



Procedure for Managing Appeals against Accreditation Decisions

EIZ-E16-P

REVISION No. 0: 21 November 2025

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 2 of 7

TABLE OF CONTENTS

DEFINITIONS	3
1. DOCUMENT CUSTODIAN.....	4
2. PURPOSE OF THIS DOCUMENT.....	4
3. APPEAL PROCEDURE.....	4
REVISION HISTORY	7

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 3 of 7

DEFINITIONS

For the purpose of this policy:

Act means the Engineering Institution of Zambia Act No. 17 of 2010.

Appeal Committee means a committee constituted in terms of Rule 5.

Appellant means the education provider who is the applicant in Rule 1.

Council means the Council of the Engineering Institution of Zambia established in terms of Section 8 of the Engineering Institution of Zambia Act No. 17 of 2010.

Engineering Accreditation Committee means a committee with delegated power of Council to make decisions on education programmes, to grant accreditation with or without conditions and to withhold or withdraw accreditation.

Provider means a higher education institution that provides engineering education programmes.

Registrar (Registrar & CEO) is the person appointed in terms of Section 10(1) of the Engineering Institution of Zambia Act No. 17 of 2010.

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 4 of 7

1. DOCUMENT CUSTODIAN

The custodian of this document is the Research Policy and Standards Division. The Regulatory Functions Division is responsible for its implementation.

2. PURPOSE OF THIS DOCUMENT

The Engineering Institution of Zambia Act (No. 17 of 2010) defines appeal procedures for persons aggrieved by decisions regarding registration and disciplinary matters. The Act does not make explicit provision for appeals against accreditation decisions. Decisions by the Engineering Institution of Zambia (EIZ) in regard to the accreditation of higher education programmes affect both the providers of the programmes and their students and graduates. Natural justice, therefore, dictates that an appeal mechanism relating to adverse accreditation decisions should be open to providers of programmes.

This policy follows the approach of the EIZ policies on appeals against registration and disciplinary decisions. The policy is guided by the First Schedule, Part 1 Section 3(1) that allows the Council to delegate powers to its committees but does not permit the delegation of power to hear an appeal. This policy prescribes the procedure for appeals by education providers against decisions of the Engineering Accreditation Committee in terms of the policy in document **EIZ-E01-P**.

This policy applies to appeals after the accreditation decision has been conveyed to the provider by the CEO. The policy does not provide for appeals before the Engineering Accreditation Committee has considered the report and recommendation of the accreditation team.

3. APPEAL PROCEDURE

In the normal course of events and in terms of its procedures, the Engineering Accreditation Committee must

- consider the findings and recommendations of the team together with any representations made by the provider;

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 5 of 7

- make the decision in terms of the powers delegated to it by the Council; and advise the provider of its decision accordingly.

If a provider is aggrieved by the decision of the Engineering Accreditation Committee in relation to one or more of its programmes, the following procedure must be followed:

1. The provider may appeal to the Council by lodging such an appeal in writing with the CEO within 30 days of the date on which the provider was notified by the CEO of the decision of the Engineering Accreditation Committee.
2. Such an appeal must be in writing and must set out the grounds on which the provider seeks to rely. The necessary information to support these grounds must be provided.
3. The CEO may grant an extension of time for the lodging of an appeal for reasons deemed sufficient and reasonable.
4. The CEO must submit the appeal together with all documentation lodged with the appeal to the Engineering Accreditation Committee within 14 days of receipt and request the Committee to examine the grounds for the appeal and to furnish its comments to the CEO within 21 days after receipt of the request. The Chairperson of the Engineering Accreditation Committee must determine the process by which the Engineering Accreditation Committee formulates its comments.
5. The CEO must appoint an Appeal Committee that consists of no more than four members from a panel of persons pre-approved by the Council. These persons must be appropriately qualified to hear the particular case under appeal. No appointed member of the Appeal Committee may be a member of the Committee from which the original decision emanated or a member of the team that visited the provider.
6. The CEO must designate the Chairperson from the members of the Appeal Committee.
7. After receipt of the comments of the Committee referred to in Rule 4, the CEO must immediately submit the appeal in question with all supporting

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 6 of 7

documentation and comments to the Appeal Committee for consideration. At the same time and in consultation with the members of the Appeal Committee, a date and venue for considering the appeal must be determined.

8. The Appeal Committee must invite the appellant to present his/her case and may call on a representative of the committee referred to in Rule 4 to present the views of that committee.
9. The Appeal Committee must consider all evidence presented and reach a decision by majority vote. This decision will have the status of a recommendation. If there is an equality of votes, the chairperson has the casting vote.
10. The CEO must, without delay, submit the recommendation of the Appeal Committee to the Council for decision at its next scheduled meeting. If such a meeting is not scheduled to take place within 60 days of receipt of the appeal, the CEO must, in consultation with the President of Council, convene a special meeting of Council as soon as practicable.
11. The Council may confirm, vary or revoke the recommendation of the Appeal Committee or reach its own decision. The CEO must notify the appellant of the decision and provide him/her with adequate reasons for its decision within 21 days.
12. Any member of Council who was a member of the accreditation team or the Committee that made the decision being appealed may not vote on the appeal at Council.

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: EIZ-E16-P	Revision No.: 0	Effective Date: 21/11/2025	
Subject: Procedure for Managing Appeals against Accreditation Decisions			
Compiler: R. Kalangu	Approving Officer: D. Kamungu	Next Review Date: 20/11/2027	Page 7 of 7

Revision Number	Revision Date	Revision Details	Approved By
Draft A	22 October 2025	First draft by working group	
Revision 0	21 November 2025	Published for official use	Registrar

The Procedure for:

Managing Appeals against Accreditation decisions

Revision 0 has been reviewed for adequacy by the Technical and Quality Manager and is approved by the Registrar and Chief Executive Officer.



.....
Technical and Quality Manager

18/11/2025
Date.....



.....
Registrar and Chief Executive Officer

21/11/2025
Date.....

CONTROLLED DISCLOSURE

When downloaded for the EIZ Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

