and facilities for Blended ODeL**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b> <i>(Focus should be on quantity (sufficiency) and condition (quality) of the facilities)</i>			
SN	Area of assessment	Assessment value	Remarks
1	Classrooms and lecture theatres are well ventilated with adequate natural and artificial lighting		
2	Classrooms and lecture theatres are easily accessible to everyone		
3	*The institution has sufficient lecture spaces to accommodate student numbers taking the mode of delivery into account		
4	Sciences laboratories are functional with requisite equipment		
5	The institution has sufficient laboratory facilities to accommodate students in science programmes, taking mode of delivery into account		
6	Laboratory equipment is up to date and well maintained		
7	Language laboratories are functional with requisite equipment		
8	Computer laboratories are functional with requisite equipment		
9	Students hostels are sufficiently allocated to students and are well-maintained in a hygienic manner		

10	Kitchen and dining areas		
11	Staff offices		
12	Sports and recreational facilities		
13	Clinic		
14	Cafeteria		
15	The institution makes provision for managing and maintaining utilities and ensuring that appropriate safety and hygiene measures are in place		
16	Institution have water reservoirs capable of meeting 24 hours demand		
17	All buildings have adequate, reasonable and easily accessible means of escape in the event of emergency.		
18	All means of escape are properly labeled, maintained and kept free from any obstruction		
19	There shall be adequate and well serviced firefighting equipment.		
20	Fire Drills shall be conducted periodically to staff and students		
21	Assembling area in case of emergency and fire exit procedures shall be available and known to all		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/21</b>			

**Strengths identified** .....

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**Areas for improvement** .....

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**Recommendations** .....

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## 5.2 Rating on availability and implementation of library and Learning Resources Centre

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) 0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT			
SN	Area of assessment	Assessment value	Remark
1	There is a library strategic plan, which is being implemented and compatible with the institutional strategic plan.		
2	The library has developed an explicit statement of its vision, mission and objectives that are aligned with those of the institution.		
3	The library maintains Information Communication Technologies in information management and its operations.		
4	The library advances professional values of academic freedom, intellectual property rights, and user privacy and confidentiality, and provide user services.		
5	The library has appropriate, qualified and adequate staff commensurate with the academic programmes offered, the institutional population, the number of service points, and the hours during which services are offered.		
6	The library provides for all academic programmes, varied, authoritative and up-to-date information resources, which facilitate teaching, learning, research and community outreach.		
7	The library has facilities that guarantee means to access library resources by all users including resource materials suitable to people with special needs.		
8	The library collaborates with other libraries to access each other's collections on inter-library loan arrangements, and offer		

	services to researchers and the general public as part of social responsibility.		
9	The library is being supported with the digital platforms to widen access to the staff and students community.		
10	The institution subscribes to journals /periodicals.		
11	There are adequate reference materials to support teaching, learning and research of the institution		
12	There is sufficient access to internet to support the administration and delivery of programmes		
13	There is enough furniture in the library (shelves, journal display racks, circulation desks, reading tables, reading chairs, trolleys, and office furniture).#		
14	The total library seating space for users is at least 15% of the total population of all the Library users.#		
15	The library is stocked with sufficient and quality special collection and equipment/applications commensurate with mode of delivery.		
16	The library designs provide pedagogical spaces to facilitate cooperative learning and the creation of new knowledge.		
17	The library provides facilities to enable people with physical disabilities to access the library building.#		
18	The library has mechanisms to minimize or avoid security risks associated with staff, users, the collection, the equipment/application and data.		
19	The cleanliness and sanitation of the library building is good and regularly maintained.#		
20	The library is located at a place with minimum noise levels and mechanisms have been put in place to reduce the same inside the library.#		

21	Library conveniently opens for at least 8 hours a day and provides for flexible access to users(e.g. remote access to resources, MOUs with other institutions)		
22	The institution invests in maintaining an up to date library to support academic learning and ensures that appropriate access mechanisms are available depending on the mode of delivery.		
23	The library regularly and systematically evaluates the adequacy, utilization and impact of its library and use the findings to improve and increase the effectiveness and efficiency of the services.		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/23</b>			

**Note:** # *Applicable to blended mode ODeL*

*Without # is applicable to both Blended ODeL and Pure online*

**Strengths**

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**Areas for**

**improvement** .....

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**Recommendations** .....

