



**Levy
Mwanawasa
Medical
University**

AFFILIATION, ACCREDITATION & SYNDICATED EXAMINATIONS GUIDELINES

Affiliation to Levy Mwanawasa Medical University

Affiliation Objectives

- a. To conduct affiliations to the LMMU for health training institutions in the Country;
- b. To monitor and evaluate teaching and learning standards at affiliate institutions;
- c. To moderate course work and final marked examinations; and
- d. To facilitate the LMMU's role in underwriting and awarding of diplomas and officiating at the affiliate TI's graduation ceremonies.

Services to the Affiliate Training Institution

The relationship aims at promoting growth for both LMMU and affiliate training institution (TI) and ultimately high quality of learning and teaching standards in the health training institutions. The quality control activities conducted by the Affiliation Accreditation Syndicated Examination (AASE) COUNCIL on behalf of the LMMU shall include:

- a. Evaluating and approving curricula designed by the affiliate TI;
- b. Moderating course work and examination results;
- c. Approving examination results;
- d. Monitoring recruitment of academic staff into the TI's to ensure that only qualified staff are recruited;
- e. Underwriting and awarding diplomas to deserving TI's candidates;
- f. Officiating at TI's graduation ceremonies;
- g. Providing faculty development workshops and courses in medical education; and
- h. Monitoring and evaluating teaching and learning standards at affiliate TI.

Responsibilities of the Affiliate TI

- a. Designing and revising the programmes, curriculum and syllabi;
- b. Designing and revising teaching materials;
- c. Acquiring teaching materials such as books and other equipment;
- d. Teaching;
- e. Setting and marking of course work and examination;
- f. Ensuring faculty development in teaching and learning skills for their staff and students;
- g. Compiling and submitting final course work and examination results to the LMMU AASE Council for forwarding to appropriate organs of the LMMU for processing and approval;
- h. Enrolling students and recruiting staff for the programmes and maintaining the students and the staff both materially and financially; and
- i. Through their sponsoring bodies, funding the affiliation activities

Procedure for Applying for Affiliate Status

1. The TI must apply by submitting the following to the LMMU AASE Council of the LMMU:

- a. Letter of intent;
- b. Programme(s) to be affiliated;
- c. Curriculum of the programme(s);
- d. Staff list and their qualifications; and
- e. Admission requirements for trainees.

2. The LMMU AASE Council before recommending to the Senate will undertake an inspection exercise to assess:

- a. Staffing, this covers the numbers of staff in post, their qualifications;
- b. Trainees, this covers admission requirements;
- c. Curricula, this includes inspection of timetables, records of work, samples of assignments and tasks given to students;
- d. Teaching materials i.e., textbooks, lecture notes, references etc;
- e. Teaching resources, i.e., library workshop, laboratories etc.;
- f. Duration of programme;
- g. Assessment regulation governing pass, fail, referral and deferred status;
- h. Support infrastructure (physical);
- i. Recreational facilities; and
- j. Funding arrangements for affiliation activities

Criteria for Affiliation

Before recommending to the Senate of the LMMU the affiliation of a programme/TI the LMMU AASE Council shall satisfy itself that:

- a. Candidates have reached specified minimum academic and/or professional entry qualifications prior to being registered for a particular course of study leading to the particular award;
- b. The curricula being taught at the TI wishing to submit candidates are designed in accordance with the medical education principles approved by the LMMU AASE Council and the Levy Mwanawasa Medical University;

- c. There are enough numbers of teaching staff who have the qualifications and competence to teach at the level of the particular award who are involved in the academic decision-making process;
- d. The TI is well equipped with facilities for study, training, library, laboratories, training equipment and recreation to a standard suitable for Senate approval; and
- e. The institution has the capacity to meet the affiliation expenses, with regard to LMMU AASE Council and LMMU expenses:
 - i. Application fees
 - ii. Curriculum review fees
 - iii. Annual retainer fees
 - iv. Annual inspection fees
 - v. Course and examination moderation fees
 - vi. Certificate underwriting fees
 - vii. Graduation attendance expenses

The LMMU Affiliation, Accreditation and Syndicated Examinations Council

The LMMU Affiliation, Accreditation and Syndicated Examinations (LMMU AASE) Council will provide oversight of LMMU's affiliation, accreditation, syndicated examinations and underwriting functions. The Office of Medical Education Development (OED), Open Distance Learning Unit (ODL), Academic Office and Examinations Office will form the constituent offices and officers of the LMMU AASE.

Members of the LMMU AASE Council

The membership to the AASE Council will include the following:

- i. The Dean School of Medicine and Clinical Sciences;
- ii. The Dean School of Public Health and Environmental Sciences;
- iii. The Dean School of Health Sciences;
- iv. The Dean School of Nursing;
- v. The Director Institute of Basic and Biomedical Sciences;
- vi. The Registrar Zambia Colleges of Medicine and Surgery (ZACOMS);
- vii. Nominated member Health Professions Council of Zambia (HPCZ);
- viii. Nominated member General Nursing Council of Zambia;
- ix. Nominated member Higher Education Authority;
- x. Deputy Registrar Academic (LMMU) (Secretary); and
- xi. Three (3) Elected representatives of the affiliated and accredited training institutions.

