

SCHEDULE 4

*Regulation 9*

NATIONAL COUNCIL FOR HIGHER EDUCATION  
 CHECKLIST OF QUALITY AND UNIVERSITIES CAPACITY INDICATORS FOR  
 ASSESSMENT OF UNIVERSITIES AND PROGRAMMES UNDER THE  
 UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS ACT, 2001.

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<i>Item</i>	<i>Ideal</i>	<i>Good</i>	<i>Acceptable</i>	<i>Can be improved</i>	<i>Unacceptable</i>
1. LAND FOR CAMPUS/URBAN	• 10-30 acres	• 5 – 10 acres	• 3 – 5 acres	• 3 acres	• Less than 3 acres
2. LAND FOR CAMPUS: RURAL	• 50 acres or over	• 30 – 50 acres	• 20 - 30 acres	• 10 acres	• Less than 10 acres
3. GOVERNANCE:					
(i) Council	• In control of policy	• Operational	• In place	• To be elected	• Does not meet
(ii) Senate	• Supervises all academic policy	• Meets often	• In place	• Meets when need arises	• Administration to make decisions
(iii) Administration	• Appointed by Council	• Respects administrative structures	Consults with staff and students	• Meets with staff	• Insensitive to staff concerns
(iv) Staff and student unions	• Staff and student union involved fully	• Staff and student unions consulted	• Staff and student unions exist	• Staff and student unions present	• Staff and student unions absent

<i>Item</i>	<i>Ideal</i>	<i>Good</i>	<i>Acceptable</i>	<i>Can be improved</i>	<i>Unacceptable</i>
4. INFRASTRUCTURE					
(i) Classroom space	• 2.5m <sup>2</sup> per one student	• 2m <sup>2</sup> per one student	• 1m <sup>2</sup> per 1 student	• 1m <sup>2</sup> per 4 students	• 1m <sup>2</sup> per over 5 students
(ii) Library space	• 2.5m <sup>2</sup> per one student	• 2m <sup>2</sup> per one student	• 1m <sup>2</sup> per 1 student	• 1m <sup>2</sup> per 4	• 1m <sup>2</sup> per over 5 students
(iii) Science laboratories	• 3m <sup>2</sup> per one student	• 2.5m <sup>2</sup> per one student	• 1m <sup>2</sup> per 1 student	• 1m <sup>2</sup> per 4 students	• 1m <sup>2</sup> per over 5 students
(iv) Computer laboratory	• 3m <sup>2</sup> per one student	• 2.5m <sup>2</sup> per one student	• 1m <sup>2</sup> per 1 student	• 1m <sup>2</sup> per 4 students	• 1m <sup>2</sup> per over 5 students
(v) Administrative Staff	• 5m <sup>2</sup> per one staff	• 4m <sup>2</sup> per administrative staff	• 3m <sup>2</sup> per one staff	• 2m <sup>2</sup> per administrative staff	• 1 or less m <sup>2</sup> per staff
(vi) Academic Staff	• 5m <sup>2</sup> per one staff	• 4m <sup>2</sup> per one staff	• 3m <sup>2</sup> per staff	• 2m <sup>2</sup> per staff	• 1 or less m <sup>2</sup> per staff
(vii) Sports field	• 1 field for 500 registered students	• 1 field for 1000 students	• 1 field for 1500 students	• 1 field for 2000 students	• 1 field for 2500 or more

Item	Ideal	Good	Acceptable	Can be improved	Unacceptable
(viii) Facilities for the disabled	• All Buildings	• All Classrooms	• Only on a few	• Planning to have	• No plan at all
(ix) Tennis court, swimming pool, volleyball, hockey and cricket	• 1 field for each sport for 1000 students	• 1 of each field for each 1500 students	• 1 of each field for 2000 students	• 1 of each field for 2500 students	• 1 of each field for over 2500 students
(x) Conference hall	• One for 500 registered students	• One for 750 registered students	• One for 1000 registered students	• One for 1500 registered students	• One for over 2000 registered students
(xi) Student union offices	• 20 m <sup>2</sup> for 300 registered students	• 20m <sup>2</sup> for 500 students	• 20m <sup>2</sup> for 1000 students	• 20m <sup>2</sup> for 1200 students	• 20m <sup>2</sup> for over 1500 registered
5. ACADEMIC STAFF					
(a) Staff/student ratio:					
• General	• 1:15	• 1:20	• 1:25	• 1:40	• 1:50 or more
• Arts/Social Sciences	• 1:15	• 1:25	• 1:30	• 1:50	• 1:60 or more
• Medicine, Veterinary, Pharmacy Dentist	• 1:8	• 1:15	• 1:20	• 1:25	• 1:26 or more
• Science based profession Agriculture, Forestry, Technology	• 1:10	• 1:15	• 1:20	• 1:25	• 1:26 or more
• Other professions – Law, Education, Statistics	• 1:15	• 1:20	• 1:25	• 1:30	• 1:30 or more

