



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Student Services

Student Service Handbook 2017-18





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VICE-CHANCELLOR'S FORWARD

The Namibia University of Science and Technology (NUST) is driven by the belief that development (national or international) is based on knowledge and knowledge management. Academic institutions have always been key agents in the dissemination of knowledge. Since the advent of the Internet, the spread and management of knowledge have taken on a new meaning and "globalization" is very much the result thereof. Economic development, a major event in globalization, requires the participation of all of us - rich and poor, young and old, educated and uneducated. Thus, our pre-occupation is the integration of all in our society by means of education and training, science and technology, research and development.

This explains why we have embarked on a path to constantly modernize the institution by making vast investments in curriculum development and the infrastructure. The diversification of curricula at international standards - which entails new and higher qualification - reflects the NUST's commitment to national development. The Bachelor's degree (B.Tech) is now the reference point across the curriculum. At the same time, we are maintaining a state of the art environment for new and innovative ways of teaching and learning, research and service. In a nutshell, the institution is your gateway to opportunities all over the world in this millennium.

To all students and staff, I say: this is your time; seize the opportunity and make the best returns on our investment.

Dr Tjama Tjivikua
Vice-Chancellor



WELCOME NOTE FROM THE DIRECTOR: STUDENT SERVICES

It is my belief that you will look upon your career development at the NUST as a gateway that will enrich you with knowledge and lead to your career destination in life. As staff of the NUST, our goal is to work with students to create an educational environment into which you will continue to grow academically, socially and professional. This handbook contains the expected norm for each student. It is expected of each student to read the handbook carefully and fully understand these rules, policies and regulations. In addition, the student services handbook is a reference guide for all the students of the Namibia University of Science and Technology (NUST) that will guide them throughout their academic experience. The final interpretation of all rules, policies and regulations shall be vested in the NUST Council. Ultimately, the academic journey is your own. However, the Department: Student Services will help you to reach your academic potential. We look forward to working with you and welcome you to NUST.

Dr Frieda Shimbuli
Director: Student Services



HISTORICAL PERSPECTIVE

Higher education in Namibia started around 1979/80. Prior to this, all students wishing to pursue higher education had to go to South Africa or other countries abroad.

The Namibia University of Science and Technology has its roots in the establishment of the Academy for Tertiary Education by Act No. 13 of 1980. Five years later, another Act, number 9 of 1985 was promulgated and the Academy, consisting of a university component (the present University of Namibia), a Technikon and the College for Out-of School Training was established.

Shortly after independence in 1990 it was resolved that the three components be collapsed into two independent higher education institutions, namely, a university and a polytechnic. In 1992 Act No. 18 of 1992 that established the University of Namibia was promulgated and this left the Technikon and COST in some kind of limbo, but they were placed under the auspices of the new university until the promulgation of the Polytechnic of Namibia by Act No. 33 of 1994, which merged the Technikon and COST into the Polytechnic.

The City Campus (housing the Academy) became the Polytechnic and its first Rector, Dr Tama Tjivikua, was appointed on 4 August 1995. This event accelerated and completed the de-linkage of the two institutions of higher education in December 1995. The Polytechnic became an independent and autonomous institution in January 1996.

The founding Rector soon after the establishment of the Polytechnic embarked on his dream to transform the institution into a modern university for science, technology, engineering and mathematical sciences (STEM) as its foundation and dominant profile.

The Rector relentlessly pursued his dream and goal to transform the Polytechnic into a university of science and technology in order to drive innovation, knowledge and growth of technology.

The Presidential Commission on Education, Culture and Training of 1999 observed the remarkable growth and progress of the Polytechnic. After extensive consultations with all relevant stakeholders the Commission recommended that the Polytechnic of Namibia should become the Applied Science and Technology University of Namibia in 2001.

In 2008 the Polytechnic offered 97 qualifications of which 27 were Bachelor's and two Master's degrees. The institution thus requested the Minister of Education to consider and facilitate the renaming of the institution to the "Namibia University of Science and Technology (NUST)"

On 12 December 2012, Cabinet approved the renaming of the Polytechnic of Namibia to the Namibia University of Science and Technology. The National Assembly approved the NUST Act on 9 July 2015 (Act No 7 of 2015). The commencement of NUST finally was announced by Dr Tjama Tjivikua on 16 November 2015.



The first autumn and spring graduations took place in April and October 2016.

Graduation statistics

Qualification Type	Female	Male	Total
Masters Degree	22	29	51
Honours Degree	167	93	260
Professional Bachelor Degree	44	44	88
Bachelor Degree	906	518	1424
PG Certificate	9	13	22
Diploma	299	209	508
Higher Certificate	27	10	37
Certificate	180	146	326
Total	1 654	1 062	2 716



Introducing the NUST Brand Identity

Vision

NUST is a premier university of science and technology preparing leaders for the knowledge economy

Mission

NUST is a responsive university creatively meeting the needs of students, society and the economy through multiple pathways for excellent education, applied research, innovation and service in collaboration with stakeholders

Values

Excellence
Innovation
Collaboration
Accountability

Academic Crest

The use of the crest is reserved to the Office of the Vice-Chancellor, formal communication, academic ceremonies and related collaterals.

The parts of the crest represent either national symbols or elements of the unique Namibian landscape and culture.

The colours have been selected to represent the national spectrum as influenced by the heritage from the Namibia flag:

Red: Namibia's people.
Blue: The clear Namibian sky and the Atlantic ocean.
Gold: Life and energy (the sun).