Note: Chairmanship of LMMU AASE Council will rotate among the Deans/Director.

Committees of the LMMU AASE Council

- (a) The Executive Committee
- (b) The Board of Examiners

The Executive Committee

The Executive Committee will consist of the Chairperson of AASE Council, the deans and the director of the basic and biomedical sciences institute. A vice-chairperson shall be elected amongst the members. The Deputy Registrar Academic as Secretary to the Council.

The terms of reference for the Executive Committee will include

- (1) Oversee the AASE Council Secretariat;
- (2) Formulate and execute an Annual Budget;
- (3) Set affiliation, accreditation and examination fees; examiner allowances; appoint examiners;
- (4) Implement policies of AASE Council;
- (5) Draw up a calendar of examinations, Board of Examiners Meeting, and publication of examination results;
- (6) Serve as the Consultancy body, on behalf of AASE Council;
- (7) Develop and update affiliation, accreditation, examination policies, guidelines for examinations; guidelines for the Board of Examiners consideration of results;
- (8) Undertake tasks as directed by the Council; and
- (9) Represent AASE Council.

The Board of Examiners

The AASE Council will convert to the Board of Examiners when considering examination results. The Chairperson of the Board of Examiners will be the Chairperson of AASE Council. The Deputy Registrar Academic will serve as Secretary to the Board and will present the results to the Board for discussion.

The terms of reference of the Board of Examiners will include:

- (a) Consideration of Syndicated Examinations results; and
- (b) Recommend candidates for award of diplomas; recommend candidates comment on examinations, that is graduate, pass, fail, repeat, exclude etc.

LMMU AASE Council Secretariat/Syndicated Examinations Office (SEO)

The Office of Medical Education Development (OED), Open Distance Learning Unit (ODL), Academic Office and Examinations Office will form the constituent offices and officers of the LMMU AASE Secretariat.

Syndicated Examination Office (SEO)

The AASE Council Secretariat will convert to a Syndicated Examinations Office for examinations responsibilities. In part, the SEO (LMMU) is mandated to make rules as to:

- (a) The fees payable to the Council thereof;
- (b) The holding of examination referred to:
 - (i) The appointment and remuneration of examiners, moderators and invigilators;

- (ii) The entry and disqualification of candidates for examination;
- (iii) The fees payable to the Council by candidates for examination; and
- (iv) The publication of results of examination.

The SEO will have its qualification (of member institutions) admitted as qualification of TI's affiliated to LMMU.

SEO - Examinations Secretary

The Examinations Secretary will be the principal officer of the SEO. The LMMU AASE Council will superintend over the daily activities of the Secretariat. The Examinations Secretary will be appointed from among the officers of the Office of Medical Education Development (OED), Open Distance Learning Unit (ODL), Academic Office and Examinations Office of LMMU.

The Main Functions of the Secretariat will include:

- a. Administer examinations, i.e. draw up a calendar of examinations; appoint examiners; administer examinations; allocate candidates SEO examination numbers; allocate SEO diploma numbers to graduating students;
- b. Disseminate SEO policies to all member institutions;
- c. Execute the Executive Committee's functions;
- d. Implement recommendations of the Council, the Executive Committee, and the Board of Examiners;
- e. Serve as Secretary on all SEO meetings; cause minutes to be written, circulated and filed;
- f. Be the custodian of the SEO seal, diplomas, and property of SEO;
- g. Publish results and issue SEO diploma numbers; and
- h. Liaise with member institutions and the AASE COUNCIL on graduation activities

Affiliation & Syndicated Examination Fees

1. Affiliation fees, as approved by the LMMU AASE Council, are levied per student in the programmes that are affiliated. Where they are less than 50 students a minimum affiliation fee is set for each year. Affiliation fees are received once per intake of students for the period of study of the programme. The LMMU AASE Council is responsible for setting the affiliation fees. The affiliated TI shall collect affiliation fees on behalf of AASE COUNCIL. All affiliation fees will be forwarded, by the Institution, to the AASE COUNCIL (LMMU).
2. Examination fees will be paid by each registered student of an affiliated TI in accordance with LMMU AASE Council examination schedules and approved fees. Upon the TI submitting the list of candidates scheduled to sit LMMU Syndicated Examinations, each candidate is allocated an LMMU SEO Number. Candidates pay examination fees by two categories, that is, Basic Candidates and In-service sponsored candidates. The examination fees recompense for setting examinations, invigilator fees, marking expenses, board of examiners sitting allowances, and SEO overheads.