



THE COPPERBELT UNIVERSITY

**CRITERIA, STIPULATIONS, AND GUIDELINES FOR
VARIOUS RELATIONSHIPS OF EXTERNAL INSTITUTIONS
WITH THE COPPERBELT UNIVERSITY**

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COPPERBELT UNIVERSITY SENATE

1. Preamble

The University Act No. 11 of 1999 provides under section 5 for “Affiliation to University” by stating in sub-section (1) “the Minister may, on the recommendation of the university Senate approve the affiliation with the public university of any college or other research institution of teaching or research within or outside Zambia which has concluded an agreement to become affiliated with the public university”. Sub-section (2) stipulates the nature of the involvement of the University with the affiliated institution to ascertain quality. For acceptance as an affiliated institution, there are obligations to be met to the satisfaction of Senate. In section 23 sub-section (1) of the Act, Senate “shall organize, control and direct the academic work of the university, both in teaching and research, and *shall have control and general direction of the standards of education, assessment and research within the university*”.

This Senate paper sets out the criteria and stipulations for external institutions to be recommended to the Council for affiliation to the university. These criteria and stipulations, when met, are meant to assure the University and its stakeholders that standards of education, assessment, and research provided in its affiliate institutions are at the level of the award conferred. It provides clarification on the expected quality control procedures so that standards applicable for a particular award and qualification are met. The paper must be read and interpreted in conjunction with stipulations in Section 5 ‘Affiliation to University’ in Act No. 11 of 1999.

2. Definition of terms

“Accreditation” refers to the process by which the University monitors and evaluates academic programmes of education and training Institutions to determine and ascertain that acceptable standards or levels of quality for an award or qualification are met. An Institution must meet specific requirements for the University to grant it approval and accreditation of its programmes.

“Affiliation” refers to a partnership between the University and an Institution for the purpose of providing education, training, and research services. The University and the affiliate Institution may exchange teaching and research facilities and staff.

“Institution” is used to refer to education, research and/or training institutions that apply seeking to formalize the relationships and cooperate with the Copperbelt University on the core business of education, training, and research. This shall include an Institution seeking affiliation or accreditation for its programme(s) by the University.

“University” is used with reference to Copperbelt University.

“Affiliate Institution” refers to institutions that cooperate with the Copperbelt University for purposes of either i) receiving accreditation for its programmes as the case in Category I affiliate Institutions or ii) cooperating mutually for the purpose of delivering education, research and/or training, and exchange of expertise, staff, and students. In either case, the interest is to raise standards and quality of service and programmes in the Institution and in the University.

“Category I Affiliate Institutions” refers to Institutions whose programme(s) are accredited by the Copperbelt University in accordance with section 5 (1) of Act No. 11 of 1999. The level of education and training provided is determined by the Institution and needs not be at degree level. The University’s involvement is limited to monitoring and assessing suitability and adequacy of facilities, suitability and adequacy of teaching staff, suitability and adequacy of academic regulations and syllabuses for specific courses and subjects, suitability of candidates enrolled, moderating examinations, and processing of final results. The University staff moderate but do not participate in teaching courses.

“Category II Affiliate Institutions” refers to Institutions offering education and training to degree level and with whom the Copperbelt University establishes a special relationship in accordance with section 5 (3) of Act No. 11 of 1999 for purposes of staff and student exchange, joint financing, joint research projects, or admission for postgraduate work. Unlike in Category I Affiliate Institutions, the University staff may participate in teaching courses offered by the Institution and the qualified staff in the Institution may be called upon to provide specialist lectures or demonstrations to students of the University. “Category II Affiliate Institutions” shall include “external institutions”, i.e., outside the territory of the Republic of Zambia that mutually consent and sign a Memorandum of Understanding with the Copperbelt University. The MoU shall govern the partnership for the purpose of mutual cooperation in areas such as education and training, research, and staff and student exchange.

