



FIJI HIGHER EDUCATION COMMISSION
APPLICATION FOR RECOGNITION
 (Sections 16 and 30 of the Act and regulation 10(1)(a))

Name of Institution	
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Category of Institution (Please choose a number from the table at the back of this form)	
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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		
Approved	Recognition Number	
	Certificate Number	
Not Approved		

Name of Director: _____ Signature: _____

Date: _____ / _____ / 20 _____

A. DETAILS OF INSTITUTION**A.1 Institution**

Name of Institution		
Business Name(s)		
Postal Address		
Business Address		
Contact Numbers	Tel:	Fax:
Web Address (if any)		
Email Address (general)		

A.2 Type of Institution

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

Type of Institution	(Tick)	Type of Institution	(Tick)
University		Hairdressing School	
Institute of Technology		Beauty Therapy School	
School of Medicine		Caregiving School	
School of Nursing		Performing Arts School	
Teacher Training Institute or College		Sports Academy	
School of Agriculture		Theological School	
Computer Training School		Seminary	
Police Academy			
Army Training School		Others (Please specify)	
Vocational School			
School of Hospitality			
Catering School			
Language School			
Bible College			
Aviation School			

A.3 Details of Authorised Officer:

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

Name		
Position		
Postal Address		
Contact Numbers	Tel: Mobile:	Fax:
E-mail Address		

A.4 Authorised Contact Person (if different from A3 above):

Name	
Position	
Postal Address	
Contact Numbers	Tel: Fax: Mobile:
Email Address	

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.

Location No 1	
Name	
Business Address (including Street Address)	
Contact Numbers	Tel: Fax:
Agency Arrangement (Check box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Agent	
Programme(s) to be offered at this site	

B. CRITERIA FOR RECOGNITION

B.1 Criteria 1 - Legal Status

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

- A company registered under the Companies Act 2015
- 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 Companies Act 2015, indicate the registration number.

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

Name	Position	Country of Citizenship

Ownership: (check box)

Locally owned

Foreign owned

Locally and Foreign owned

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

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 (eg a board) to govern the institution and confer awards? (check box)

Yes

No

If Yes, name the governing body.

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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 organisational 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.

Staff Category	No. of Permanent Staff	No. of Contract or Casual Staff
Management/Administration Staff		
Academic/Teaching Staff		
Support Staff		
Total		

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 authorised officer]

the _____, [designation of the authorised officer]

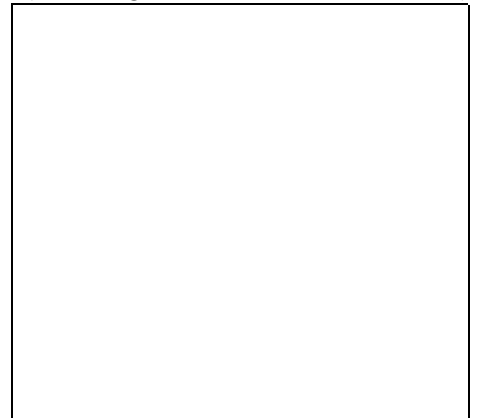
of the _____, [name of the institution]

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 _____ }
this _____ day of }
_____, 20____. }

.....
[Signature]

(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

Category Number	Description
1	Vocational Institution
2	Local Higher Education Institution conferring single awards up to diploma level
3	Local Higher Education Institution conferring multiple awards up to diploma level
4	Overseas Higher Education Institution conferring multiple awards up to diploma level
5	Local Higher Education Non University Institution or Non Degree-awarding Institute of Technology conferring awards up to degree level
6	Overseas Higher Education Non-University Institution or Non Degree awarding Institute of Technology conferring awards up to degree level
7	Overseas Higher Education Institution
8	Local Higher Education Institution