



NURSING AND
MIDWIFERY COUNCIL
OF ZAMBIA
INDEXING AND
TRANSFER POLICY

2023

FOREWORD

This Policy is intended to provide a technical overview of the procedures on the indexing and transfer of nursing students in the Higher Education Institutions. The processes on indexing and transfers of students includes; NMCZ, HEI's and students. The policy is developed in accordance with the Nurses and Midwives Act No. 10 of 2019 in order to address issues of indexing and transfer of student nurse efficiently and effectively.

Therefore, this policy shall be implemented by NMCZ, HEI's and a student.

All persons and institutions involved in the process of indexing and transferring of the students are encouraged to read this policy carefully and strictly apply it in order to adhere to the set education and training guidelines prescribed by Nurses and Midwives Act No. 10 of 2019.

A handwritten signature in black ink, appearing to read 'P. Katowa'.

Professor Patricia Katowa Mukwato
NMCZ Board Chairperson

ACKNOWLEDGMENTS

Nursing and Midwifery Council of Zambia is therefore expressing its gratitude to the Board, Management and staff for developing this policy.

A special thanks goes to all our stakeholders whose valuable contributions have ensured that the content responded to the emerging trends and challenges faced in the regulation of education and training of nurses and midwives in Zambia is enhanced.



Mrs. Beauty Siansende Zimba
NMCZ Registrar and CEO

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ACRONYMS

NMCZ – Nursing and Midwifery NMCZ of Zambia

HPCZ – Health Professions NMCZ of Zambia

SMS – Short Message Service

FTN – Foreign Trained Nurses

ZAQA - Zambia Qualification Authority

EN - Enrolled Nurse

HEI- Higher Education Institution

NRC- National Registration Card

ECZ- Examination Council of Zambia

1.0 INTRODUCTION

The Nursing and Midwifery of Zambia (NMCZ) is a statutory body established by the Nurses and Midwives Act No. 10 of 2019 (“the Act”). Section 47 of the Act provides for indexing of student nurses and midwives enrolled into a nursing and /or midwifery training programme.

NMCZ and HEI’s believes that, closely regulated student indexing and transfers will promote a sense of professional responsibility, accountability as well as provide a basis for monitoring compliance to the admission criteria for student nurses and midwives. NMCZ is committed to ensuring that the objectives of the Policy are achieved.

This Policy contains information regarding the rationale, benefits and criteria developed by NMCZ in order to provide a standardized framework prescribing the indexing and transfer processes.

This Policy should be read together with the Act, the Nurses and Midwives (Education and Training), Regulations, 2024 and Examination Administration and Management Policy.

2.0. DEFINITIONS OF TERMS

In this Policy, unless the context otherwise requires -

“**Student Indexing**” means a mandatory procedure of registration of students by assigning them a unique identification number which profiles an individual Nursing or Midwifery student’s personal information into the NMCZ’s database and ensures that the students’ qualification for admission into the training programme is based on the approved entry requirements.

“**Student Transfer**” means, the re-allocating a student with earned credits from one institution to another.

“**Current level of training**” means, the stage at which the students are during the training programme.

“**Transfer window**” means, a specific period in a year prescribed by NMCZ during which students can move from one HEI to another.

“**Abuse**” means, any action that intentionally harms or injures another person.

3.0 OBJECTIVES

The main objective of this Policy is to provide clear guidelines to all nursing and midwifery HEI’s and students on the indexing and transfer processes.

The specific objectives of this Policy are as follows:

3.1 To highlight the scope of the Policy for purposes of determining who it is applicable to.

- 3.2 To provide the rationale regarding the importance why students should be indexed and transferred by NMCZ.
- 3.3 To highlight the benefits of student indexing and transfer by NMCZ.
- 3.4 To state the criteria for indexing and transfer of students.
- 3.5 To outline the indexing and transfer processes.

4.0. SCOPE OF THE POLICY

4.1 This Policy shall apply to the following:

1. All students who are enrolled in nursing and midwifery training programmes approved by NMCZ.
2. HEI's offering nursing and midwifery training programmes approved by NMCZ.
3. All foreign trained Nurses and Midwives seeking registration for the purposes of practicing in Zambia.

5.0 INDEXING OF STUDENTS NURSES AND MIDWIVES

A HEI shall, within forty-five days of enrolling a student in a training programme, submit that student's details to the Council for indexing in the prescribed manner and form on payment of a prescribed fee.

5.1. RATIONALE FOR STUDENTS INDEXING

5.1.1. Facilitates tracking of enrolled students during and after training.

5.1.2. Provides identification to enable student's access to practicum sites.

5.1.3. Provides data on enrolled students in training institutions to facilitate forecasting for both training and professional needs within Zambia and beyond.

