



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

ACCESS
to
INFORMATION
MANUAL

2025

TABLE OF CONTENTS

ABBREVIATIONS	ii
1. INTRODUCTION	1
2. AIMS AND OBJECTIVES.....	1
3. SCHOOLS.....	2
4. CENTRES AND INSTITUTES	2
5. AFFILIATES	3
6. VISION	3
7. MISSION	3
8. CORE VALUES	3
9. STRATEGIC PILLARS.....	5
10. AVAILABILITY OF THIS MANUAL AND CONTACT DETAILS.....	5
11. FUNCTIONS AND STRUCTURE OF KUHeS (ORGANOGRAM)	6
11.1 The Chancellor.....	7
11.2 The Council.....	8
11.3 The Senate	8
11.4 The Vice Chancellor	8
11.5 Executive Management.....	8
11.6 Management	8
11.7 Student Representative Council.....	8
12. INFORMATION FOR DISCLOSURE	8
12.1 Information that is Readily Available for Public Access.....	9
12.2 Records that May Be Requested.....	9
12.3 Records that May Be Requested through Access to Information Act ..	10
12.4 Information that can not Be Disclosed.....	10
13. PROCEDURE FOR ACCESS TO INFORMATION	11
14. INTERNAL REVIEW	11
15. TIMEFRAME.....	11
16. APPENDICES.....	13

ABBREVIATIONS

UNIMA	University of Malawi
COM	College of Medicine
KCN	Kamuzu College of Nursing
KUHeS	Kamuzu University of Health Sciences
ATIA	Access To Information Act

1. INTRODUCTION

Kamuzu University of Health Sciences (KUHeS) started its operations on 4th May 2021 through a merger of College of Medicine (COM) and Kamuzu College of Nursing (KCN), former constituent Colleges of the University of Malawi (UNIMA). This follows the decision of the Government of Malawi to delink UNIMA colleges into three new public universities. KUHeS was established under the Kamuzu University of Health Sciences Act no. 20 of 2019. It is a Health and Allied Sciences University that intends to educate and graduate excellent health professionals that are globally competent but locally relevant. KUHeS prides itself on Excellence and believes that knowledge should be shared freely and responsibly. Thus, KUHeS is committed to promoting transparency, ethical conduct, and inclusive practices in all aspects of our academic endeavors.

The Access to Information Act (ATIA) of 2020 provides for the right of access to information in the custody of public and relevant private institutions; the processes and procedures related to obtaining that information; and to provide for matters connected therewith or incidental thereto. One of the requirements for ATIA for information holders is the development of an information manual. Therefore, this manual is in compliance with the ATIA section 16 (1) and its purpose is to provide the procedure to access information held by KUHeS.

2. AIMS AND OBJECTIVES

The aim of the University is to competitively impart knowledge and produce transferable skills by engaging in teaching and learning, research, consultancy and application of knowledge, skills and aptitudes to meet professional needs of society at national, regional and global levels.

The objects of the University shall be to:

- a. Generate knowledge and evidence which will influence policy for advancement and development of better health care and related programmes at all levels.

- b. Develop qualified and skilled human resources for health and related disciplines committed to addressing national health challenges whilst contributing to the global health agenda.
- c. Establish a conducive teaching and learning environment for health-related disciplines wherein staff and students feel secure to work independently and collaboratively.
- d. Provide an opportunity of acquiring higher education to all persons without discrimination.
- e. Contribute towards national development through research-based community outreach and engagement activities.
- f. To promote and nurture a culture of entrepreneurship, invention and innovation in health service delivery.
- g. To develop partnership with industries and other stakeholders for the generation, transfer, adoption and application of health-related technologies and
- h. Foster capacity for independent critical thinking and informed intellectual discourse among students

3. SCHOOLS

The University has 5 Schools as stated below:

- i. School of Life Sciences and Allied Health Professions
- ii. School of Nursing
- iii. School of Maternal Neonatal and Reproductive Health
- iv. School of Global and Public Health
- v. School of Medicine and Oral Health

Each of the Schools have different departments within which specific programmes are offered and offer opportunities of educating and shaping healthcare professionals.