Item	Ideal	Good	Acceptable	Can be improved	Unacceptable
(b) Qualifications (staff development)					
• Ph.D Holders	• 60% of staff	• 50% of staff	• 15-50% of staff	• 10% of staff	• Less than 10% of staff
• Masters Holders	70% or more of staff	• 60% of staff	• 50% of staff	• 40% of staff	• Less than 30%
(c) Contact hours for academic staff	• 10 hrs/week	• 15 hrs/week	• 20 hrs/week	• 30 hrs/week	• 30 hrs or more a week
(d) Percentage of part-timers	• 20% of staff	• 30%	• 35%	• 40%	• Over50%
6. EDUCATION FACILITIES					
• Student: Library book ratio (relevant and diversity)	• 1:40	• 1:30	• 1:20	• 1:10	• less than 1: 10
• Computer: Student ratio	• 1 computer:5 students	• 1:10	• 1:20	• 1:25	• more than 1: 30
• Access to Internet; 1 student: hrs	1:20hrs access	• 1:10hrs	• 1:5hrs	• 1:3hrs	• None at all
7. FINANCIAL HEALTH					
• Percentage of budget received	• 100%	• 80%	• 75%	• 70%	• Less than 50%
• Percentage of deficit over expenditure	• NIL	• Less than 10%	• Less than 20%	• Less than 25%	• Over 35%
• Proportion of budget spent on salaries	• 50%	• 60%	• 65%	• 70%	• Over 75%
• Percentage of income derived from fees	• 25-35% of budget	• 40%	• 45%	• 50%	• Over 75%

<i>Item</i>	<i>Ideal</i>	<i>Good</i>	<i>Acceptable</i>	<i>Can be improved</i>	<i>Unacceptable</i>
8. FACILITIES FOR THE DISABLED (EXPERT ADVICE WILL BE SOUGHT)	• All facilities available	• Most of the facilities in place	• Facilities are being put in place	• Council has endorsed their construction	• Nothing is in place or being planned
9. GENDER SENSITIVITY	• Comprehensive affirmative action regulation to increase access for women and other disadvantaged groups in place	• 75% of the needed rules and regulations in place	• Council has approved a comprehensive list of them	• Council Committee has drafted rules and regulations	• Nothing is being planned.
10. STRATEGIC PLAN	• Being implemented	• Has been approved by Univ. Council	• Is before Senate or Council	• Being drafted	• None is being worked on
11. PUBLICATIONS BY STAFF	• Over 10 books a year	• 5 – 10 books a year	• 1 – 5 books a year	• One book a year	• No publication at all
12. RESEARCH PROJECTS WON BY STAFF	• Over 10 projects won	• 5 – 10 projects won	• 1 – 5 projects won	• One project won a year	• No research going on
13. PERCENTAGE OF INST. GRADUATES EMPLOYED IN YEAR OF GRADUATION	• 100%	• 80%	• 40 – 60%	• 40%	• 0 – 40%

## SCHEDULE 5

*Regulation 13*

### NATIONAL COUNCIL FOR HIGHER EDUCATION: CHECKLIST OF QUALITY AND OTHER TERTIARY INSTITUTIONS CAPACITY INDICATORS FOR ASSESSMENT OF OTHER TERTIARY INSTITUTIONS AND PROGRAMMES UNDER THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS ACT, 2001

