

NATIONAL ACCREDITATION BOARD

STEPS IN THE CHARTERING PROCESS

Preamble

An institution, after serving for not less than ten years under mentorship can apply for Presidential Charter under regulations 20(1) and 20(2) (a) of the Tertiary Institutions Establishment and Accreditation Regulations 2010 (L.I.) 1984.

Step 1: Submission of Application for Charter

This will be initiated by the institution using a form available at the website of the National Accreditation Board. The self –assessment should be informed by the NCTE/NAB norms on parameters for an autonomous institution

Step 2: Assessment of the presented self- evaluation form

This step will involve NAB’s review of the self –assessment document. The Board will provide feedback to the institution on the self-assessment.

If a certain minimum standard is achieved, the Committee will move to step 3. If the outcome is below expected standard, the result will be discussed with the institution.

(90 days)

Step3: Independent assessment of the applying institution

Based on the outcome in step 2, the Committee may request the institution to clarify some issues, to provide further information or Commission a panel of experts to assess the institution’s programmes, finances, information resources, physical facilities and any other requirements the Board may deem necessary. In addition to the assessment by the experts, the Board will request for a report from the mentoring institution(s) indicating the mentee institution’s state of readiness for Charter.

(90 days)

Turn around time 180 days.

Step 4: Meeting of Joint Committee to review reports

There shall be a joint meeting of the Accreditation and Quality Assurance Committees to review the various assessment reports. The outcome of the review will be shared with the institution.

Step 5: Visit to the Institution

Accreditation and Quality Assurance Committees will visit and interact with management, staff and students of the institution. The institution will be expected to make a presentation to the visitation team.

Step 6: Review of Reports

The Joint Committee (Accreditation and Quality Assurance) will review all available reports – state of affairs on the institution, presentation during the visitation, and reports from the mentoring institution and the visitation – and make recommendations to the Board.

Step 7: Reporting to the Minister of Education

Where successful, the Board will submit a report to the Minister of Education based on the outcome of the deliberations on the reports (step 6). If otherwise, the Board will give a feedback to the institution copied to the Minister of Education.

NB: The granting of Charter is the prerogative of the President of the Republic of Ghana.