4. CENTRES AND INSTITUTES

The University has the following Centers and Institutes:

- i. Malaria Alert Centre (MAC)
- ii. Centre for Reproductive Health (CRH)
- iii. Teaching and Learning Development Centre (TLDC)
- iv. Africa Centre of Excellence in Public Health and Herbal Medicine (ACEPHEM)
- v. Centre of Excellence in Ethics and Governance (CEEG)
- vi. Institute of Research and Postgraduate Studies (IRPS)

5. AFFILIATES

- i. Malawi Liverpool Wellcome Trust
- ii. Malawi Epidemiology and Intervention Research Unit
- iii. John Hopkins Project
- iv. Blantyre Malaria Project
- v. Malawi College of Health Sciences

6. VISION

A world class University and Centre for Excellence in Health education, research and innovation.

7. MISSION

To advance knowledge, professional competencies, skills and innovations in health sciences through high-quality student-centred and innovative education and research that responds to national and influences global/national policy in health and development needs in an efficient, sustainable and result-oriented manner.

8. CORE VALUES

KUHeS is guided by the following core values that are shared to achieve excellence.

- a. **Care:** The University believes that client-centred service delivery is central to the provision of academic services that meet the needs of students and society. This requires incorporating the views of all the key stakeholders

when designing, implementing, and evaluating academic programs. The University will prioritize empathy, compassion, and support for the well-being of our community members.

- b. **Entrepreneurship:** The University seeks to inculcate a culture of self-reliance among faculty and students to bring about innovations that transform the health and education sectors. The University will foster a culture of creativity, risk-taking, and initiative to drive innovation and transformative change.
- c. **Excellence:** The University will strive to meet or exceed prescribed standards when discharging its core functions.
- d. **Freedom of thought and expression:** To spur innovations and promote mindset change, the University shall safeguard freedom of thought and expression, as permitted in the Constitution of Malawi, and allow individuals to hold and express their opinions, beliefs, and ideas without fear of censorship, punishment, or discrimination.
- e. **Innovation:** The University shall invest in ventures that support the discovery and communication of breakthrough and foundational ideas that bring about positive transformation in society.
- f. **Integrity:** The University shall inculcate and promote a culture of honesty, fairness, respect, and strict adherence to professional and scholarly ethics standards among staff and students.
- g. **Self-directed Learning:** The University shall promote the use of available and emerging technologies and resources to promote continuous self-directed learning among students and staff so that they are able to address societal needs in a constantly changing environment.
- h. **Professionalism and Ethics:** The University shall promote professionalism and ethics. These standards of conduct and moral principles govern individuals' behaviour in a professional context.
- i. **Respect for diversity:** Consistent with the non-discrimination provisions of the Malawi Constitution, the University shall serve and treat everyone equally regardless of ethnicity, creed, gender, or any other social

characteristic and ensure that no one is left behind in the pursuit of academic excellence and innovation.

- j. **Teamwork:** The University shall promote multi- and interdisciplinary collaboration when discharging its core function to ensure high-quality and timely outputs that meet the aspirations of students, clients, and society.

9. STRATEGIC PILLARS

The KUHeS Strategic Plan is hinged on the following 8 Pillars:

Pillar 1: Teaching and learning

Pillar 2: Research, Innovation and Consultancy

Pillar 3: Health Services and Community Outreach

Pillar 4: Financial Management and Resource Mobilization

Pillar 5: Governance and Management

Pillar 6: Partnership and Networking

Pillar 7: Student Welfare

Pillar 8: Staff Welfare

10. AVAILABILITY OF THIS MANUAL AND CONTACT DETAILS

In compliance with section 12 of the ATIA, KUHeS appointed an Information Officer (IO) to assist in overseeing the implementation of the law. This manual can be accessed through the Information Officer and the contact details are as follows:

No.	Name & Position	Information officer designation	Contacts
1	Esther Masi	Marketing and Communications Manager	emasi@kuhes.ac.mw
2	Sera Makondetsa Chilora	Communications Officer	smakondetsa@kuhes.ac.mw

