HIGHER EDUCATION COUNCIL (HEC)

ACCREDITATION FOR NEW HIGHER LEARNING INSTITUTIONS AND ACADEMIC PROGRAMMES

Process and Requirements

1 WHO SHOULD APPLY?

- ✔ **New Local Private HLIs**
- ✔ **Cross-border / Transnational Institutions**
- ✔ **Existing HLIs needing to start New Campuses / Colleges / Distance learning centres**
- ✔ **Existing HLIs needing to start New Academic Programmes**
- ✔ **Existing HLIs needing approval of Revised Academic Programmes**

2 ACCREDITATION ROADMAP FOR A NEW HLI

Phase 1: Approval to Initiate

1. **Application Forms:** Applicant completes the accreditation forms, available on HEC website: **https://www.hec.gov.rw/publications/ forms**
2. **Submission:** Applicant submits the required documentation through HEC's email: **info@hec.gov.rw**
3. **Completeness Verification:** HEC receives and reviews the application for completeness.
4. **Review Protocols:** HEC Accreditation Division initiates review protocols.
5. **Preliminary Session:** Preliminary planning approval session.
6. **Feedback:** Feedback is provided to the applicant.

KEY REQUIREMENTS (PHASE 1)

- Registration certificate from legal personality for example RDB, RGB, RCA
- Strategic plan of the proposed institution
- Proof of Financial sustainability
- Need assessment / market survey done of the proposed Programmes

Phase 2: Full Accreditation

STEP-BY-STEP SEQUENCE:

1. Application
2. Document Review
3. Physical Assessment
4. Feedback
5. Implementation of Recommendations
6. Follow-up Assessment
7. Accreditation & Student Enrolment

KEY REQUIREMENTS MATRIX:

CATEGORY	REQUIREMENTS
Governance	Chancellor, Governing Body, Executive Organ, Academic Senate
Institutional	Legal Status, Strategic Plan, QA System, Policies
Infrastructure	Classrooms, Laboratories, Library, ICT
Resources	Qualified Academic Staff, Administrative Staff, Financial Sustainability

3 ACCREDITATION ROADMAP FOR A NEW ACADEMIC PROGRAMS

Phase 2: Full Accreditation

STEP-BY-STEP SEQUENCE:

1. Submission of the Proposal Document
2. Approval to Initiate
3. Preparation and Submission of Full Documentation
4. Review and Physical Verification
5. verification of infrastructure & facilities by HEC.
6. Recommendations Report
7. Implementation of Recommendations
8. Implementation of Recommendations
9. Follow-up Assessment
10. Final Accreditation

KEY REQUIREMENTS MATRIX:

Requirements for Accreditation of the New Academic Programme
Curriculum
Infrastructure & facilities
Financial & human resources
Academia–industry partnership

4 ANNUAL INTAKES

INTAKE CYCLE	APPLICATIONS	ASSESSMENT	RESUBMISSION	APPROVAL	ENROLMENT	START
September Intake	January –April	February–May	June	July	August	**September**
January Intake	July –September	August–September	October	November	December	**January**

CONTACT INFORMATION

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