6.0. BENEFITS OF STUDENT INDEXING

6.1 Benefits of Student Indexing

6.1.1 Benefits to the Student

- i. The indexing guidelines will be beneficial to the students by providing an early link with NMCZ during training.
- ii. It will give them the confidence that they have met the prescribed enrolment criteria and confirm that they are bonafide students in a Nursing and/or midwifery programme approved by NMCZ.
- iii. It gives student access to the practical training sites.

6.1.2 Benefits to NMCZ

Indexing is a mandatory procedure by NMCZ and it is intended to;

- i. Facilitate the tracking of indexed students throughout training, and ensure compliance to the admission, training and student examination requirements.
- ii. Provides tracking of students from enrolment in training and allows for monitoring of student performance, completion rates and provide benchmarks for programme evaluation.
- iii. It will assist NMCZ to document the expected outputs from institutions and plan for registration of nurses and midwives as well as provide essential data input

to the Ministry of Health for planning, distribution and allocation of human resources in the health sector.

- iv. Facilitate registration of foreign trained nurses and midwives.
- v. Training institutions will be able to submit returns on student's indexing to NMCZ.

6.1.3 Benefits to the HEI

- i. Indexing provides data on students enrolled in training institutions to facilitate forecasting for number of teaching staff, acquisition of training requirements, examinations and professional needs of the country.
- ii. Training institutions will be able to measure their own compliance against the entry standards set by NMCZ.
- iii. It strengthens and enhances links between NMCZ and training institutions in relation to student admission and examination requirements.

7.0. CRITERIA FOR INDEXING

7.1 Eligibility Criteria for Indexing Students

7.1.1 Candidates undertaking training in Zambia

The head of the HEI must ensure that the candidates meet the indexing eligibility criteria as stipulated in this Policy before approving the application.

A candidate shall only be eligible for indexing upon meeting all the following criteria:

- i. Possess a verified Senior Secondary Education Certificate or its equivalents with 5 'O' levels at credit or better three of which must be English Language, Mathematics and any Science.
- ii. Possess a certified copy of a National Registration Card or passport for foreigners.
- iii. Be recommended by a duly authorized person at the HEI.
- iv. Be within 90 days after commencement of training
- v. Have a minimum of 16 years of age.
- vi. Be recommended by a duly authorized person at the HEI.
- vii. Payment of the prescribed fees.

7.1.3 Foreign Trained Nurses/ Midwives Intending to Attempt the Licensure Examination

The Foreign trained candidate shall only be eligible for indexing if the requisite requirements are as follows;

- i. Possess a Senior Secondary Education Certificate or its equivalent with 5 'O' levels at credit or better.
- ii. Possess a Senior Secondary Education Certificate or its equivalent with 5 'O' levels at credit or better three of which must be English Language, Mathematics and any Science. This certificate must have been verified with ECZ or ZAQA (Applicable for candidates that obtained their Senior Secondary school certificates in Zambia).
- iii. Possess certified copy of the National Registration Card or passport.
- iv. Have a minimum of 16 years of age.
- v. Have verified transcript of their qualification.

- vi. Have Professional documents i.e., certificate, diploma and degree.
- vii. Produce a certificate of validation of qualifications by the Zambia Qualification Authority (ZAQA).
- viii. Have proof of payment for the prescribed fees.

7.1.3 Foreign Trained Nurses and Midwives Seeking Registration in Zambia

The eligibility criteria for indexing of foreign trained nurses and midwives seeking registration in Zambia shall:

- i. Possess National Identification Card or passport.
- ii. Have a minimum of 16 years of age.
- iii. Possess verified transcript of their qualification.
- iv. Possess professional documents i.e. certificate, diploma, degree, masters and PhD.
- v. Produce a certificate of validation of qualifications by the Zambia Qualification Authority (ZAQA).
- vi. Have registration certificate/Practicing license from their National Regulatory body.
- vii. Pay the prescribed fees.

7.2 Ineligibility for indexing

A student nurse or midwife shall not be eligible for indexing under the following circumstances:

- i. Where one does not meet the indexing criteria
- ii. After 90 days of commencement of training
- iii. Where an application is submitted during the period of examination registration.

8.1 INDEXING PROCESS

A student nurse or midwife shall only be indexed in accordance with the provisions of the Nurses and Midwives Act, 2019 and this Policy. The Council shall give an allowance of another 45 days for administrative.

8.1.1 Application

- i. The application for indexing shall be undertaken within 90 days of commencement of training.
- ii. The mode of application shall be online only.
- iii. The student shall be required to upload the following documents to the application as follows:
 - a. Senior Secondary School Certificate or its equivalent verified by ECZ OR ZAQA.
 - b. Certified copy of NRC for Zambian citizens.
 - c. Clear scanned passport size photo.