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**5.3 Rating on availability and implementation of on e-learning resources**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>			
<b>SN</b>	<b>Area of assessment</b>	<b>Assessment value</b>	<b>Remarks</b>
1	Computer hardware is adequate considering the size and number of students in the institution		
2	A general computer laboratory for all the students is available and easily accessed by students		
3	Students have access to computer resources and the internet at a level appropriate to the demands of the mode of delivery.		
4	Academic and administrative staff have access to computer resources		
5	Access to internet		
6	The institution has adequate e-resources and frequently updated		
7	Institution has appropriate software to support teaching and learning		
8	Institution has e-proctoring software or equivalent to invigilate examinations		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/8</b>			

**Strengths identified** .....

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**Areas for improvement** .....

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**Recommendations** .....

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## 5.4: ICT Infrastructure

### 5.4.1 Rating on availability and implementation of Learning Management System (LMS)

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4)

**0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT**

SN	Area	Assessment value	Remarks
1	*The institution has an established and functional LMS for online delivery		
2	The institution has sufficient high quality instructional material on their LMS		
3	LMS is user friendly (accessibility, usability, and multimedia capabilities of the system).		
4	LMS has adequate power backup		
5	LMS has abilities to track and analyze learner data that support both individual learner tracking and aggregate data analysis		
6	LMS supports communication and collaboration among learners and instructors		
7	User education on LMS conducted		
8	*The institution provides security of online teaching and learning materials		

9	There is sufficient protection of learners from cyberbullying when using LMS		
10	Has tools that facilitate learner engagement, such as discussion forums, chat functionality and collaboration		
11	Institution has system backup		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/11</b>			

**Strengths**

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**Areas for**

**improvement** .....

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**Recommendations**

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**5.4.2: A rating on availability and implementation of electronic student management information system**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>			
<b>SN</b>	<b>Area</b>	<b>Assessment value</b>	<b>Remarks</b>
1	HEI maintain a comprehensive electronic record of each student's admission, academic progress and assessment of learning		
2	The institution, on request, provides students a system generated transcript of the academic record which shall indicate <ul style="list-style-type: none"> <li>I. full name of the student;</li> <li>II. Student identity number and nationality.</li> <li>III. courses taken by course code and course name arranged for each year in chronological order;</li> <li>IV. the mark or grade for each course, with an explanatory note on the marking or grading system</li> <li>V. Entry and exit years</li> <li>VI. Qualification awarded</li> </ul>		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/2</b>			

**Strengths identified**

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**Areas for**

**improvement** .....

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**Recommendations** .....

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**AREA 6: STUDENT SUPPORT SERVICES**

**6.1: Rating on availability and Implementation of Student Support Services**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b> <i>(Focus should be on availability and functionality of the service)</i>			
SN	Service Type	Assessment value	Remarks
1.	Students guidance and counselling		
2.	Scholarship and bursary scheme		
3.	Academic awards		
4.	Organized private students residence#		
5.	Students common room #		
6.	Functional digital library that ensures easy access to electronic learning resources		
7.	International students office (Physical or virtual )		
8.	Religious chaplaincy or equivalent		
9.	ICT and e-learning services (internet access/connectivity)		
10.	Regular students orientation		
11.	Coaching, mentorship and tutorials		
12.	HEI have clear outlined student's appeals procedures and mechanisms for timely response to student's grievances		
<b>Total Assessment Value</b>			
<b>Aggregated Value = Total Assessment Value/12</b>			

**Strengths identified**

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**Areas for improvement** .....

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**Recommendations** .....

AREA 7: TEACHING & LEARNING STRATEGY

**7.1: Rating on the availability and implementation of teaching and learning strategy**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4) <b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>			
SN	Assessed areas	Assessment value	Remarks
1.	The institution encourages and rewards teaching and learning innovations.		
2.	The institution has procedures in place to support the induction to teaching, pedagogy and counselling of members of staff.		
3.	There is evidence that the institution is implementing continuing education and lifelong learning for staff.		
4.	Students have sufficient opportunity to engage with staff members.		
5.	Academic staff average workloads are in line with acceptable norms for the particular mode of delivery.		
6.	The institution has mechanisms in place to support students to become independent learners, in line with the institutional mode of delivery.		
<b>Total assessment value</b>			
<b>Aggregate value = Total assessment value/ 6</b>			

**Strengths identified** .....

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**Areas for improvement** .....