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
1. LAND FOR CAMPUS/URBAN	• Less than 1/2 Acres	1 Acre	• 1 - 2 Acres	• 2 -3 Acres	• 3 Acres
2. LAND: RURAL	• Less than 3 Hectares	• 3-5 Acres	• 5 - 10 Acres	• 10 – 15 Acres	• 20 Acres or over
3. TENANCY AGREEMENT	2 years	4 years	5 years	8 years	10 years
4. GOVERNANCE:					
(v) Staff Appointment	• Not appointed/elected	• Not formally appointed/elected	• In process of formalising appointment/election	• Appointed/ Elected by delegated Authority	Appointed/Elected by legal Authority
(vi) Student Unions	• Not appointed/elected	• Not formally appointed/elected	• In process of formalising appointment/election	• Appointed/ Elected by delegated Authority	Appointed/Elected by legal Authority
(vii) Management	• Does not meet with staff	• Meets with staff	• Consults with staff and students	• Meets and follows up an issue	• Respects Administrative structures

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
5. UTILITIES					
i) Water supply	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
ii) Electricity	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
iii) Telephone	None at all	In few buildings	In 50% of buildings	In 75% of buildings	In all buildings
6. PLACE OF WORSHIP	Off campus more than 2 km	Off campus accessible within 2 km	Off campus accessible within 1 km	On campus 1 denomination	On campus more than 1 denominations
7. WORKSHOP	1m <sup>2</sup> per student	2m <sup>2</sup> per student	3m <sup>2</sup> per student	4m <sup>2</sup> per student	5m <sup>2</sup> per student
8. INFRASTRUCTURE					
(i) Classroom space	• 0.8m <sup>2</sup> per over 5 students	• 0.8m <sup>2</sup> per 4 students	• 0.8m <sup>2</sup> per 1 student	• 1.6m <sup>2</sup> per one student	• 2.0m <sup>2</sup> per one student
(ii) Library space	• 1m <sup>2</sup> per over 5 students	• 0.8m <sup>2</sup> per 4 students	• 0.8m <sup>2</sup> per 1 student	• 1.6m <sup>2</sup> per one student	• 2.0m <sup>2</sup> per one student
(iii) Science laboratories	• 0.8m <sup>2</sup> per over 5 students	• 0.8m <sup>2</sup> per 4 students	• 0.8m <sup>2</sup> per 1 student	• 2.0m <sup>2</sup> per one student	• 2.4m <sup>2</sup> per one student
(iv) Computer laboratory	• 0.8m <sup>2</sup> per over 5 students	• 0.8m <sup>2</sup> per 4 students	• 0.8m <sup>2</sup> per 1 student	• 2.0m <sup>2</sup> per one student	• 2.4m <sup>2</sup> per one student
(v) Administrative Staff	• 1 or less m <sup>2</sup> per staff	• 2m <sup>2</sup> per administrative staff	• 3m <sup>2</sup> per one staff	• 4m <sup>2</sup> per administrative staff	• 5m <sup>2</sup> per one staff
(vi) Academic Staff	• 1 or less m <sup>2</sup> per staff	• 2m <sup>2</sup> per staff	• 3m <sup>2</sup> per staff	• 4m <sup>2</sup> per one staff	• 5m <sup>2</sup> per one staff
(vii) Sports field	• 1 field for 3000 or more	• 1 field for 2400 students	• 1 field for 1800 students	• 1 field for 1200 students	• 1 field for 600 registered students

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
(viii) Facilities for the disabled	• No plan at all	• Planning to have	• Only on a few	• All Classrooms	• All Buildings
(ix) Tennis Court, Swimming pool, Volleyball, Hockey and Cricket	• 1 of each field for over 3000 students	• 1 of each field for 3000 students	• 1 of each field for 2400 students	• 1 of each field for each 1800 students	• 1 field for each sport for 1200 students
(x) Conference hall	• One for over 2000 registered students	• One for 1500 registered students	• One for 1000 registered students	• One for 750 registered students	• One for 500 registered students
(xi) Student union offices	• 20m <sup>2</sup> for over 1500 registered students	• 20m <sup>2</sup> for 1200 students	• 20m <sup>2</sup> for 1000 students	• 20m <sup>2</sup> for 500 students	• 20 m <sup>2</sup> for 300 registered students
9. ACADEMIC STAFF					
(a) Staff/student ratio					
General	• 1:60 or more	• 1:50	• 1:40	• 1:30	• 1:20
• Arts/Social Sciences/Business	• 1:70 or more	• 1:60	• 1:50	• 1:40	• 1:30
• Medicine, Veterinary, Pharmacy Dentist	• 1:32 or more	• 1:26	• 1:24	• 1:18	• 1:10
• Science based profession Agriculture, Forestry, Technology	• 1:40 or more	• 1:30	• 1:24	• 1:18	• 1:12
• Other professions – Law, Education, Statistics	• 1:40 or more	• 1:36	• 1:30	• 1:24	• 1:18