“A Memorandum of Understanding” is a document that stipulates obligations of the Institution and the University in fulfilment of the requirements of the specified category of Affiliate Status agreed to and shall operate for the duration that is mutually agreed by the Institution and the University.

3. Relationship with Category I and Category II Institutions

The University Act No. 11 of 1999 makes various institutions in the country eligible for affiliation to the Copperbelt University. However, it is important to acknowledge that each Affiliate Institution has its mission and offers specific programmes of study leading to particular awards. These awards, e.g., Certificates, Diplomas, or Degrees are in recognition that candidates have achieved a certain level of competence. The Institution through its mission and statutes defines its level of functioning. The responsibility of the University is to ascertain that standards for that level are met. The degree of involvement and participation of the University in the Institution’s programmes defines the nature of the affiliation granted to it. Relevant credits achieved in pursuit of qualifications at Diploma and degree level shall be recognized as evidence of prior learning by the University.

3.1 The Institution shall be granted either Category I Affiliate status for purpose of accreditation as stipulated in Section 5 (2) of Act No. 11 of 1999 or Category II Affiliate status for purposes of establishing a special relationship as defined in Section 5 (3) of Act No. 11 of 1999.

3.2 It is important to note that programmes of study in a Category I Affiliate Institution are not automatically accredited. Individual programmes are accredited when they meet criteria and stipulations. The Memorandum of Understanding shall specify the programmes that are accredited in an Institution.

3.3 Accredited Diploma level qualifications offered in Category I Affiliate Institutions may be recognized and credited when enrolling for specific degree programmes in the University when appropriate consistent with Section 5 (2) (i) of Act No. 11 of 1999.

3.4 Certain courses offered in affiliate Category II Institutions may transfer for credit when enrolling for specific degree programmes as determined by mutual assessment by the Senate or equivalent Board of the Institution and the University.

3.5 Academic and professional programmes of the University may be offered in the Institution and in a reciprocal manner as determined by mutual assessment by the Senates or equivalent Boards of the Institution and the University, academic and professional programmes of the Institution may be offered in the University.

3.6 Degree programmes offered through the Category II Institutions shall be recognized for higher level education and training in relevant areas of specialisation in the University.

4. Category I Affiliate Institutions: Criteria and Stipulations for Accreditation

When an institution is granted the status of being a “Category I Affiliate Institution”, the Institution is seeking the participation of the University in its work. The level of functioning of the Institution need not be at the level of the University. This leads to a higher level of stature for the Institution. The University’s involvement is limited to monitoring and assessing suitability and adequacy of facilities, suitability and adequacy of teaching staff, suitability and adequacy of academic regulations and syllabuses for specific courses and subjects, suitability of candidates enrolled, moderating examinations, and processing of final results. The University staff moderate but do not participate in teaching courses in Category I Affiliate Institutions.

The following criteria and stipulations seek to clarify the responsibilities and obligations of both the University and the Affiliate Institution.

4.1 “Category I Affiliate Institutions” are those that seek participation of the University for the purposes of accreditation. All costs pertaining to participation of the University in all activities, examinations, and award ceremonies in the affiliate institution must be met from the accredited Institution’s fees.

4.2 An institution seeking to be accredited must apply to the Registrar of the University stating the nature of the anticipated relationship. The application must include a detailed Institutional Self-assessment Report and the relevant application fees. There shall be two types of fees: i) initial application fee to cover costs of processing by School Boards and by Senate to establish or fail to establish a prima facie case, and ii) a fee to cover the costs of On-Site Assessment Visit by the Senate Sub-Committee when a prima facie case for granting affiliate status is established.

4.3 The “Institutional Self-assessment Report” prepared by the Academic Head of the Institution must clearly articulate and present a well documented Institutional Profile. This must include at least the following for preliminary assessment:

- Name and Responsible Authority of the Institution
- Certificate of Share Capital and Certificate of Incorporation
- Mission and aspirations of the institution
- Administrative and Management Structures
- Academic Governance Structures (including function and composition of Academic Boards)
- Teaching and Non-Teaching Staff Levels and Qualifications
- Teaching and Learning Infrastructure, Facilities and Resources
- Recreation and Sporting Facilities
- Description of Programme(s) to be accredited (including entry requirements, enrolment levels, number of courses, duration of study, and level of education and training).
- Examination Procedures

4.4 The Registrar of the University shall direct the application to the relevant School Board of Studies for review and preliminary processing and make a recommendation to Senate. If there is a prima facie case, Senate shall set up a sub-Committee or Panel for on-site visit assessment of the Institution.

