

NATIONAL ACCREDITATION BOARD (NAB)

GHANA

ROADMAP TO ACCREDITATION

Revised

11/9/2019

**THE NATIONAL ACCREDITATION BOARD, GHANA
ROADMAP TO ACCREDITATION**

INTRODUCTION

A person/organisation applying to establish a tertiary institution shall be required to follow this roadmap which has been compiled to guide applicants/clients to acquaint themselves with the procedures set out to facilitate the process of Institutional Authorization, Accreditation/Re-Accreditation of Institutions and Programmes, Institutional Registration/Re-Registration and Presidential Charter applications.

Part I: REQUIREMENTS FOR ACCREDITATION

(A) Letter of Intent

1. Submit a letter of intent to the National Accreditation Board (NAB) – to include the following:
 - Vision and mission
 - Indicate the type of institution, programme levels and years of completion, area of interest – e.g. Science and Technology, Humanities (Business Administration, Arts and Social Sciences), Applied Sciences,
 - proposed affiliate institution(s), which shall award certificates to graduates of the proposed institution.
 - proposed name(s) (at least three in order of preference) to be used for the institution, for clearance from the Board. (Check NAB website – <http://www.nab.gov.gh/about-us/classification-of-accredited-institutions>, – for definitions of the various categories of tertiary educational institutions).

NOTE: Proposed private institutions are not permitted to use the “university/ university-college” nomenclature until certain requirements of the Board are met.

2. With a letter of approval from the Board, the applicant institution should Register the name at the Registrar General’s Department;

(B) Site Clearance

• **Application for Site Clearance**

1. Following the name approval of the proposed institution by the Board, the choice of location for the proposed institution will have to be approved by the NAB through an application for 'Site clearance'. Indicators to look for prior to application for Site Clearance: -
 - Will there be /Is there an intrusion of noise from adjoining activities?
 - Will the activities of the adjoining properties have a negative impact on the educational facility?
 - Will activities of the educational institute have a negative impact on adjoining properties?
 - Is there pedestrian access?
 - Is there vehicular access?
 - Is there dedicated parking space for both staff and students?
 - Is the location of the facility zoned for educational purposes?
 - Is the location of the facility conducive for teaching and learning?
 - What is the available total land size for the proposed institution?
 - Will the premises be shared with other occupants?
2. Upon payment of an appropriate fee, the appropriate Committee of the Board will visit the site.
3. Report on the site visit will inform the Board whether to approve the site or not and the decision will be communicated to the applicant within ten (10) working days.

NOTE: For proposed Nursing training institutions clearance should first be sought from Nurses and Midwifery Council of Ghana.

(C) Application for Institutional Authorization

1. When the applicant institution's site has been cleared by the Board the applicant institution may complete an Institutional Authorization Questionnaire (NAB/INFO A.1) which can be downloaded from the NAB website: <http://www.nab.gov.gh/nab-questionnaire1/2014-08-26-11-38-30>, to be filled and relevant documents attached and a copy submitted to the Board for vetting.
2. Completed questionnaire is vetted to ensure that all the requisite information has been provided in the questionnaire (NAB/INFO A1). When the NAB is satisfied with the information provided, additional copies of the filled questionnaire will be required, usually eight (8) copies.
3. A bill will be sent subsequently for the Payment of an appropriate fee.

4. Following the payment of the fee, applicant institution will be invited to meet with a relevant Committee of the Board.
5. Decision by the Board through the relevant Committee will be communicated to the applicant institution. On the grant of Authorization, the applicant institution will be required to pay an appropriate fee in respect of Institutional Authorization certificate.

For the avoidance of doubt, Authorization means, the institution may:

- continue the assemblage of academic resources including finance, human resource, library facilities, physical facilities and equipment appropriate to and adequate for the proposed academic programmes to be offered and maintained at the institution;
 - finalize syllabuses for its academic programmes;
 - continue the development of the physical facilities in consonance with the NAB Standard's for Physical Facilities for Tertiary Institutions in Ghana;
 - neither advertise nor admit students;
 - get the institution affiliated to chartered university that would examine and certify its students;
 - apply for renewal of Institutional Authorization if the three-year period elapses before the accreditation process is completed.
6. Institutional Authorization has three (3)-year duration, renewable upon expiration.
 7. Where necessary, an appeal may be made on the decision after thirty (30) working days to the Minister responsible for Education as specified in the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 28).
 8. It must be noted that Institutional Authorization granted can neither be used to advertise for students nor admit students.

