

## **NATIONAL COUNCIL FOR TERTIARY EDUCATION**

### **GUIDELINES FOR REQUESTING NCTE`S SUPPORT FOR INTRODUCING NEW PROGRAMMES IN PUBLIC TERTIARY EDUCATION INSTITUTIONS**

#### **INTRODUCTION**

The Act establishing the National Council for Tertiary Education (NCTE) enjoins the Council to advise the Minister on the development of institutions of tertiary education in Ghana. The Council is also required to enquire into the financial needs of institutions of tertiary education, and advise the Minister accordingly.

Currently both the National Council for Tertiary Education and the National Accreditation Board (NAB) have roles to play in the introduction and accreditation of new programmes in tertiary education institutions.

It has therefore become necessary to develop guidelines to clarify the respective roles of these two supervisory bodies.

For the avoidance of doubt, a programme is defined as a specialized field of study in a tertiary education institution. A programme consists of a number of courses including both required and elective courses, each having its own individual credit weighting.

#### **Purpose of Guidelines**

The purpose of these guidelines for mounting of new programmes in tertiary education institutions is to prevent duplication of effort at both the system and institutional levels.

NCTE`s support for new programmes should precede the processes leading to programme accreditation, an exercise which is within the remit of the National Accreditation Board. NCTE`s support for commencement of new programmes is not accreditation.

Specifically, the purpose of the guidelines is to:

- Ensure that the objectives of new academic programmes align with national development objectives;
- Determine whether or not public funds should be expended on the programme ; and
- Ensure that the programme aligns with the mission of the institution.

## **National Relevance**

Public institutions requiring government support for new programmes should:

- i. State the objectives and the intended outcomes of the new programme

*The institution should describe what the programme is intended to achieve, as well as the knowledge, skills and competencies that would be acquired by students after graduation.*

- ii. Demonstrate the relevance of the programme to national development by linking the programme to national development objectives.

*The institution should link the programme to development programmes enunciated by the government, and where applicable, the institution should link the programme to the skill needs of the institution's "catchment area".*

- iii. Describe the inadequacies in skills in a particular sector which necessitates the mounting of the new programme;

- iv. Demonstrate how the new programme will assist in overcoming the challenges in that sector.

## **Alignment with the Mission of the Institution**

The institution should demonstrate how the new programme aligns with the mission of the institution as stated in the legislation establishing the institution.

## **The Target Market**

Where applicable, the institution should identify the market for the programme.

*The institution should identify the sections of the population who will access the programme; and the sectors of the economy which will potentially employ the graduates produced by the programme.*

## **Similar Programmes Run By Other Institutions**

The institutions should justify the need for the new programme and demonstrate how unique the new programme is from existing programmes in other institutions.

## **Enrolments**

The institution should make projections of enrolments for the new programme for the first five years. Enrolment projections should not be broken down into male and female projections.

## **Staffing**

The institution should assess the current staffing position; projections on teaching and support staff; and projections of student/staff ratios for the first five years.

- i. The institution should attach the list of staff (full-time [core], full-time [cognate] and part-time) who would participate in the new programme. And if part-time teachers would be employed, the institution should provide evidence that the part-time teachers have obtained permission from their “mother institutions”. The degree(s), duration of study, year of graduation and institutions awarding the degrees should be indicated for each staff listed.*

(See template on Appendix A of Guidelines)

## **Funding of the New Programme**

The institution should analyse the cost implications of the new programme for the first five years and demonstrate how it intends to finance the new programme.

- i. The institution should analyse the recurrent and capital costs associated with the new programme. These should include the cost of equipment, library, consumables and teaching and non-teaching staff.*
- ii. The institution should assess the various streams of income that will be applied to finance the programme.*
- iii. The institutions should also indicate how the funding for the programme can be sustained.*

(See template on Appendix B of Guidelines)

### **Evidence of Practical Training (Competency Based Programmes)**

For competency based programmes (CBT) and other programmes that require practical training such as HND and Bachelor of Technology programmes, among others, the institution should indicate how it intends to collaborate with industry to offer practical training. In so doing, the institution should

- i. Show evidence that industry is willing to admit students for practical training*
- ii. Indicate the duration of practical training*
- iii. Indicate the competencies students are expected to acquire from the training.*

### **Collaboration with Professional Bodies**

For programmes that require collaboration with professional bodies in Ghana (e.g. medicine, nursing, law, etc) the institution should show evidence that the identified professional body is willing to collaborate and license graduates on completion of the programme.

### **Evidence of Approval by NABPTEX (for HND programmes only)**

Institutions must show evidence of approval by NABPTEX for all HND programmes.

### **Number of Copies of Proposals**

Institutions are required to submit ten (10) hard copies and a soft copy of the proposal.

### **Contact Person**

The name, telephone number and e-mail of a contact person for any new programme should be indicated on the proposal.

**APPENDIX A – TEMPLATE FOR LIST OF ACADEMIC STAFF**

**Name of Department:**

**Name of Programme:**

**Name and Qualification of Head of Department:**

No	Name of Staff	Sex	Full time (Core)	Full time (Cognate)	Part Time	Highest Qualification (Year obtained and Awarding Institution)	Area of Specialization	Rank/Years of Teaching Experience	Courses to be taught	Workload (expressed in hours per week per teacher)

\*Full-time (Core) refers to staff appointed as full time staff to the department and teaching the programme to be introduced

\*Full-time (Cognate) refers to staff employed by the University as full time staff but servicing the programme from other departments

**APPENDIX B – TEMPLATE FOR FIVE YEAR FINANCIAL PROJECTION (BUDGETED INCOME AND EXPENDITURE FOR FIVE ACADEMIC YEARS)**

**Name of Department:**

**Name of Programme:**

<i>Projected Student Enrolment</i>					
<b>INCOME</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
<i>Recommended Fees</i>					
<i>Academic Facilities User fees</i>					
<i>Government Subvention</i>					
<i>GETFund</i>					
<i>Donor Grants/Funds</i>					
<i>Others</i>					
<b>EXPENDITURE</b>					
<i>Employee Subvention</i>					
<i>Administrative Costs</i>					
<i>Goods and Services</i>					
<i>Examinations</i>					
<i>Equipment</i>					
<i>Library</i>					
<i>Teaching and Learning Aids</i>					
<i>Others</i>					
<b>TOTAL EXPENSES</b>					
<i>Surplus/Loss (Difference Income and Expenditure)</i>					