4.5 The Chairperson of Senate shall appoint a Senate sub-Committee or Panel for On-site Visit and its Chairperson. The Senate sub-Committee or Panel for On-site Visit shall comprise the Dean and one or two Heads of Departments of the proposing School and at least two Senators one of whom shall be appointed to Chair the Sub-Committee.

4.6 The Senate sub-Committee or Panel for On-site Visit shall be conducted to enable it to assess suitability of various facilities, infrastructure, and services in the Institution. This must be fully owned or rented in long-term lease agreements. This shall include the Library, Teaching and Research Laboratories, Dining Halls, Hostels, Recreation and Sporting Facilities, Workshops, and other facilities deemed pertinent for a conducive learning environment. The Sub-Committee shall meet with the Head of Institution, the relevant staff in academic departments, and the Academic Board of the Institution.

4.7 The Sub-Committee must at the end of the on-site assessment meet to consolidate their observations and recommend to the School Board of Studies whether or not the Institution must be accredited by the University. Its observations and recommendations must be conveyed in “Senate sub-Committee On-site Visit Report and Recommendations...” that covers at the minimum verifiable observations on the following:

- Administrative and Management Structures
- Academic Governance Structures (including function and composition of Academic Boards)
- Teaching and Non-Teaching Staff Levels and Qualifications
- Teaching and Learning Infrastructure, Facilities and Resources
- Recreation and Sporting Facilities
- Description of Programme(s) to be accredited (including entry requirements, enrolment levels, number of courses, duration of study, and level of education and training).

- The Curriculum (arrangements and syllabuses)
- Examination Procedures
- Recommendations to Senate

4.7 The School Board of Studies shall make its recommendations to Senate on the basis of the “Senate sub-Committee On-site Visit Report and Recommendations...”. Senate shall be responsible for recommending approval of (i) the appropriate category Affiliate Status and (ii) the names of the two representatives of the University to serve on the decision making body of the Affiliate Institution.

4.8 Council shall recommend to the Minister the granting of Affiliate Status to the Institution in accordance with Section 5 (1) of Act No. 11 of 1999.

4.9 After Affiliate Status is granted to an Institution, the Dean of School or Head of Unit under which the Affiliate Institution falls shall prepare a Memorandum of Understanding on behalf of Senate to formalise the relationship. The Memorandum of Understanding spells out the Terms of Understanding and the functions and duties of the two parties.

4.10 After Affiliate Status is granted to an Institution it shall appoint an Academic representative who must be on the Board of Studies of the School in the University through which it is accredited (Section 5 (2) (c) of Act No. 11 of 1999).

4.11 Communication from the Institution to the University shall be directed to the Dean or Director of the School or Unit to which it is affiliated. Communication from the Dean or Director shall be directed to the Head/Principal/Director of the Institution.

4.12 It shall be the responsibility of the Institution granted Category I Affiliate status to

- Enrol and levy suitable fee levels and remit agreed proportion of registration and examination fees to the University.
- Report on staffing levels and changes.
- Develop or review course syllabuses and get them approved by the University. Syllabuses are subject to review every three years.
- Draft examinations and marking schemes for courses and get them moderated by the University.
- Develop internal procedures for the conduct, marking and moderation of examinations and prepare reports.
- Present candidates for external examining to the University at the end of each programme.
- Publish results upon approval by the University. The University shall prepare and award certificates and diplomas.

