

STATUTORY INSTRUMENT

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THE TERTIARY EDUCATION COMMISSION ACT *(Act No. 8 of 2001)*

THE TERTIARY EDUCATION COMMISSION (TERTIARY EDUCATION INSTITUTIONS) REGULATIONS, 2006 Short title.

In exercise of the powers conferred upon it by section 15 of the Tertiary Education Commission Act, 2001, the Tertiary Education Commission hereby makes the following Regulations:-

PART I-PRELIMINARY

1. In these Regulations, unless the context otherwise requires— Interpre-
tation.

“accreditation” means evidence of ability to meet the standards of academic or professional excellence set by the Commission;

“Commission” means the Tertiary Education Commission established by section 2 of the Act;

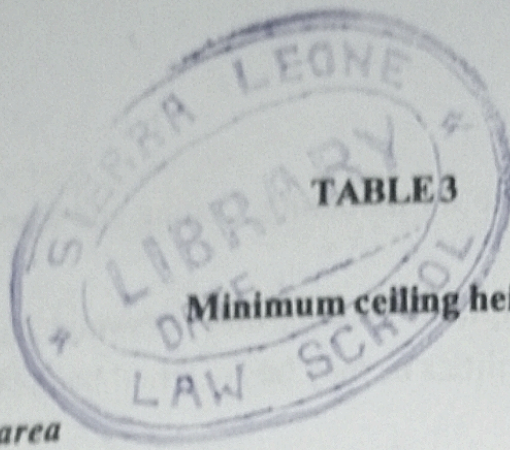
“Executive Secretary” means the Executive Secretary to the Commission appointed under section 10 of the Act;

“foreign institution” means a tertiary education institution registered outside Sierra Leone or a tertiary education institution registered in Sierra Leone and representing or issuing certificates, diplomas or degrees on behalf of the institution registered outside Sierra Leone;

- (ii) one head of department office;
 - (iii) one secretary's office;
 - (iv) one general office for a staff secretary;
 - (v) one office for every member of academic staff;
- (e) academic and non-academic members of staff offices shall have the following minimum floor areas:-
- (i) head of department and professors: 18 square metres,
 - (ii) academic staff: 13 square metres
 - (iii) non-academic staff: 7 square metres

18. A tertiary education institution shall provide adequate central administration offices to accommodate the head administrator and support staff of any institution and each constituent college and in assessing the adequacy of administration offices the following factors shall be taken into account:-

- (a) the total office space provided for use by administrative staff shall not be less than 0.55 square metres of usable office square for every full time student equivalent, provided the minimum total office space provided for the tertiary institution's central administrative is 50 square metres;
- (b) no room used as an administrative office shall be less than seven square metres in area;
- (c) the administrative offices shall be conveniently accessible from the main entrance to the campus so as to serve as the logical reception point for special guests as well as general visitors arriving at the campus.



<i>Functional area</i>	<i>Minimum ceiling height in meters</i>
Reading areas under 10 square metres total floor area	2.3
Reading areas over 10 square metres total floor area.	2.9
Stack area.	2.3

Every building used as a library shall provide sufficient doorways to ensure rapid exit in case of fire or other emergency.

20. Every tertiary education institution shall provide a building facility for public lecture theatre or an assembly hall with adequate seating capacity for 50 per cent of the total student population enrolled.
21. The design of a teaching hospital shall conform to the requirements of the Ministry of Health in providing relevant health services.
22. A tertiary education institution offering Fine Art shall have a studio for drawing from life, general drawing, basic design painting, ceramic and film room; and it shall also have graphic photography print making studio, life painting, composition or still life studios; textile design and weaving, and sculpture studios and the tertiary education institution shall also have—
 - (a) a ceramic glazing and testing laboratory, glass design and technology, silver smelting and jewelry and musicology laboratory;

- (b) workshop space for modeling, casting and woodcarving;
- (c) space for sculpture, garden, outdoor wood burning kilns and such other facilities as may be specified by the Commission;
- (c) studio spaces and drafting room with adequate lighting;
- (e) photo grammetic laboratory
- (f) remote sensing laboratory;
- (g) computing laboratory;
- (h) hydrographic laboratory workshop;
- (i) cartographic workshop;
- (j) photographic laboratory or workshop.

