FIJI HIGHER EDUCATION COMMISSION
APPLICATION FOR RECOGNITION
(Sections 16 and 30 of the Higher Education Promulgation 2008)

Name of Institution

Category of Institution
(Please choose a number from the table at the back of this form)

APPLICATION CHECKLIST

☐ Completed Application form for Recognition
☐ Certified true copy of the certificate of Registration or other documentation related to legal entity status
☐ Documents on procedures and policies that relate to academic integrity and honesty
☐ Information relating to governing body including its relationship to the owners or financial sponsors and its terms of reference and membership
☐ Organisational chart and an explanation of the relationships and reporting lines among key positions and structure
☐ Documents on student grievance policy and procedure

FOR OFFICIAL USE

Fees Paid __________________ Receipt Number __________________ File Number __________________

Receiving Officer __________________ Signature __________________ Date _____ / _____ / 20____

Comments:


Decision

<table>
<thead>
<tr>
<th>Approved</th>
<th>Recognition Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Approved</td>
<td>Certificate Number</td>
</tr>
</tbody>
</table>

Name of Director: __________________ Signature: __________________

Date: _____ / _____ / 20____
A. DETAILS OF INSTITUTION

A.1  Institution

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Business Name(s)</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Business Address</th>
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<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Tel:</th>
<th>Fax:</th>
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<table>
<thead>
<tr>
<th>Web Address (if any)</th>
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<table>
<thead>
<tr>
<th>Email Address (general)</th>
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</tbody>
</table>

A.2  Type of Institution

Indicate the type of institution by placing a tick beside the descriptor.

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>✔️ (Tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td>Institute of Technology</td>
<td></td>
</tr>
<tr>
<td>School of Medicine</td>
<td></td>
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<tr>
<td>School of Nursing</td>
<td></td>
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<tr>
<td>Teacher Training Institute or College</td>
<td></td>
</tr>
<tr>
<td>School of Agriculture</td>
<td></td>
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<tr>
<td>Computer Training School</td>
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<tr>
<td>Police Academy</td>
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<tr>
<td>Army Training School</td>
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<tr>
<td>Vocational School</td>
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<tr>
<td>School of Hospitality</td>
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<tr>
<td>Catering School</td>
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<tr>
<td>Language School</td>
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<tr>
<td>Bible College</td>
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<tr>
<td>Aviation School</td>
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</table>

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>✔️ (Tick)</th>
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<tbody>
<tr>
<td>Hairdressing School</td>
<td></td>
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<tr>
<td>Beauty Therapy School</td>
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<tr>
<td>Care giving School</td>
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<tr>
<td>Performing Arts School</td>
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<tr>
<td>Sports Academy</td>
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<tr>
<td>Theological School</td>
<td></td>
</tr>
<tr>
<td>Seminary</td>
<td></td>
</tr>
<tr>
<td>Others (Please specify)</td>
<td></td>
</tr>
</tbody>
</table>

A.3  Details of Authorized Officer:

(The authorized officer is a senior manager of the institution)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
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<thead>
<tr>
<th>Postal Address</th>
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<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Tel:</th>
<th>Fax:</th>
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| Mobile: |
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<table>
<thead>
<tr>
<th>Email Address</th>
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<tbody>
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</tbody>
</table>
A.4 Authorized Contact Person (if different from A3 above):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Postal Address</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Tel:</th>
<th>Fax:</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
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</tbody>
</table>

A.5 Education and/or Training Locations:

Indicate below the details of all locations in Fiji where the institution plans to deliver or is delivering courses. Details of agents are to be shown if the institution intends to deliver courses through an agency arrangement.

<table>
<thead>
<tr>
<th>Location No. 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td></td>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Tel. No.</th>
<th>Fax No.</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Agency Arrangement (Check box)</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of Agent</th>
</tr>
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<tbody>
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</table>

| Programme(s) to be offered at this site | |
|-----------------------------------------| |
|                                        | |

<table>
<thead>
<tr>
<th>Location No. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
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<td></td>
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<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Tel. No.</th>
<th>Fax No.</th>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Arrangement (Check box)</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Name of Agent</th>
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</tbody>
</table>

| Programme(s) to be offered at this site | |
|-----------------------------------------| |
|                                        | |

3
<table>
<thead>
<tr>
<th>Location No. 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
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</tr>
<tr>
<td><strong>Business Address</strong></td>
<td></td>
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<tr>
<td>(including Street Address)</td>
<td></td>
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<tr>
<td><strong>Contact Numbers</strong></td>
<td></td>
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<tr>
<td>Tel. No.</td>
<td>Fax No.</td>
</tr>
<tr>
<td><strong>Agency Arrangement</strong></td>
<td></td>
</tr>
<tr>
<td>(Check box)</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Name of Agent</strong></td>
<td></td>
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<tr>
<td><strong>Programme(s) to be offered at this site</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Location No. 4</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
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<tr>
<td><strong>Business Address</strong></td>
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<tr>
<td>(including Street Address)</td>
<td></td>
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<tr>
<td><strong>Contact Numbers</strong></td>
<td></td>
</tr>
<tr>
<td>Tel. No.</td>
<td>Fax No.</td>
</tr>
<tr>
<td><strong>Agency Arrangement</strong></td>
<td></td>
</tr>
<tr>
<td>(Check box)</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Name of Agent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Programme(s) to be offered at this site</strong></td>
<td></td>
</tr>
</tbody>
</table>
B. CRITERIA FOR RECOGNITION

B.1 Criteria 1 - Legal Status

(a) How is the institution legally constituted? (Check box)

☐ A company registered under the Company’s Act

☐ Other form of legal entity (e.g. statutory body, trust). Please indicate below (e.g. Act, Royal Charter).