4.13 The following shall be the basis for a schedule of fees that shall be paid to the University for the purpose of running the Scheme. The fee levels shall be determined by the University and the Institution from time to time and set at suitable economic levels to enable the scheme to be self-sustaining. The university shall not subsidise any costs associated with the Scheme.

- Application for affiliate status (to meet administrative and handling costs)
- On site Assessment by Senate (actual costs for travel, accommodation, subsistence, and administrative processing)
- Annual affiliation fees (based on registration levels of students on accredited programmes to cover administrative and running costs, and monitoring and quality assurance activities). This shall be based on a proportion of the:
 - Registration fees
 - Examination fees
- Affiliation Renewal Fees (to meet the costs of status review and renewal after every 5 years)

4.14 In order to maintain Category I Affiliate status, an Institution shall endeavour to achieve high standards and to continually improve upon them. Category I Affiliate status is granted for a maximum period of five (5) years and is subject to review. The procedure for review follows (i) a written request and submission of an “Institutional Self-assessment Report” prepared by the Academic Head of the Institution, (ii) “Senate sub-Committee On-site Visit Report and Recommendations...”, and (iii) Senate approval or termination. This process must be initiated two years ahead of expiry of the grant period.

4.15 After Senate approval to grant Category I Affiliate status to an Institution, it shall be the responsibility of the University to monitor and satisfy itself that the Institution achieves, maintains or improves education and training standards. It shall do so by visiting the Institution at least two times a year.

4.16 The Dean of the School or Head of Unit shall coordinate monitoring and quality assurance functions where the responsible School and its Departments shall:

- Vet and register suitably qualified students.
- Check and monitor annually that suitably qualified staff are available.
- Review and approve programmes of study and get them approved by the Senate.
- Review and approve course syllabuses every three years.
- Review and approve draft examinations and marking schemes for courses.
- Review and approve internal examination and reporting procedures for the conduct, marking and moderation of examinations.
- Conduct external moderation of examinations at the affiliate Institution.
- Process and approve examination results through the Board of Studies.

4.17 Draft final examinations for accredited courses of study must be approved by the University. These draft examinations must be set by the Institution and submitted to the University together with marking keys and schemes of work. Assessors appointed by the University shall scrutinize and approve the draft examinations.

4.18 The Head or Director of the Institution shall present final examination results of its candidates for approval by the School Board of Studies. In addition, the Head or Director of the Institution shall be invited to participate in the Board of Studies of the affiliating School in the University.

5. Category I Institutions General Guidelines for Moderation of Courses and Examinations

The University through the appropriate School shall be responsible for monitoring the achievement of standards and adherence to appropriate regulations in the affiliated programs of study. This shall involve the monitoring and assessment of courses and examinations and reporting to the appropriate Board of Studies.

5.1 Scrutiny of individual course syllabi

Assessors appointed by the University shall scrutinise the individual course syllabi in detail and comment on the following:- i) layout including subject heading, preamble, course aims and objectives, course content and contact hours, course delivery methods, assessment procedures, and course reading lists and references; and ii) breadth and depth of course content and relevance to course objectives, appropriateness of delivery and assessment procedures, and academic merit and logical coherence of the syllabus as a whole.

5.2 Moderation of coursework and examinations

The moderation of coursework and examinations entails scrutiny and assessment of candidates' Continuous Assessment and the examination items. A team of University assessors led by a Chief Examiner shall visit the Institution to moderate coursework and examinations. In certain subjects, the oral and practical examinations of candidates shall be conducted. In assessing coursework and examinations the Chief Examiner and Assessors appraise on the following:

- i) Syllabus coverage of the coursework and examination items.
- ii) Quality of assessment tasks and questions and marking:
 - Tasks and questions must be clear, relevant to the syllabus and at the right depth.
 - Coursework items must be varied, i.e., assignments, tests, and project work.
 - Marking must be fair, thorough and provide clear guidance through appropriate comments (feedback).
- iii) Quality of candidates' work and general performance in the subject:
 - Literacy, communication and academic writing skills.
 - Relevance of answers to questions
 - Length and depth of candidate's answers
 - Originality of candidates' answers.
- iv) The quality of marking by internal examiners in terms of objectivity, thoroughness, consistency, and fairness.

