
RECOGNITION OF DEGREE AWARDING INSTITUTES



Guidelines for Recognition as a Degree Awarding Institute as per the provisions available in Section 25A of the Universities Act no. 16 of 1978

A higher education institute which registered as a company under the Company Registration act no. 07 of 2007 or a company registered under the BOI Law or a statutory entity of a government which established by an Act of Parliament which seeks recognition for Degree Awarding Status as per the provisions available in Section 25A of the Universities Act No.16 of 1978, must furnish a Self-Evaluation Proposal prepared as per the guidelines stipulated in **Specified Authority Rules No.01 of 2013** published in the Extraordinary Gazette No.1824/21 dated 22.08.2013.

(The gazette is available at https://www.mohe.gov.lk/images//pdf/20131824-21_E_1.pdf)

What are the major criteria's to be evaluated?

1. Governance

There should be a governance structure with clearly defined hierarchy such as a Board of Governors or Board of Management, an Academic Syndicate who are accountable for administrative, academic and financial matters should be identified and clearly stated.

Required Evidence

- (a) Company Registration under the Provisions of Companies Act, No. 7 of 2007/Board of Investment of Sri Lanka Law, No 4 of 1978 (BOI)
- (b) Memorandum of Association of the Company
- (c) Governance Structure
- (d) Profiles of members of Governing Boards/Academic Boards
- (e) Minutes of Governing Board/Academic Board Meetings (to be inspected during site visits)
- (f) Company Directors' Annual Declarations to the Registrar of Companies/BOI as the case may be
- (g) Official mail, website and electronic mail address of the Institute where official letters can be delivered to
- (h) Any other evidence/document as may be relevant to the Governance

2. Management

The management of a Degree Awarding Institute shall be carried out through the guidance of Standing Committees appointed by the Governing Council/Board of Management, in accordance with the management procedure. Such Committees shall address all issues related to general administration, academic administration, and financial management and disciplinary and welfare matter.

Required Evidence

- (a) Organogram including main divisions of subjects and, responsible official's in-charge of each division
- (b) Corporate/Strategic Plan
- (c) Cadre Positions, Schemes of Recruitment including lists of duties and qualifications required to perform such duties, Service conditions and entitlements, recruitment and

promotion procedures and other applicable matters of each non-academic position in the company

(d) Human Resource Development Plan including Staff Development Plan and Succession Plan of Non Academic grades prepared in line with Corporate/ Strategic Plan

(e) Documented Procedures of administration and lists of duties of staff

(f) Monitoring and Supervision Mechanism including Internal Auditing Plan and External Auditing Information

(g) Annual Reports of last five consecutive years in case² of an already functioning applicant Institute/ Institution

(h) Any other evidence/document as may relevant to the Management

3. Financial Viability

The institute shall have established all physical facilities required to operate as a higher educational institute. The institute must have an administrative complex and facilities for educational activities. These includes administrative complex/ building, lecture rooms, auditorium, student teaching and training laboratories, library, computer facilities, sports and recreational facilities, a cafeteria and rest rooms, and in the case of professional courses, the institution must have its own training institute facility/ hospital or have access to a suitable training facility/ hospital, as the case may be. If the training facility/ hospital is a Government concern, partnership shall have been formalized by means of a Memorandum of understanding and shall be implemented through an Agreement.

Required Evidence

(a) Annual Audited Financial Statements including Balance Sheet and Profit and Loss Statements up to last five consecutive years of the applicant company in respect of an already functioning organization in Sri Lanka

(b) Assets and Liability Statements in respect of a newly established applicant company

(c) Banker's details and last three consecutive years' bank balances certified by authorized officers of respective banks

(d) Corporate Plan/Strategic Plan based financial forecast for the next five consecutive years

(e) Any other evidence/document as may be relevant to the financial viability

4. Physical Resources

The institute shall have established all physical facilities required to operate as a higher educational institute. The institute must have an administrative complex and facilities for educational activities. These includes administrative complex/ building, lecture rooms, auditorium, student teaching and training laboratories, library, computer facilities, sports and recreational facilities, a cafeteria and rest rooms, and in the case of professional courses, the institution must have its own training institute facility/ hospital or have access to a suitable training facility/ hospital, as the case may be. If the training facility/ hospital is a Government concern, partnership shall have been formalized by means of a Memorandum of understanding and shall be implemented through an Agreement.

Required Evidence

- (a) Lease Agreement/s or the Deed/s of the Land/s and Building/s where the Institution/Institute shall be functioning (Applicant need to submit these documents before completion of the Subject Review)
- (b) Infrastructure Master Plan of the Institution or the Institute
- (c) Memoranda of understanding and agreement's with partner institution (i.e., Teaching Hospitals/Training Institutions)
- (d) Physical facilities available for administration and academic faculties/units - (i) lecture theatres, tutorial rooms, laboratories for practical classes, and facilities; (ii) clinical/in-plant training
- (e) Common amenities such as library, computer centre/ unit, gymnasium and recreational facilities, a cafeteria and rest rooms, etc.
- (f) Any other evidence/document as may be relevant to the physical resources

5. Academic Planning and Development and, Process and Quality Assurance System

The institute shall clearly demonstrate its capacity to plan and conduct academic training programmes that would meet the standards and quality assurance criteria defined by the SCAQA. This includes availability of qualified academic and technical staff for academic development and planning, teaching/training material development, and conduct educational programmes and examinations and institutional arrangements for internal and external quality assurance mechanisms and procedures.

Required Evidence

- (a) List of Academic Study Programmes currently offered
- (b) Prospectuses/Handbooks/Brochures giving details on Academic Study Programmes
- (c) Credit and Qualification Framework of Academic Study Programmes
- (d) Qualification Descriptors of individual Academic Study Programmes
- (e) Subject Benchmark Statements of Academic Study Programmes
- (f) Details of contents of courses/modules
- (g) Internal and External Quality Framework and Procedures;
- (h) Codes of Practice
- (i) Human Resource Development Plan
- (j) Any other document or evidence as may be relevant to Academic Planning and Development

6. Academic and Research Competencies of Staff (overall)

The Institution shall have minimum number of academic staff on permanent basis or on long-term contracts. The academic staff must possess basic and post-graduate qualifications from recognized Universities in the relevant field together with sufficient teaching experience. They also should have information and a plan for academic and non-academic cadre positions, suitable staff development programme, continuing professional development. Moreover, the academic staff should possess competencies and demonstrate continuous engagement in research and development.

Required Evidence

- (a) Academic cadre positions
- (b) Academic/professional qualifications of the staff
- (c) Human Resource Development Plan including Staff development programme/continuing professional development and Succession Plan of Academic Staff ;
- (d) Staff/student ratio
- (e) Institutional arrangement to promote research and development such as Research Committees
- (f) Evidence of staff interaction with Industry
- (g) Database of research and research publications
- (h) Annual Reports of the Institute in which Academic Research and Competencies of Staff have been highlighted
- (i) Any other evidence or document as may be relevant to the competencies of staff.

Section 25A of the Universities Act No.16 of 1978

Notwithstanding anything to the contrary in any other provision of this Act, the Minister may, subject to the provisions of section 70C, by an Order (hereinafter Recognition of referred to as a "Degree Awarding Institute Order") recognize, any Institution as a Degree Awarding Institute for the purpose of developing higher Education in such courses of study in such branches of learning as are specified in such Order and subject to such conditions as may be specified therein. Degree Awarding Institutes. [Inserted a new section as 25A, 7 of 1985 & substituted by Act, No. 24 of 1988]