(D). INSTITUTIONAL ACCREDITATION

Note: At this stage, the applicant institution must have completed infrastructural activities and facilities conducive for teaching and learning.

1. Download, complete and submit the NAB Institutional Accreditation Questionnaire (NAB/INFO A.2), obtainable from the NAB website (www.nab.gov.gh).

All sections of the questionnaire are required to be completed by the applicant institution.

2. Document submitted to the Board will be vetted to ascertain compliance with the Board's standards.
3. Payment of an appropriate fee upon request by the Board.
4. Visit by the Board Expert's on physical and library facilities and assessment of the proposed institution's financial sustainability within sixty (60) working days after payment.
5. Experts' reports shall be forwarded to Applicant Institutions for their responses.
6. On site visit to the proposed Institution by the relevant Committee of the Board after receipt of all responses and supporting documents from the applicant institution.
7. A report (recommendation) arising out of the visit shall be forwarded to the applicant institution for their responses.
8. Upon receipt of applicant institution's response, the Committee shall sit to consider the institution's application and recommendation thereof shall be made to the Board.
9. Recommendation by the relevant Committee to the Board will be tabled before the Board at its next meeting (Usually between 30-90 working days).
10. Where necessary, an appeal may be made on the decision after thirty (30) working days to the Minister responsible for Education as specified in the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 28).
11. Decision from the Board will be communicated to the applicant institution within twenty-one (21) working days.

Note:

- Duration for completion of Institutional Accreditation is usually within six months of the date of the application and payment of the appropriate fees.
- Applicant Institution will be required to submit a Financial Guarantee/ Bond from a Bank or an Insurance Company (Financial Guarantee/ Bond should be submitted before recommendation for the grant of Programme Accreditation).
- There should be a signed and valid Memorandum of Understanding (MOU) with an identified Mentor institution either locally or abroad for the purpose of mentorship in the case of private tertiary institutions without Presidential Charter (*See “NAB Guidelines for Affiliation”*).
- The grant of initial Institutional Accreditation will be tied to at least one programme accreditation so granted by the Board.
- Accreditation either institutional or programme is campus specific and therefore all subsequent intended and identified campuses besides the ‘main or the mother’ campus must be accredited by the Board.
- The intended and identified campuses when granted campus accreditation – the accreditation period will be tied to that of the main or mother campus to run concurrently.

NOTE: For the avoidance of doubt, every application to NAB for any service is deemed complete upon the payment of an appropriate fee by the applicant and completeness of submitted document.

(E). PROGRAMME ACCREDITATION

Apply for programme accreditation as follows:

1. Download, complete and submit relevant NAB Questionnaire on Programme Accreditation (NAB/INFO A.3), obtainable from the NAB website (www.nab.gov.gh).
2. The application document shall be vetted upon submission. If found satisfactory, applicant institution shall be required to submit five (5) additional copies.
3. Payment of appropriate fee by the applicant institution upon request by the Board within thirty (30) working days.
4. Upon payment of the appropriate fee, Panel of Assessors will be commissioned to assess the programme in your institution within sixty (60) working days.
5. Submission of Panel Assessment Reports to NAB within 21 working days of Panel's visit.
6. Assessment reports shall be forwarded to applicant institution within 21 working days for their responses.
7. The institution shall be required to submit its responses to NAB within 21 working days.
8. The Panel Chair shall be required to review institution's responses and submit a report to the Board within 14 working days.
9. The assessment report, institution's response and Panel Chair's comments will be tabled before the relevant Committee of the Board at its next meeting.
10. Recommendation by the relevant Committee of the Board will be tabled before the Board at its next meeting (Usually between 30-90 working days).
11. Communication of Board decision within twenty-one (21) working days after Board meeting.
12. Where necessary, an appeal may be made on the decision after thirty (30) working days to the Minister responsible for Education as specified in the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 28).