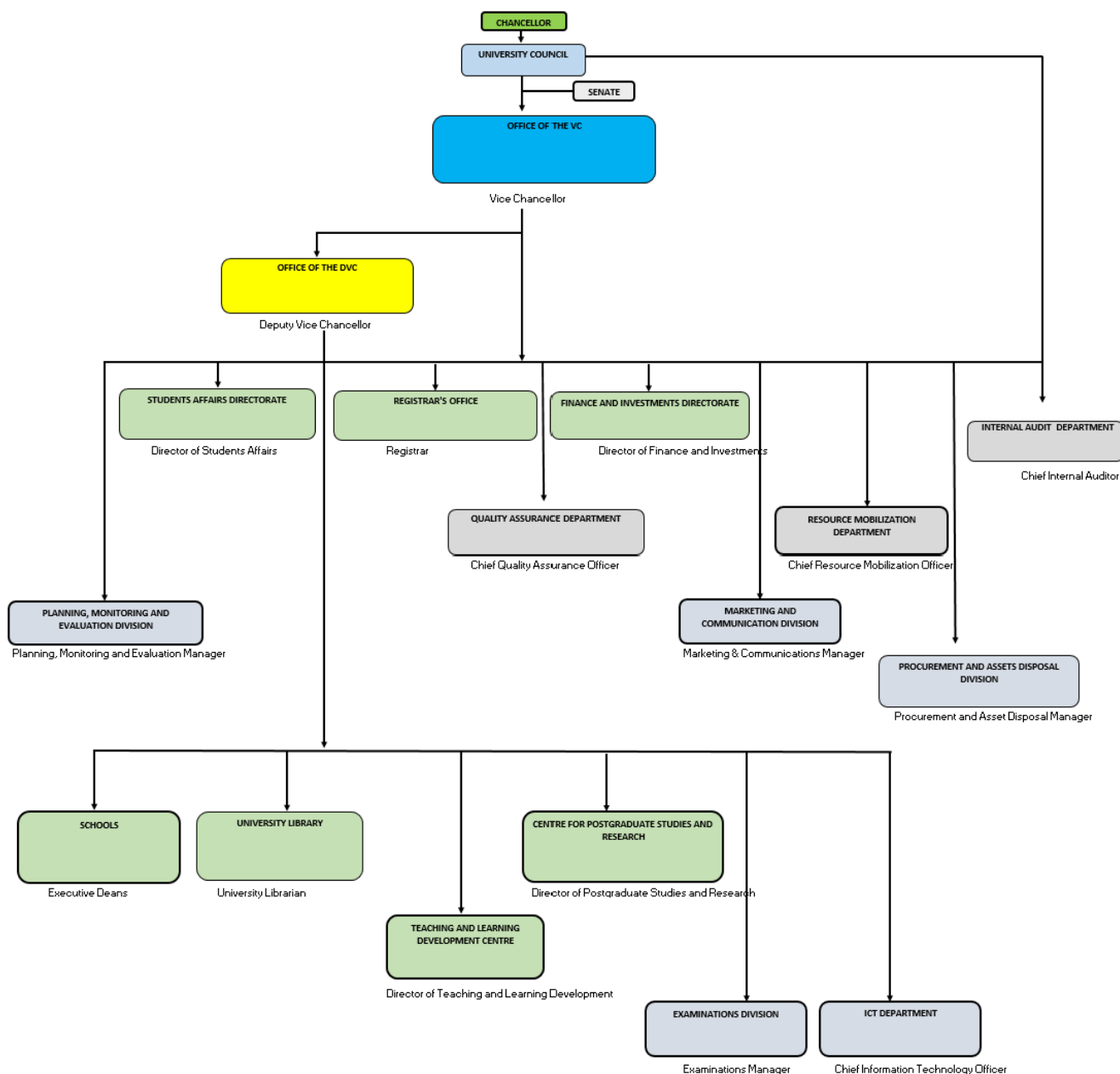
The manual is also available at the KUHeS Campus Receptions, the offices of the Registrar, Executive Deans, Heads of Departments and Sections and on the following online platforms:

- a. KUHeS website (www.kuhes.ac.mw)
- b. KUHeS Social Media pages:
 - i. **Facebook:** kuhesmw
 - ii. **Linkedin:** kuhes-mw
 - iii. **X:** @kuhes_mw
 - iv. **Instagram:** @kuhes_mw

11. FUNCTIONS AND STRUCTURE OF KUHeS (ORGANOGRAM)

The University's governance structure is set up as follows:

ORGANIZATIONAL STRUCTURE FOR KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)



11.1 The Chancellor

The Chancellor is the titular head of the University as provided under section 18 of the KUHeS Act of 2019

11.2 The Council

It is the governing body of the University and exercises general supervisory responsibility over all the affairs of the University including its relations with the public.