- d. Certified copy of Passport (for foreigners).
- e. Certificate of validation of qualification by ZAQA (for foreign trained).
- f. Registration certificate issued by the professional body (for foreign trained nurses/midwives intending to practice in Zambia).
- g. Proof of payment.

8.1.2 Recommendation for approval to index

8.1.2.1. The HEI where the student is enrolled shall submit a recommendation on behalf of the student to NMCZ demonstrating that the student is enrolled for the programme and is eligible for indexing.

8.1.2.2. The HEI shall ensure that all students recommended for indexing have met the enrollment criteria prescribed by NMCZ.

8.1.3 Approval of an Application for Indexing

NMCZ shall issue a student with an Index Certificate bearing a unique Index number upon meeting the set criteria.

8.2. Rejection of index application

NMCZ shall reject any application for indexing that does not meet the eligibility criteria stipulated in the Act.

8.2.1 Reasons for rejection

NMCZ shall reject the application for indexing submitted by HEI's with the following reasons;

- i. Unclear scanned uploaded documents.
- ii. Unverified Senior Secondary School Certificate or its equivalent and/or transcript of results.
- iii. Missing Senior Secondary School Certificate or its equivalent and/or transcript of results.
- iv. Selected wrong learning programme.
- v. Missing NMCZ Enrolled Nurse (EN) certificate for candidates who are upgrading from certificate to diploma in nursing.
- vi. Uncertified copy of NRC or passport.
- vii. Wrong training commencement date.
- viii. Different name appearing on the NRC or passport from the name submitted on the application form.
- ix. Attach Wrong copy of senior secondary school results.
- x. No Certificate of validation of qualification by ZAQA (For foreign trained).
- xi. Missing professional documents (For foreign trained).

9.0 OFFENSES RELATED TO INDEXING

- 9.1 The HEI that does not submit a student's details to NMCZ within 45 days for indexing commits an offence and is liable to a fine not exceeding Three Hundred Thousand penalty units or to imprisonment for a term not exceeding three years, or to both. The Council shall give an allowance of another 45 days for administrative purposes
- 9.2 The HEI that submits a student's details for indexing which do not meet the set criteria shall be liable to an administrative penalty for failure to comply to set standards.
- 9.3 A student who enrolls into a nursing or midwifery training programme without the requisite requirements and supplies details to an HEI for purposes of being indexed shall be liable to an administrative penalty for failure to comply to set standards.
- 9.4 A FTN who intends to be registered in Zambia or intends to attempt the Licensure examination and submits details to NMCZ for purposes of being indexed without meeting the requisite requirements shall be liable to an administrative penalty for failure to comply to set standards.
- 9.5 An individual who intends to attempt the Licensure examination and submits details to NMCZ for purposes of being indexed without meeting the requisite requirements shall be liable to an administrative penalty for failure to comply to set standards.
- 9.6 The HEI that submits a student's details for indexing beyond the prescribed period shall be liable to a penalty imposed by NMCZ.

10.0 STUDENT TRANSFERS

NMCZ shall not recognize any student transfer conducted outside this Policy. All transfers shall be done through the NMCZ portal.

11.0 RATIONALE FOR STUDENTS TRANSFER

A student who intends to move from one HEI to another should apply for a transfer in accordance with the Nurses and Midwives (Education and Training) Regulations, 2024 and this Policy.

11.1 Rationale for student transfer

11.2.1 NMCZ recognizes a student's freedom to train in an HEIs of their choice bearing in mind that a conducive, objective and transparent environment is critical for a student adequate training.

11.2.2 NMCZ therefore, plays a key role in facilitating a student transfer for purposes of tracking the student's movement from one HEI to another as well as monitoring the training progression.

12.0 BENEFITS OF STUDENT'S TRANSFER

- 12.1 Satisfaction with the current school's academic programs, campus culture, or location.
- 12.2 Manageable tuition fees and living expenses.
- 12.3 Student will be able to pursue a different major or career path that was not offered at previous HEI.

12.4 Students will be able to study at a HEI with good reputation.

13.0 ELIGIBILITY CRITERIA FOR TRANSFER OF STUDENTS

13.1 The head of the HEI shall ensure that the students meet the transfer eligibility criteria as stipulated in this Policy before approving the application.