23. A tertiary education institution offering Urban and Regional Planning shall have adequate studio space for every year of study and the institution shall also have a model-making workshop

24. A tertiary education institution offering Building or Building Technology shall have studio space for every year of study and the institution shall also have-

- (a) for every year of study, workshops for carpentry and joinery, mechanical works and welding, masonry and concrete works and electrical wiring and building services;
- (b) laboratory space for each course of study for materials sciences, structures and services;

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"operating a tertiary education institution" includes conducting courses or programmes of study by any method of delivery, whether residential or distance, electronic or print, satellite or similar form of transmission.

Application
for REGI-
TATION:

2. (1) Any person or foreign institution who wishes to establish a tertiary education institution or offer tertiary education shall apply to the Commission in the form set out in the First Schedule.

(2) An application under sub-regulation (1) shall be accompanied by the following:—

- (a) the particulars of the applicant and other promoters, directors and other persons having financial or other interest in the application;
- (b) the proposed name, location and academic character of that tertiary education institution;
- (c) the aims and objectives, consistent with the needs of tertiary education in Sierra Leone, for which the institution is to be established;
- (d) the form of governance through which the academic and administrative affairs of the institution is to be conducted;
- (e) an outline of the academic programme or programmes intended to be conducted at the proposed tertiary education institution;
- (f) the academic resources (including finances, staff, library services and equipment) appropriate to and adequate for the proposed academic programme or programmes to be conducted at the proposed institution which have been or can be procured and the manner in which these will be maintained on a long term basis.

- (g) a timetable indicating the steps expected to be taken in the next three years towards the realization of the aims and objectives for which the tertiary education institution is to be established; and
- (h) the fees set out in the Second Schedule in relation to the corresponding category of institution.

(3) The Commission shall not process any application under sub-regulation (1) unless the requirements of sub-regulation (2) are complied with.

(4) The Commission shall inspect and verify all available evidence in respect of the resources indicated in the application.

(5) All costs related to the inspection and verification shall be borne by the applicant.

3. Where the Commission is satisfied that—

Establishment
of tertiary
education
institution.

- (a) the particulars given under paragraph (a) of sub-regulation (2) of regulation 2 do not in any way reproduce or otherwise duplicate the name of an existing or prospective tertiary education institution;
- (b) the resources declared under paragraph (f) of sub-regulation (2) of regulation 2 are available or are likely to be available;
- (c) the applicant is following realistic plans to achieve the aims and objects for which the institution is to be established;
- (d) the institution, when established is likely to attain and maintain standards for the physical facilities set out in the Third Schedule on a long-term sustainable basis;

- (e) the establishment of the institution is in the interest of tertiary education in Sierra Leone.

it shall advise the Minister to approve the establishment of the tertiary education institution .

Certificate of registration and register.

4. (1) The Commission shall, after the Minister has given approval for the establishment of a tertiary education institution, issue to the applicant a certificate of registration set out in the Fourth Schedule in respect of that institution.

(2) A certificate of registration issued under sub-regulation (1) shall be for a period of one year and shall, subject to these Regulations, be renewed on the payment of the appropriate fee.

(3) The Commission shall keep a register in which shall be recorded the names of tertiary education institutions in respect of which certificates of registration have been issued.

Institutional standards.

5. (1) The Commission shall set out in respect of each tertiary education institution the following standards:-

- (a) the minimum entry requirements for admission to any certificate, diploma or degree programmes being offered or intended to be offered;
- (b) the minimum number and duration of programmes at the certificate, diploma or degree level that ought to be offered;
- (c) the minimum and maximum number of students that must be enrolled in each programme before it can be offered or efficiently maintained;
- (d) the standards of proficiency assessed in terms of content and contact hours, which students are expected to attain in respect of a certificate, diploma or degree programme;

- (b) the tertiary education institution has effectively organized adequate human, physical, financial and other resources into an educational programme comparable to that of similar tertiary education institutions authorised to operate in Sierra Leone,

it shall accredit the institution.

(6) Where the Commission refuses to accredit a tertiary education institution, the Commission shall not entertain another application from the same institution within two years of the refusal unless good cause is shown:

Provided that the Commission shall not accept or entertain any application under regulation 8 if that application has twice been considered and refused.