11.3 The Senate

Senate is the supreme decision-making body on academic matters and is responsible for regulating such matters as academic standards, approval of curriculum and academic programs.

11.4 The Vice Chancellor

The Vice Chancellor is the Chief Executive Officer of the University.

11.5 Executive Management

The KUHeS Executive Management is responsible for the day-to-day operations of the University including formulation and implementation of the University's corporate funds budgets policies and work plan. It comprises the Vice Chancellor, Deputy Vice Chancellor, Director of Finance and Investments, Registrar, and Director of Student Affairs.

11.6 Management

Management comprises the Vice Chancellor, Deputy Vice Chancellor, Director of Finance and Investments, Registrar, and Directors of Student Affairs, University Librarian, Executive Deans and Director of Institute of Research and Postgraduate Studies.

11.7 Student Representative Council

Responsible for representing student needs and welfare.

12. INFORMATION FOR DISCLOSURE

This section provides categories of information that the public can access from KUHeS in accordance with Section 15 of ATIA.

12.1 Information that is Readily Available for Public Access

The following information is readily available for access by the public through enquiry to the Information Officer, as well as on KUHeS online platforms:

- a. Any information contained in any publicly accessible online platforms of KUHeS.
- b. The vision, mission and objectives of the University.
- c. The statutes, rules, regulations and policies of the University.
- d. The organogram/structure of the University, including names and offices of office-bearers.
- e. Programmes and courses offered by the University.
- f. Admission requirements, application forms, fees, and any other information necessary to facilitate public engagement with the University in the promotion of its objectives.
- g. KUHeS Annual Report
- h. Some research and academic initiatives that the University is involved in;
- i. Records of merit award or special mentions;
- j. Records of extracurricular activities
- k. Student Statistics
- l. Audited Financial Statements,
- m. Affiliations and Partnerships
- n. Any information published by the University in any books, magazines, brochures or other material form that has been made available to the public by the University.

12.2 Records that May Be Requested

The following personal information is available without recourse to the Act only if requested by the person that the information pertains to directly (i.e., the Requester is requesting access to his/her own personal information):

- a. Academic records
- b. Records of disciplinary hearings and/or verdicts
- c. Graded papers submitted by the Requester in the course of his/her academic pursuits

Please note that this list is merely a general indication of information possessed by KUHeS, but that it will not necessarily be made available without approval following University procedures and regulations.

12.3 Records that May Be Requested through Access to Information Act

Documents that have not been mention above shall be requested through the procedures and dictates provided by this manual and the Access to Information Act

12.4 Information that can not Be Disclosed

The following information although the list is not exhaustive cannot be disclosed to the public:

- a. Legally privileged information for individuals in line with Section...
- b. Investigations that is still underway in relation to the university.
- c. Information concerning tendering and bidding before the conclusion of the entire process.
- d. Whistle blowers (informants) concerning any kind of malpractice such as corruption, human rights violation etc.
- e. Information in relation to cases that are still in court
- f. Recruitment process before conclusion thereof.
- g. Information likely to endanger the life, health or safety of a person once disclosed.
- h. Any other information as prescribed by the ATIA

13. PROCEDURE FOR ACCESS TO INFORMATION

KUHeS shall comply with procedures for access to information as stipulated in Part V of the ATI Act.

Forms for requesting access to information have been provided in the appendices section. The forms can also be accessed on the University online platforms.

14. INTERNAL REVIEW

- a. An information seeker who has been denied access to information, has a right to apply for an internal review, through the IO orally or in writing.
- b. The application shall be made using Form 5 (Request for Internal Review of a Decision Form).
- c. KUHeS Internal review committee shall consist of at least three members of Management excluding the IO.
- d. If the information seeker is not satisfied with the decision made by the internal review committee, the information seeker is at liberty to make an application for an external review to Malawi Human Rights Commission.

15. TIMEFRAME

- a. KUHeS shall acknowledge receipt of a request for information from an information seeker within 5 working days.
- b. KUHeS will notify the information seeker of its decision to either grant or deny access to information within a period of 15 working days from the date of a formal request receipt.
- c. If access is granted, the information seeker is expected to access the information within 30 days following communication from KUHeS to access the information.
- d. In the event of a denial of access to information, an application for internal review shall be made by the information seeker within 60 days.