13.1. A student shall only be eligible for transfer upon satisfying the following criteria:

13.1.1 Be in possession of an index certificate.

13.1.2 A clearance form from the HEI the student intends to transfer from. (Appendix 1)

13.1.3 Possess a duly issued transcript of results demonstrating the current level of training.

13.1.4 An acceptance letter from the HEI the student intends to transfer to (Appendix 2).

13.1.5 Payment of the re-indexing fee

13.2 **Ineligibility for Transfer**

13.2.1 A student shall not be eligible for transfer under the following circumstances:

13.2.1.1 Serving a disciplinary sanction resulting in suspension, deferment and expulsion.

13.2.1.2 Deferment by the HEI after failing a progression examination.

13.2.1.3 Deferment by the NMCZ after failing the Competence examination.

13.2.1.4 The last semester of the final year of training

14.0 GROUNDS FOR TRANSFER

14.1A student shall only be able to transfer to another HEI on the following grounds:

14.1.1 Experiencing any form of abuse in the HEI whether by fellow students, teaching staff or any affiliate of the HEI.

14.1.2 Closure of the HEI or withdrawal of the Nursing and Midwifery training programme.

14.1.3 Personal reasons, such as illness with documentation from certified health institution

14.1.4 Any other reason deemed fit by NMCZ.

15.0 STUDENT TRANSFER PROCESSES

15.1 **Transfer Window**

NMCZ shall only process student transfers during the following periods:

a. 1stDecember to 31st January

b. 1st June to 31st July

15.2 **Application Process**

a. The application for transfer shall be done online.

b. The student shall submit an application to transfer to their HEI.

c. The HEI shall process the application within ten (10) days and issue a clearance letter on behalf of the student which shall be forwarded to the HEI where the student intends to transfer to and NMCZ.

- d. The HEI the student intends to transfer to shall upload the acceptance letter within five (5) days.
- e. The HEI to which the student intends to transfer shall submit the application to NMCZ for approval.
- f. NMCZ shall approve the application and transfer the students index number to the new HEI upon proof of payment within fourteen (14) days of receipt of the application from the HEI to which the student intends to transfer to.
- g. Where NMCZ rejects an application, the student shall be informed.

15.3 Approval of an Application for Transfer

NMCZ shall re-issue a student with a new index number and index certificate upon the student meeting the set criteria for a transfer.

15.4 Reasons for Rejection Transfer of Index Number

15.4.1 NMCZ shall reject any application that does not meet the transfer eligibility criteria as stipulated in this Policy.

15.4.2 Reasons for rejection of transfer shall include but not be limited to the following

- i. A student having served less than two years after expulsion.
- ii. A student having served less than two years after exclusion from training.
- iii. A student having been deferred for any period of time.
- iv. A student is undergoing disciplinary proceedings which are not yet concluded.
- v. Submitting wrong attachments
- vi. Poorly scanned documents
- vii. A student who is re-sitting Competence examinations
- viii. A student who is in their last semester of the final year of training.

16.0 OFFENSES RELATED TO TRANSFERS

16.1 A student who transfers to another HEI without clearance from their former institution and approval from NMCZ shall be liable to an administrative penalty for failure to comply to set standards.

16.2 A HEI that receives a student who has not been transferred in accordance with the prescribed procedure shall be liable to an administrative penalty for failure to comply to set standards.

16.3 A HEI that deliberately delays or refuses to process a transfer request without justifiable reasons initiated by a student shall be liable to an administrative penalty for failure to comply to set standards.

17.0 TRANSFER OF CREDIT POINTS

Higher Education Institutions should always refer to the HEA and ZAQA guidelines on credit points transfer for both local and foreign students.

APPENDIX 1 – TRANSFER CLEARANCE FORM

NAME OF HEI _____

ADDRESS _____

NAME OF STUDENT _____

STUDENT'S NRC NO. _____

STUDENT'S INDEX NO. _____ INTAKE _____

SEMESTER _____

_____ (Clearing Institution) HAS NO
OBJECTION/OBJECTION TO THE TRANSFER OF THE ABOVE MENTIONED STUDENT'S
INDEX NUMBER FROM _____ TO _____

STATE REASONS FOR REJECTION (IF ANY) BELOW:

APPENDIX 2 – TRANSFER ACCEPTANCE FORM

NAME OF HEI _____

ADDRESS _____

NAME OF STUDENT _____

STUDENT'S NRC NO. _____

STUDENT'S INDEX NO. _____ INTAKE _____

SEMESTER _____

_____ HAS BEEN ACCEPTED TO ENROLL AT
_____ (Receiving Institution) AND WILL
BE PLACED IN _____ INTAKE _____ SEMESTER.

REFERENCES

1. Nurses and Midwives Act, No 10 of 2019.
2. Nurses and Midwives Act (Education and Training) Regulations, 2024.
3. HPCZ (2015) Student Indexing Guidelines, Lusaka available on <https://www.hpcz.org.zm> accessed on 06/11/2023
4. Nurses NMCZ of Zimbabwe (2019) Students indexing, available on <https://nursesNMCZ.co.zw> accessed on 06/11/2023.
5. EP online study (2020) Purpose and importance of indexing available accessed on 06/11/2023.