Part II: REQUIREMENTS FOR INSTITUTIONAL REGISTRATION

1. Introduction

National Accreditation Board (NAB) will register any individual/Institution with company registration documents and business registration certificate of Ghana who intends to recruit student for an overseas tertiary institution. An agent of a recognized foreign tertiary educational institution that recruits and facilitates access to tertiary education qualifications from the parent institution shall be Registered (and not accredited). Institutional Registration means the applicant seeks to recruit students or operate in Ghana on behalf of a foreign partner tertiary institution and the mode of delivery for such partnership agreement is solely via post-delivery, internet (e-learning or online) or the use of any other ICT related devices.

2. Purpose

The purpose of Registration is to ensure that:

- the public is protected against unscrupulous and exploitative operators
- all recruitment sites/centres are certified by the Board.
- students obtain qualifications that are aligned with the higher education levels of Ghana
- the education system meets the goals of transforming Ghana in accordance with government policy and legislation
- private individual/institutions comply with the NAB Act 2007, Act 744 (section 13), and Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 21).

3. Conditions

The individual/Institutional Representative shall have legal authority to recruit students for higher education programmes overseas on behalf of foreign institution under the following terms and conditions if:

- the source of instruction for the programme of study is outside the shores of Ghana.
- local partner /recruitment agency must be a registered entity under Ghana's Company Registered Laws. i.e. Registration of Business Names Act - 1962 (Act 151) and Companies Act 1963 (act 179).
- the foreign institution is recognized by a legally accrediting body in its home country.
- the programme (s) of the foreign institution are recognized and quality assured by the appropriate quality assurance body in its home country.
- the programme(s) is/ are certified as meeting priority areas of manpower needs of Ghana as determined by the Board.
- the Registered institution will offer rare, but relevant programmes such as Science, Technology, Engineering, Mathematics and Applied Science.
- may require the establishment of well-furnished laboratories/workshops and recruitment of qualified technicians in the relevant area to supervise practical work in Ghana.
- the curriculum of the foreign programme shall be assessed and made comparable to similar curriculum of programmes being delivered locally to ensure comparability with local qualification or possibly must include/provide local content

- such programmes shall be delivered at the NAB accredited premises/institutions **only**.
- the local partner shall provide similar serene ambience and physical infrastructure for delivering the programme as pertains in the foreign partner institution outside Ghana.
- the local partner will provide appropriate learning support system and facilities for the prospective students.
- the entry requirements shall not be below the minimum entry requirement set by the NCTE/NAB as requirements for entry into tertiary institution in Ghana.

4. **What an applicant should do:**

Complete the prescribed application form – NAB Institutional Registration Questionnaire (NAB/NFO A.4) and submit to the Board with the following evidence:

- ✓ inter-institutional agreement
- ✓ proof of recognition in the country of origin
- ✓ proof of accreditation from legally recognized body from its home country
- ✓ details of proposed academic programme(s)
- ✓ recruitment processes
- ✓ mode of delivery
- ✓ location of local partner’s service delivery /recruitment Centre
- ✓ financial forecasts
- Submit the application form to NAB with a cover letter address to the Executive Secretary
- Pay the prescribed fee upon request from the Board.

5. **What the NAB will do:**

When the appropriate registration processes have been followed by an applicant the Board will undertake the following exercises:

- send Experts on physical and library facilities to assess facilities of the proposed local partner’s premises within sixty (60) working days after payment.
- upon receipt of Experts’ reports on physical and Library facilities, there shall be a visit to the premises of the local partner by the Institutional Visits Committee within thirty (30) working days.
- Recommendation by the Institutional Visits Committee will be tabled before the Board at its next meeting (Usually between 30-90 working days).
- Communication of the Board’s decision within twenty-one (21) working days after the Board Meeting.

Part III: REQUIRMENTS FOR INSTITUTIONAL RE-ACCREDITATION

Note: Institutional Re-Accreditation application should commence one (1)-year prior to the expiration of the last Institutional Accreditation/Re-Accreditation.

1. Download, complete and submit the Board, Institutional Re-Accreditation Questionnaire (NAB/INFO A.5).

All sections of the questionnaires are required to be completed by the applicant institution.