Attach to this section, a copy of the certificate of registration and or other documentation related to legal entity status.

*Name this attachment as Certificate of Registration*

(b) If registered under the Company’s Act, indicate the registration number.

(c) Indicate below the owners of the institution (e.g. individual(s), shareholders, trustees, members). Indicate if foreign-owned and include foreign ownership details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Ownership: (check box)

Locally owned ☐

Foreign owned ☐

Locally and Foreign owned ☐

(d) Has the institution ever operated as a training institution or organization?

Yes ☐ No ☐

If Yes, state briefly the institution’s history as an educational institution.
B.2 Criteria 2 - Goals and Culture

(a) State the vision, mission and goals of the institution in the space below.

Attach to the back of this section any documentation or material that articulates the vision, mission and goals of the institution.

Name this attachment as Documentation on Vision, Mission and Goals

(b) Does the institution have policies and procedures which promote academic integrity and honesty and free intellectual inquiry in the teaching, research (if applicable) and scholarship activities of the institution?

Yes [ ] No [ ]

If Yes, attach to the back of this section any documentation of policies and procedures that relate to academic integrity and honesty, and free intellectual inquiry.

Name this attachment as Policies and Procedures on academic integrity and honesty

B.3 Criteria 3 - Corporate Governance and Organizational Arrangements

(a) Does the institution have a legally constituted governing body (e.g. a board) to govern the institution and confer awards? (check box)

Yes [ ] No [ ]

If Yes, name the governing body.

Attach to the back of this section information relating to the governing body including its relationship to the owner(s) or financial sponsors and its terms of reference and membership.

Name this attachment as Information on governing body, financial sponsors, terms of reference and membership

(b) Does the institution have an organizational structure that ensures that structures and arrangements are in place to ensure the management of all key aspects of a quality higher education institution?

Yes [ ] No [ ]

If Yes, attach to the back of this section an organizational chart and an explanation of the relationships and reporting lines among key positions and structure.

Name this attachment as Organizational chart and explanation of relationships
B.4 Academic Governance and Quality Assurance

(a) Does the institution have arrangements for its academic governance? If so, explain briefly in the space below.

(b) How do the academic governance arrangements provide for the development, dissemination and monitoring of academic policies related to academic standards? Explain briefly in the space below.

B.5 Finances and Management

(a) Does the institution have the financial capacity and viability to sustain quality higher education programmes and courses? If so, explain briefly in the space below.
(b) Does the institution have a strategic plan? If so, list its major outputs in the space below.


B.6 Staffing

(a) Is the institution appropriately staffed to ensure that it achieves its mission and goals?

Yes  
No

Complete the table below to show the number employed in the 3 categories of staff.

<table>
<thead>
<tr>
<th>Staff Category</th>
<th>No. of Permanent Staff</th>
<th>No. of Contract or Casual Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management/Administration Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic/Teaching Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B.7 Students Tuition and Grievances Arrangements

(a) Indicate below what tuition arrangement is there to safeguard the interests of students should there be a winding up of a course(s) or the institution?


(b) Attach to the back of this section the student grievance policy and procedures including any costs to students.

*Name this attachment as Document on student grievance policy and procedures*
FIJI HIGHER EDUCATION COMMISSION

DECLARATION

I, ____________________________________________________________,
[full name of authorized officer]

the ____________________________________________________________,
[designation of the authorized officer]

of the ________________________________________________________,
[name of the institution]

do solemnly and sincerely declare that the information contained on the preceding pages is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable for prosecution.

Declared at __________________________}    ………………………………………………………[Signature]
this _______________ day of}       
____________________________, 20____.}             (To be signed in front of the witness)

Official Stamp of the Institution

Before me:

_______________________________________    ……………………………………………………
[Full name of witness**]
[Signature of witness]

Occupation _____________________________

Address: _____________________________    Date: __________________________
______________________________________    Phone No. ________________
______________________________________
______________________________________

** This declaration can only be witnessed by a legal practitioner
## Table on Category of Higher Education Institutions

<table>
<thead>
<tr>
<th>Category Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vocational Institution</td>
</tr>
<tr>
<td>2</td>
<td>Local Higher Education Institution conferring single awards up to diploma level</td>
</tr>
<tr>
<td>3</td>
<td>Local Higher Education Institution conferring multiple awards up to diploma level</td>
</tr>
<tr>
<td>4</td>
<td>Overseas Higher Education Institution conferring multiple awards up to diploma level</td>
</tr>
<tr>
<td>5</td>
<td>Local Higher Education Non-University Institution or Non Degree-awarding Institute of Technology conferring awards up to degree level</td>
</tr>
<tr>
<td>6</td>
<td>Overseas Higher Education Non-University Institution or Non Degree-awarding Institute of Technology conferring awards up to degree level</td>
</tr>
<tr>
<td>7</td>
<td>Overseas University or Degree-awarding Institute of Technology</td>
</tr>
<tr>
<td>8</td>
<td>Local University or Degree-awarding Institute of Technology</td>
</tr>
</tbody>
</table>