- e. The internal review procedure will be completed within a maximum of 21 days from the date of receiving the request.

16. APPENDICES

PROJECTS UNDERWAY

1. Construction of Administration Office Block at Mahatma Ghandi Campus, Blantyre.
2. Construction of Skills Lab at Lilongwe Upper Campus, Lilongwe
3. Construction of Confucius Centre at Lilongwe Upper
4. MTIMA
5. The University of SALAMANCA Kingdom
6. University of Liverpool and the Liverpool School of Tropical Medicine
7. Partners in Hope
8. University of Glasgow
9. Queen Elizabeth Central Hospital
10. Kamuzu Central Hospital
11. London School of HYGIENE and Tropical Medicine
12. The Peace Corps
13. Lake Malawi Anglican University (LAMAU)
14. The Public Health Institute of Malawi through the Government of the Republic of Malawi Ministry of Health
15. The Pentecostal Life University in Malawi
16. Telkom Networks Malawi PLC (TNM)
17. The Pharmacy and Medicines Regulatory Authority (PMRA)
18. Mzuzu Central Hospital
19. SOPHIA University Japan
20. University of Dundee
21. ERASMUS
22. MAREN
23. UNICEF
24. Educational Commission for foreign Medical graduates
25. Flinders University
26. Karolinska Institutet

27. Medic to Medic
28. The University of Melbourne
29. Flinders University of South Africa
30. The School of Medicine of the University of St Andrews

FORM 1
REQUEST FOR ACCESS TO INFORMATION

PART A: PARTICULARS OF INFORMATION HOLDER

Name of the institution/ information holder.....
Address of the institution/ information holder.....
Location (District/Town/City/TA/Village).....

PART B: PARTICULARS OF INFORMATION SEEKER

Full Name:.....
Date of birth.....
Sex.....
National ID Number:.....
Postal address.....
Physical address.....
Telephone number.....
Email address.....

PART C: PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS
MADE (To be completed if request is being made on behalf of another person
that indicates that you are authorized to act for the other person) Particulars of
person on whose behalf the request is made (Please attach any documentation)

Name:
Address:
.....
Identity Number:

PART D: PARTICULARS OF INFORMATION BEING SOUGHT

Provide details about the nature of information being sought and justification.

Include relevant details that can help in retrieving the information, such as source, author, date of publication, etc.

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Explain the purpose for which you seek this information and why it is important that the Information should be provided to you.

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PART E: FORMAT OF INFORMATION BEING REQUESTED

State the format in which you want to access the information, e.g. print, electronic etc.

1. Normal print version (.....)
2. Braille print version (.....)
3. Other (state other preferred format)

Signed atthis.....day of 20.....

Signature of the information seeker.....

FORM 5

REQUEST FOR INTERNAL REVIEW OF A DECISION

PART A: PARTICULARS OF INSTITUTION/INFORMATION HOLDER WHOSE
DECISION IS A SUBJECT OF THIS REQUEST

Name of institution/information holder.....

Address of institution/information holder.....

Location (District/Town/City/)

Email Address.....

Telephone.....

PART B: PARTICULARS OF THE INFORMATION SEEKER

Full Name:.....

Date of birth.....

Sex..... National ID Number.....

Postal address.....

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Physical address.....

Telephone number.....

Email address.....

PART C: PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS
MADE

(To be completed if a request is submitted on behalf of another person)

Particulars of person on whose behalf the request is made

Full Name:.....

Date of birth.....

Sex.....

National ID Number.....

Postal address.....

Physical address.....

Telephone number.....

Email address.....

Reason(s) for representing the information seeker

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PART D: SUMMARY OF REQUEST

(Provided to you. Give reasons why you disagree with the decision of the information officer) Provide a summary of your request for information and why the information should be

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PART E: TYPE OF ASSISTANCE REQUESTED

(Whom the request for information was addressed) (Describe the type of assistance that you are looking for from the Head of the Institution

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Signed atthis..... day of 20

Signature of the information seeker.....

Attach copies of the following documents if available:

1. The request for information Form
2. The information officer's response to the request for access to information