The Institution shall be mandated to facilitate this process by preparing and availing to the University Assessors the (a) Internal Examiner's report, (b) programme course file, and (c) candidates' course files containing coursework, continuous assessment, and examination scripts. The programme course file shall contain at least the following: i) syllabus, schemes and records

of work, ii) question papers for the course assignments, tasks and projects (a minimum of five course work items is recommended), iii) compiled coursework results for the subject for all candidates, and iv) marking guides and keys for the coursework and examination tasks and questions.

5.3 Moderation of the Practicum

Where students of an Institution are required to complete the Practicum as a requirement for completion of a programme of study, such candidates must be examined on the Practicum by the University. The University shall assess a sample of the candidates based on the Internal Examiner's Report and profiles of performance presented by the Institution.

5.4 Assessment Scheme

The assessment scheme shall be consistent with the scheme of assessment in the applicable regulations for the affiliate programme of study. It shall consist of Continuous Assessment, the Final Sessional Examination, and where and when applicable, examination of the Practicum.

- 5.4.1 The number of tests, assignments, projects, and any other work that shall constitute the Continuous Assessment shall be specified and accorded a specific weight.
- 5.4.2 The results of sessional examinations for each course shall be allotted a specific weight. The minimum score considered for a pass mark in a course shall be clearly stipulated.
- 5.4.3 Final grading in each course shall be consistent with the grading scheme of the University applicable to the particular affiliated programme. Similarly, the rules of progression shall be consistent with the rules of progression defined in the applicable regulations.

6. Category II Affiliate Institutions: Criteria and Stipulations for Affiliation

“Category II Affiliate Institutions” refers to Institutions offering education and training services at the level as provided by the University and with whom the University establishes a special relationship in accordance with section 5 (3) of Act No. 11 of 1999 for purposes of staff and student exchange, joint financing, joint research projects, or admission for postgraduate work. Such an Affiliate Institution offers services and operates similarly to the University. As such the qualifications of staff, teaching and research facilities, academic governance, the regulations and course outlines, the level of teaching and research, and quality assurance procedures governing examinations and processing of results are similar to those of the University and are governed by the University Senate which shall confer degrees. University staff may directly participate in teaching courses in Affiliate institutions. Similarly, staff of Affiliate Institutions may directly participate in teaching courses in the University.

“Category II Affiliate Institutions” shall include “external institutions”, i.e., outside the territory of the Republic of Zambia that mutually consent and sign a Memorandum of Understanding with the University. The MoU shall govern the partnership for the purpose of mutual cooperation in areas such as education and training, research, and staff and student exchange.

The following criteria and stipulations seek to clarify the responsibilities and obligations of both the University and the Affiliate Institution.

6.1 “Category II Affiliate Institutions” are those that seek cooperation of the University in delivery of education, training, and research services for mutual benefit.

6.2 Certain courses offered in affiliate Category II Institutions may transfer for credit when enrolling for specific degree programmes as determined by mutual assessment by the Senate or equivalent Board of the Institution and the University.

6.3 Academic and professional programmes of the University may be offered in the Institution and in a reciprocal manner as determined by mutual assessment by the Senates or equivalent Boards of the Institution and the University, academic and professional programmes of the Institution may be offered in the University.

6.4 Degree programmes offered through the Category II Institutions shall be recognized for higher level education and training in relevant areas of specialisation in the University.

6.5 The Institution and the University shall by mutual consent share teaching and research facilities and shall work out arrangements for exchange staff to facilitate teaching and research in either Institution.

6.6 Students enrolled in accredited programmes in an Affiliate Institution shall receive credit when accepted to enrol or transfer to an appropriate academic programme offered by the University.

6.7 The special relationship may be initiated by the University through a particular School or Unit or by the Institution. In either case, the relevant Head or Director of Unit or Dean of School in the University shall carry the obligation to formalise the relationship with the Institution through a Memorandum of Understanding.