<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
(b) Qualifications (staff development)					
• PhD Holders	• Not applicable	• None	• 2% of staff	• 2-5% of staff	• 5% of staff
• Masters Holders	• Not applicable	• 2% of staff	• 5% of staff	• 10% of staff	30% or more of staff
• Bachelors	Less than 20%	20 – 30%	30 – 40%	40 – 50%	50% of staff
• Higher Diploma	More than 50%	40 – 50%	30 – 40%	20 -30%	0-20% of staff
(c) Contact hours for academic staff	• 30 hrs or more a week	• 25 hrs/week	• 20 hrs/week	• 15 hrs/week	• 10 hrs/week
(d) Percentage of part-timers	• Over 50%	• 40%	• 35%	• 30%	• 20% of staff
10. EDUCATION FACILITIES					
• Student: Library book ratio (relevance and diversity)	• Less than 1:5	• 1:5	• 1:10	• 1:20	• 1:30
• Computer: Student ratio	• More than 1:40	• 1:30	• 1:20	• 1:15	• 1:10
• Access to Internet; 1 student: hrs/week	Not applicable	• 1:15 Min/week	1:30 Min/week	• 1:1 hr/week	1:2 hrs/week
11. FINANCIAL STATUS					
• Percentage of budget received	• Less than 50%	• 70%	• 75%	• 80%	100%
• Percentage of deficit over expenditure	• Over 30%	• Less than 25%	• Less than 20%	• Less than 10%	NIL
• Proportion of budget spent on salaries	• Over 60%	• 55%	• 50%	• 45%	40%
• Percentage of income derived from fees	• Over 75%	• 50%	• 45%	• 40%	25-35% of budget

<i>Item</i>	<i>Unacceptable</i>	<i>Can be improved</i>	<i>Acceptable</i>	<i>Good</i>	<i>Ideal</i>
12. GENDER SENSITIVITY	<ul style="list-style-type: none"> <li>• Nothing is being planned</li> </ul>	<ul style="list-style-type: none"> <li>• Council Committee has drafted rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Council has approved a comprehensive list of the rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• 75% of the needed rules and regulations in place</li> </ul>	Comprehensive affirmative action regulation to increase access for women and other disadvantaged groups in place
13. STRATEGIC PLAN	<ul style="list-style-type: none"> <li>• None is being worked on</li> </ul>	<ul style="list-style-type: none"> <li>• Being drafted</li> </ul>	<ul style="list-style-type: none"> <li>• Is before Senate or Council</li> </ul>	<ul style="list-style-type: none"> <li>• Has been approved by governing Council</li> </ul>	Being implemented
14. PUBLICATIONS BY STAFF (The whole institution)	<ul style="list-style-type: none"> <li>• No publication at all</li> </ul>	<ul style="list-style-type: none"> <li>• One article in 4 years</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – 5 articles in 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• 5 – 10 articles in two years</li> </ul>	Over 10 articles a year
15. RESEARCH PROJECTS WON BY STAFF	<ul style="list-style-type: none"> <li>• No consultancy or research a year</li> </ul>	<ul style="list-style-type: none"> <li>• One project won a year</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – 5 projects won a year</li> </ul>	<ul style="list-style-type: none"> <li>• 5 – 10 projects won a year</li> </ul>	Over 10 projects won a year
16. % OF INST. GRADUATES EMPLOYED IN YEAR OF GRADUATION	<ul style="list-style-type: none"> <li>• 15</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>	<ul style="list-style-type: none"> <li>• 30</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> </ul>	100

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