2. Provide additional support documents as may be required by the Board including a separate write-up on developments since the last Institutional Accreditation/Re-Accreditation visit.
3. Payment of an appropriate fee upon request by Board.
4. Visit by NAB's Experts on physical and library facilities and assessment of the proposed institution's financial sustainability within sixty (60) working days after payment.
5. Reports received from the Experts shall be forwarded to Applicant Institutions for their responses.
6. A visit to the Institution by the Institutional Visits Committee of the Board after receipt of all responses and supporting documents from the institution.
7. A report i.e. recommendations arising out of the visit shall be forwarded to the applicant institution for their responses.
8. Upon receipt of the applicant institution's response, the Committee shall consider the institution's application and make recommendations to the Board.
9. Recommendations by the Institutional Visits Committee to the Board will be tabled before the Board at its next meeting (Usually between 30-90 working days).
10. Communication of the Board decision within twenty-one working days after Board meeting.
11. Where necessary, an appeal may be made on the decision after thirty (30) working days to the Minister responsible for Education as specified in the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 28).

Note:

- Duration for the completion of the Institutional Re-Accreditation process is usually within six (6) months.
- Applicant Institution will be required to submit evidence of Financial Guarantee/ Bond from a Bank or an Insurance Company.
- There should be evidence of valid Memorandum of Understanding (MOU) with an identified Mentor institution locally or abroad for the purpose of mentorship in the case of private tertiary institutions (*See “NAB Guidelines for Affiliation”*).

NOTE: For the avoidance of doubt, every application to the Board for any service is deemed complete upon the payment of a prescribed fee by the applicant and completeness of submitted document.

Part IV: REQUIREMENTS FOR PROGRAMME RE-ACCREDITATION

Note: Application for programme Re-accreditation should commence one (1)-year prior to the expiration of the last Programme Accreditation/Re-Accreditation.

1. Download, complete and submit the relevant NAB Questionnaire on Programme Re-Accreditation (NAB/INFO A.6), obtainable from (www.nab.gov.gh).
2. The application document shall be vetted upon submission. If found satisfactory, applicant institution shall be required to submit five (5) additional copies.
3. Payment of a prescribed fee by the applicant institution upon request within thirty (30) working days.
4. Upon payment of the prescribed fee, Panel of Assessors will be commissioned to assess the programme in your institution within sixty (60) working days.
5. Submission of Panel Assessment Reports to NAB within 21 working days of Panel’s visit.
6. Assessment reports shall be forwarded to applicant institution within 21 working days for their responses.
7. The Panel Chair shall be required to review institution’s responses and submit a report to the Board within 21 working days.
8. The assessment report, institution’s response and Panel Chair’s comments will be tabled before the relevant committee of the Board at its next meeting.

9. Recommendations by the Accreditation Committee of the Board will be tabled before the Board at its next meeting (Usually between 30-90 working days).
10. Communication of Board decisions within twenty-one (21) working days after Board meeting.
11. Where necessary, an appeal may be made on the decision after thirty (30) working days to the Minister responsible for Education as specified in the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010, L.I. 1984 (section 28).

Part V: INSTITUTIONAL RE-REGISTRATION

1. Institutional Re-Registration application should be made one (1) year prior to the expiry of validity of first registration period.
2. Complete the prescribed application form – NAB Institutional Registration Questionnaire (NAB/NFO A.4) and submit to the Board to include the following evidence of:
 - ✓ valid inter-institutional agreement
 - ✓ proof of recognition in the country of origin
 - ✓ proof of accreditation from legally accrediting body from its home country
 - ✓ details of proposed academic programme(s) – to be assessed for comparability/local content.
 - ✓ recruitment processes.
 - ✓ mode of delivery.
 - ✓ location of local partner's service delivery /recruitment Centre.
 - ✓ financial forecasts.
3. Submit report on the Centre's operations since it was first registered. The report should provide the following information:
 - programmes being offered at the Centre, indicating their levels
 - number of students recruited/enrolled so far
 - number of students graduated
 - evidence of student performance
 - applicable entry requirements
 - how the Centre is managed
 - facilities in place since first registration
 - role being played by the partner foreign institution
 - expiration date of the agreement signed between the Centre and the partner institution
 - expiration date of current tenancy agreement.
4. Submit the application form to NAB with a cover letter address to the Executive Secretary
5. Pay the prescribed fee upon request from the Board.
6. **What the NAB will do:**