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**Recommendations** .....

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**AREA 8: RESEARCH & INNOVATION**

**8.1: Rating on availability and implementation research and innovation**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4)  
**0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT**

SN	Research and innovation areas	Assessment value	Remarks
1	*The institution has a functional office responsible for research with clearly spelt out terms of reference and allocated budget with evidence of implementation.		
2	The institution has procedures in place to support academic staff to develop and enhance their research skills, including collaborative research and publication.		
3	Availability of sufficient resources exclusively allocated to research and there is adequate evidence that it is being used.		

4	Accurate record of sources of research funding and expenditure and third-party scrutiny to ensure transparency and accountability of funded research.		
5	There is evidence that academic staff regularly present their research findings at national and international conferences.		
6	Researchers are encouraged and facilitated using Research and Development budget, to engage in research relevant to the resolution of the problems of Malawi and the creation of economic and development opportunities.		
7	The institution rewards research whose results are used by the society.		
8	The institution has a mechanism for partnership with industry, including attracting resources and research grants.		
9	The institution receives requests from industry for specific research and training support.		
10	The institution has established linkages to promote international joint research and publications.		
11	The members of academic staff have patents and actively publish books and articles in academic journals.		
<b>Total assessment value</b>			
<b>Aggregate value = Total assessment value / 11</b>			

**Strengths identified** .....



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**Areas for improvement** .....

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**Recommendations** .....

**AREA 9: COMMUNITY OUTREACH /INDUSTRY ENGAGEMENT**

**9.1: Rating on availability and implementation of community outreach/industry engagement**

Rating on the basis of the following standard assessment values (0, 1, 2, 3, or 4)			
<b>0 = POOR, 1 = INSUFFICIENT, 2 = SATISFACTORY, 3 = GOOD, 4 = EXCELLENT</b>			
SN	Standards	Assessment value	Remarks
1	Schools/departments/units and staff have developed and are implementing strategies for community engagement.		
2	The institution actively engages in community outreach activities that contribute to the process of teaching, learning and research.		
3	The institution has forged partnerships with other education institution sub-sectors to enhance the quality of education in the country and region.		
4	The institution disseminates information on its community engagement activities to the		

	local community.		
5	The institution offers relevant capacity building initiatives to the community/broader society based on identified needs and supporting identified economic opportunities.		
6	The institution makes its facilities available to the local community in support of community and socio-economic development activities.		
7	Students engage with communities through their academic work.		
<b>Total assessment value</b>			
<b>Aggregate value = Total assessment value/ 7</b>			

**Strengths identified** .....

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**Areas for improvement** .....

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**Recommendations** .....

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## OVERALL QUALITY RATING IN EACH AREA OF THE INSTITUTIONAL ASSESSMENT

### Aggregate value

0 – 1.99	NOT SATISFACTORY	Not accredited/Withdraw of Accreditation
2 - 2.99	SATISFACTORY	Accredited with conditions
3 - 4	EXCELLENT	Accredited

## ACCREDITATION DECISIONS

- a) **Accreditation of an institution:** Granted for an institution that has met minimum requirements. The decision may sometimes include recommendations for eliminating residual shortcomings. Where a decision includes some remedial conditions, the decision may be referred to as accreditation with conditions. Accreditation with conditions shall specify the requirements and the time period (one year) within which the shortcomings could be addressed.
- b) **Denial of Accreditation:** Where an institution has not satisfied (does not comply with) requirements on initial registration or upon institution assessment carried out for the purpose of accreditation. Denial of accreditation shall indicate that the institution has serious shortcomings.
- c) **Withdrawal of Accreditation:** Where a previously accredited institution fails to maintain requirements upon another round of assessments for accreditation.

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2. Council for Higher Education (CHE) *Minimum Programme Accreditation Standards for Higher Education Institutions in Lesotho*.  
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