6.8 The Memorandum of Understanding spells out the Terms of Understanding and the functions and duties of the parties in the partnership. The MoU shall govern the partnership for the purpose of mutual cooperation and benefit in areas such as education and training, research, and staff and student exchange.

6.9 The scope of the MoU shall be considered by the appropriate Board of Studies whose recommendations shall include an assessment of its mutual benefits and the projected obligations of the University. These shall be presented to a Senate International Relations Sub-Committee appointed by the Chairperson of Senate.

6.10 By the special nature of inter-state obligations and requirements in relationships with international institutions outside the territory of the Republic of Zambia, the MoU entered by the University shall require the assessment of the Senate International Relations Sub-Committee.

6.11 The Senate International Relations Sub-Committee shall comprise the Deputy Vice Chancellor as Chairperson and a panel consisting of at least 2 Deans or Directors, two senior academics in the proposing School, at least two Senators, and the University Legal Advisor. The Special Assistant to the Vice-Chancellor and the Public Relations Officer shall serve as the Secretariat for the Sub-Committee.

6.12 In reviewing the proposed MoU, the Senate International Relations Sub-Committee shall receive and review detailed information about the proposed partner and partnership arrangement which at the minimum shall include: i) academic and other information on the institution and specific areas to be linked, ii) any available internal or external quality assessment exercise/rating reports, iii) a report and rationale for the proposed linkage and indicating faculty support and commitment for the linkage (such as a letter from the Dean), iii) draft MoU or terms of agreement, and iv) a statement indicating the expected obligations of the University under the MoU.

6.13 When the recommendation shall be made in support of the MoU, the Senate International Relations shall prepare and send two original copies of the agreement to the Legal Advisor for onward transmission to the Office of the Vice-Chancellor for signatures. Where feasible, the MoU signing ceremony shall be publicized but when not feasible the original signed documents should be dispatched by courier service to the partner institution for signatures.

6.14 The International Relations Office of the University shall be responsible for advising both Schools and Units and the external Institution of the requirements and obligations for such MoUs and agreements. These requirements include statutory requirements such as visas, residence and work permits, and so forth. Senate International Relations Sub-Committee shall develop the “University Guidelines for the International Relations and Cooperation”.

6.15 Communication from the Institution to the University shall be directed to the Dean or Director of the School or Unit to which it is affiliated. Communication from the Dean or Director shall be directed to the Head/Principal/Director of the Institution.

7.0 Memoranda of Understanding for Category I and II Institutions

7.1 The relationship entered between the University and Affiliate Institutions shall be formalized through a “Memorandum of Understanding”.

7.2 For the purposes of accreditation of Category I Affiliate Institutions, such a Memorandum shall stipulate at least the following terms of agreement:

- The Affiliate Institution [specify name] seeks participation [or mutual partnership] of the University for the purposes of [specify accreditation or other].
- All costs pertaining to participation of the University in all activities, examinations, and award ceremonies in the Affiliate institution must be met from the accredited Institution’s registration and examination fees. [A specified proportion of registration and examination fees shall be remitted to the University].
- The Affiliate Institution has the responsibility and obligation to maintain its competence and capability to deliver education and training in [named programme and level of award].

- Failure to satisfy any criteria and stipulations for accreditation shall lead to suspension and withdrawal of affiliation by the University.
- The University shall limit its participation to monitoring, assessment, and advising to assure that quality standards are achieved.
- The Memorandum of Understanding shall specify the actual amounts to be paid by the Institutions in the Schedule of Fees that shall be agreed and appended to it.
- This Memorandum of Understanding is subject to renewal by [specified date).
- Signatories to include Head/Director of Affiliate Institution and Dean/Director of the School. The signed MoU shall be lodged with the Registrar of the University.

7.3 For the purposes of establishing the special relationship with Category II Affiliate Institution, such Memorandum shall be mutually developed and entered into specifying the special nature of the relationship and the obligations of both the University and the Institution.