When the appropriate registration processes have been followed by an applicant the Board will undertake the following exercises:

- send Experts on physical and library facilities to assess facilities of the proposed local partner's premises within sixty (60) working days after payment
- upon receipt of Experts' reports on physical and Library facilities, there shall be a visit to the premises of the local partner by the Institutional Visits Committee within thirty (30) working days

- Recommendation by the Institutional Visits Committee will be tabled before the Board at its next meeting (Usually between 30-90 working days)
- Communication of the Board's decision within twenty-one (21) working days after the Board Meeting.

Part VI: PROCEDURE FOR GRANTING PRESIDENTIAL CHARTER

1. Visit the NAB website (www.nab.gov.gh) to download, complete and submit relevant NAB Questionnaire on Charter Application (Self Evaluation Reporting Format for Presidential Charter Application). The applicant institution is required to have complied with the under listed primary indicators:
 - Institution must have operated under mentorship for not less than 10years
 - The College or its parent institution must own the physical facilities
 - At least 60% of each stratum in the pyramidal structure must conform to the NCTE/NAB norms for Academic Staff/Faculty
 - At least 50% of the Academic Staff must have terminal degrees/qualification
 - All Deans and /or Heads of Departments should be of at least the rank of Senior Lecturer
 - Functional Council or Board and a functional organogram
 - Staff/Students' Ratio should not exceed 60% beyond the NCTE/NAB norm
 - Student Welfare – Functional SRC
 - Financial Sustainability – a five-year financial plan
 - Quality Assurance.
 - Research:
 - ✓ Number of publications in the last 3 years
 - ✓ Funding/budget allocations
 - Students Performance Range
 - Students Satisfaction
 - Physical Facilities for effective Teaching and Learning
 - Information Access Resources (Library facilities-physical/electronic) and supporting services
 - Trends in Institutional Growth:
 - ✓ Student numbers
 - ✓ Staff numbers
 - Extension and Community Service (with facts and figures)
 - Learning outcomes
 - Attrition Rate and Staff Turnover Rate (Academic)
 - Stability of Headship
 - Entry requirements
 - Mandatory courses
 - Tracer Studies
 - Responsiveness to Students' complaints.
2. Self-Evaluation report will be reviewed by the Secretariat and the report tabled before the Quality Assurance Committee of the Board.
3. Recommendations arising out of the meeting will be communicated to the applicant institution for further action or otherwise.

Note: This is the first stage of the charter application process.

4. The Board will commence a comprehensive review of the institution and its programmes after the applicant institution has gone through the first stage of the charter application process successfully. This exercise may also require a review of the following:
 - a. Physical and library facilities
 - b. Financial sustainability
 - c. Governance and Management;
 - d. Audit Report;
 - e. Annual Reports; and
 - f. An appraisal report from the mentoring institution.

Note: The applicant institution shall request the mentoring institution to submit a comprehensive appraisal directly to NAB.

5. A Joint Committee of the Board, made up of the Quality Assurance Committee (QAC) and the Accreditation Committee (AC), shall undertake a preliminary evaluation of the application based on the following:
 - a. Special reports on Governance and Management;
 - b. Comprehensive Audit Report;
 - c. Annual Reports; and
 - d. A comprehensive appraisal report from the mentoring institution.
6. Following the review of the above reports, the Joint Committee of the Board shall assess the application within 180 days and make recommendations to the Board based on the following:
 - a. The period of operation under mentorship (not less than ten (10) years);
 - b. The governance structure of the institution;
 - c. The quality of teaching, research, and academic staff;
 - d. The financial, material and teaching facilities and resources at the disposal of the institution; and
 - e. Other factors the Board may consider appropriate.
7. The Board shall make appropriate recommendations to the President of the Republic of Ghana through the Minister responsible for Education for the grant of a Charter or otherwise immediately after the Board meeting.
8. Decision by the President.
9. Presentation (Charter Certificate – when granted).