



Established by Act No. 12 of 2004

NATIONAL ACCREDITATION COUNCIL OF GUYANA

GENERAL

CONDITIONS FOR MAINTENANCE OF REGISTRATION

OF

POST SECONDARY AND TERTIARY INSTITUTIONS

General Conditions for Maintenance of Registration for Post-Secondary and Tertiary Institutions

The following Conditions of Registration (hereinafter referred to as the “Conditions”) apply to all post-secondary and tertiary institutions registered with the National Accreditation Council of Guyana. These conditions outline a registered institution’s obligations after registration.

A. GENERAL PROVISIONS:

- A.1 A registered institution enjoys legal authority to operate a post secondary or tertiary level institution in accordance with the provisions of the Act and these Conditions. The registration of a post-secondary or tertiary institution does not confer accredited status and shall not be deemed to convey other approval or consent which may be required by any other law, rule, regulation, ordinance or order.
- A.2 Registered institutions shall abide by all conditions of registration.
- A.3 These conditions are effective on the date of registration and thereafter.
- A.4 National Accreditation Council (NAC) reserves the right to amend these Conditions from time to time and will give prior notice to all registered and eligible institutions.
- A.5 The conditions applicable to any post-secondary or tertiary institution may be varied, added to or revoked at any time and as considered appropriate by NAC either in general or in respect of particular matters.
- A.6 Registration is non-transferable.

B. POWERS OF THE NATIONAL ACCREDITATION COUNCIL:

The NAC may, at its discretion, suspend, revoke or cancel a post secondary or tertiary institution’s registration for:

- B.1 Failure to comply with these conditions;
- B.2 Failure to comply with all applicable laws or orders of any public authority with jurisdiction over the institution's business or affairs;
- B.3 Providing false, fictitious, misleading or incorrect information to the NAC or any other public authority;
- B.4 Failure to fulfill any of the recommendations made by the NAC as a result of an application made for registration of an institution.

C. SUBSTANTIVE CHANGES : INTERPRETATION

- a) Unless the context otherwise requires and except as varied or otherwise specified below, words and expressions which are defined in the Act or in Application for Registration shall have the same meanings when used herein.
- b) "substantive changes" are changes made after registration and include, within limitations:
 - i. Any significant change in the mission, vision or goals of the institution;
 - ii. Any change in the legal status, form of control or ownership of the institution;
 - iii. Any addition of programmes that represent a significant departure, in either content or method of delivery, from those that were offered at the time of registration.
 - iv. The initiation of delivery of 60% or more of a programme's contract hours through distance education or electronic media.
 - v. The addition of programmes at a qualification or credential level above that which is included in the institution's current registration;
 - vi. The establishment of additional sites or campuses from which programmes are to be offered.

- c) “time of registration” means, in relation to a particular applicant, the date of issuance to the date of expiration of a Certificate of Registration issued by the NAC to the applicant, except under conditions where registration was suspended, revoked or cancelled.

D. A REGISTERED POST-SECONDARY OR TERTIARY INSTITUTION SHALL NOT:

- a) Make any substantive change without the approval of the NAC;
- b) Present to prospective students or any other section of the public, misleading, false or fraudulent information relating to any programme, employment opportunity, opportunity for further study or opportunities for enrollment at the institution, or in respect of that institution’s registration and/or accreditation status, with the NAC.

E. A REGISTERED POST-SECONDARY OR TERTIARY INSTITUTION SHALL:

- a) At all times comply with all laws, the Act, any regulations or rules made under the Act, as well as these Conditions as the same may be amended from time to time;
- b) Apply consistently those quality assurance procedures approved at registration and at all times maintain the standards and integrity.
- c) Submit an Institution Annual report (IAR) to the NAC in a prescribed format one month or less before the anniversary date on which registration was granted.
- d) Display its Certificate of Registration conspicuously at all its campuses;
- e) Inform NAC immediately of any issue which impacts on the validity or integrity of its Registration;
- f) Incorporate any amendments or developments in the NAC’s quality assurance framework for registered post –secondary and tertiary institutions, as communicated to the institution from time to time;
- g) Facilitate visits, if requested, by the NAC as part of its role in monitoring the institution’s activities and the effectiveness of its programmes as registered with the NAC;

- h) Facilitate visits by the NAC to investigate any complaints by stakeholders made against the registered institution;
- i) Respond promptly to any request for information, statement of concern, complaint or other communication received from the NAC;
- j) Use only the name under which the institution has registered with the NAC in all marketing or advertising;
- k) Maintain adequately physical, financial and human resources for the satisfactory conduct of the programmes of instruction presented in its application for registration;
- l) Must receive prior approval to offer any post-secondary or tertiary programme not approved at the time of registration.

F. ACCREDITATION OF REGISTERED INSTITUTIONS:

A Registered Institution must apply for accreditation of its programme(s) within the year of its first registration. If after two years of registration an institution's programme(s) is/are not accredited for any reason, then the NAC may invoke its powers to revoke its registration.