Effect of accreditation.

10. (1) The certificates, diplomas and degrees conferred in respect of programmes of instruction offered in or by a tertiary education institution to which accreditation has been granted under these Regulations, shall be recognised as of comparable and equivalent merit to similar certificates, diplomas, and degrees awarded in respect of programmes offered in and by tertiary education institutions throughout Sierra Leone.

(2) Accreditation granted under regulation 9 shall be valid for a period of three years unless revoked.

Obligation of accredited tertiary education institutions.

11. (1) Every accredited tertiary education institution shall-

(a) ensure-

(i) that the institutional standards prescribed in regulation 5 are, at all times, maintained;

(ii) that all lawful instructions issued by the Commission or any other authority empowered to do so under the Act are

7. (1) All buildings and other physical facilities used by a tertiary education institution to accommodate tertiary activities shall provide adequate fire safety.
- (2) All buildings and other physical facilities shall conform to standard practices with regard to fire resistance, means of fire escape, access to fire escape and fire fighting equipment.
8. (1) All buildings used for tertiary education activities shall be provided with adequate, reasonable and easily accessible means of escape in the event of fire.
- (2) All means of fire escape shall be properly maintained and kept free from any obstruction.
9. In every building used by a tertiary education institution as a classroom, lecture theatre, seminar room, auditorium, laboratory, library, dormitory or residential hall, there shall be provided adequate fire fighting equipment such as hose reels, portable fire extinguishers, fire buckets, dry risers, fire hydrants, sprinklers and water storage tanks.
10. Where a tertiary education institution is located outside the area covered by Government or local council fire station, a central fire fighting unit shall be located in a purpose built station forming part of the tertiary service area; and the equipment for the fire station shall be provided by the tertiary education institution for its use.
11. Every tertiary education institution shall be provided with a water supply system for fire fighting; and the water supply needs for emergency fire fighting purposes shall be drawn through the main water supply distribution system via a series of underground hydrants located at regular intervals throughout the site of the institution.
12. Every tertiary education institution shall provide classrooms which are adequate in number and shall be of adequate size; and in establishing the adequacy of classrooms, the minimum floor area per student specified in the following Table 1 shall be provided:-

TABLE 1

Minimum classroom floor area per student

<i>No. of students</i>	<i>Space in square metres with desk and chair</i>	<i>Space in square metres with chairs only</i>
0-29	1.9	1.9
30-39	1.9	1.4
40-59	1.7	1.3
60-99	1.7	1.2
100-149	1.7	1.0
150-299	1.5	0.9

13. The total usable space provided for a classroom shall be at the minimum rate of 0.65 square metre per full time students' equivalent; and the tertiary education institution shall have enough classrooms for every course, and there shall be a minimum of two classrooms to each three year course of study.
14. Every room used as a classroom shall be of sound construction and shall be provided with windows, the effective area of which shall not be less than 20 per cent of the floor area of the room and 75 per cent of the window area shall be openable to external air.
15. No room used as a classroom shall have a height of less than 2.60 metres from floor to ceiling or where there is no ceiling, to the wall plate.
16. Every room used as a classroom shall be provided with adequate, well illuminated writing surface at each seat and a place to set books and papers.

- (b) workshop space for modeling, casting and woodcarving;
- (c) space for sculpture, garden, outdoor wood burning kilns and such other facilities as may be specified by the Commission;
- (c) studio spaces and drafting room with adequate lighting;
- (e) photo grammetic laboratory
- (f) remote sensing laboratory;
- (g) computing laboratory;
- (h) hydrographic laboratory workshop;
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- (b) laboratory space for each course of study for materials sciences, structures and services;

FIFTH SCHEDULE

CATEGORIES OF INSTITUTIONS

Category A

Undergraduate certificates, diplomas, degrees and postgraduate diplomas and degrees.

Category B

Undergraduate certificates and diplomas; and

Undergraduate degrees by affiliation to an approved degree granting institution supervising and examining the approved courses.

Category C

Undergraduate certificate and diploma programmes only.

MADE this 16th day of December, 2005.

PROF. KOSONIKE KOSO-THOMAS,
Chairman,
Tertiary Education Commission.