1. The sun embodies the outcome of scientific and technological innovation and enlightenment.
2. The atom is one of the most basic recognisable symbols of science. Positioned under the sun, it symbolises science and technology as the foundations of the university.
3. The red band represents the people and the lifeblood of the university. It's position represents 'crossing through the threshold of knowledge'.
4. The arch is the threshold of knowledge. It symbolises the gateway to the future and encourages a thirst for knowledge and discovery.
5. The shield signifies tradition, strength and the readiness of the institution to lead innovation.
6. The gold and blue ribbon is derived from the diverse Namibian traditional cultures and is an extension of the red band representing 'people'. It is a symbol of achievement and prestige.



Corporate Colours

Pantone 281

Pantone 1795

Pantone 7409

Corporate Font

Ropa Soft Pro



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Marketing Brand Mark

The brand mark is used for general marketing communication. It symbolises the gateway for people passing through the knowledge threshold and the institution's readiness to lead innovation.

NUST

Culture Mark

This is an informal brand mark. It is an abbreviation of the university name and is applied on selected clothing and promotional collateral.

Brand Identity

The Brand Identity is a collection of visual parts - the brand marks, colours, typography, images and messages - that drives communication with one voice and consistently forges an identifiable and distinctive visual identity.



1. INTRODUCTION

The Department: Student Services provides institutional leadership for the development and delivery of a broad range of student services, essential to the achievement of the educational goals of the institution. Student Services are designed to contribute to the health, social, academic, career, sports, cultural, moral, intellectual and physical well-being of students. It creates an environment that compliments the central teaching and research mission of the Namibia University of Science and Technology (NUST), while building within each student a sense of personal worth, self-confidence and a sense of community.

2. STUDENT SERVICES

2.1 NUST HEALTH SERVICES

Provides primary health care services and ensures a good quality of life for all students. It focuses on the prevention of illnesses, promotion of a healthy life style and general hygiene.

2.1.1 Health Development Workshops

2.1.1.1 First Aid Training

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness using facilities or materials available at the time. It is the approved method of treatment of a casualty until placed in the care of a Doctor or taken to hospital. First Aid Training is given to the Housing Committee and Students' Representative Council.

2.1.1.2 Family Planning

Family planning refers to limitation or spacing of births. The Family Planning workshop focus on different types of contraception methods and also the importance of pap smears.

2.1.1.3 Sexually Transmitted Infections (STI's)

STI's are transmitted primarily, but not exclusively, by unprotected sexual intercourse. The Sexually Transmitted Infections (STI's) workshop focuses on different kinds of STI's and treatment of these infections as well as how these infections can be transmitted.

2.1.2 Health Services Programmes

2.1.2.1 Condom Day

Condom Day sensitize students regarding condom and femidom usage for protection against STI's. Condom Day focuses on the correct way of using a male condom and the femidom.



- 2.1.2.2 Family Planning and Unsafe Abortions Awareness Day
The Family Planning and unsafe abortions awareness day focus on raising awareness on family planning and complications related to unsafe abortions.
- 2.1.2.3 Pap Smear & Breast Examination Clinics.
The Pap Smear and Breast Examination Clinics focus on making women aware that cervical cancer can only be detected by a Pap smear. To sensitize women who are sexually active, regardless of age or marital status to undergo a Pap smear once a year. Finally to inform women that through breast examinations, breast lumps can be detected and be treated early.
- 2.2 SOCIAL WELFARE SERVICES**
Focuses on social welfare counselling and promotes good mental health amongst students.
- 2.2.1 Social Welfare Development Workshops**
- 2.2.1.1 Relationships
Many students are involved with relationships during their studies at the NUST. The relationships workshop focuses on aspects of a healthy relationship and the character of an unhealthy relationship.
- 2.2.1.2 Date Rape and Sexual Harassment
NUST is committed towards strengthening the community's response to sexual assault, stalking, domestic violence and date rape related crimes. A workshop on the legal and emotional aspects of date rape and sexual harassment is facilitated each year.
- 2.2.1.3 Stress Management
Stress is an everyday fact of life. The Stress management workshop focuses on equipping students with the necessary knowledge and skills to handle stress related situations and events.
- 2.2.1.4 Self-esteem
The Social Welfare Services is committed towards promoting good mental health amongst students. One of the most prominent concerns in students is low self-esteem that results in depression, unhappiness, insecurity and poor confidence. The self-esteem workshop focuses on skills that students can use to improve their self-esteem.
- 2.2.2 Social Welfare Services Programmes**
- 2.2.2.1 New Student Orientation
The new student orientation provides a platform for new, transfer and international students with the opportunity to become familiar and to acquaint themselves with the procedures and processes in place before classes begin.



2.2.2.2 Violence Against Women and Children

Women and children are subjected to physical and psychological abuse that cuts across the lines of income, race and culture. A programme held each year is to sensitize and empower the student population with knowledge on violence against women, men and children.

2.2.2.3 Alcohol and Drug Abuse Awareness

Alcohol is a legalized substance, but it is still a substance of abuse. The programme on alcohol and substance abuse provides and disseminate information on the effects of alcohol and drug abuse.

2.2.2.4 World "NO" Tobacco Day

Evidence concerning the association between smoking and health problems is mounting. Not only is Nicotine intake believed to be physically hazardous, but many smokers experience psychological distress in the form of anxiety and guilt because they cannot stop smoking. World "No" Tobacco Day aims at creating awareness on the long and short-term effects of smoking.

2.3 STUDENT COUNSELLING AND HIV/AIDS COORDINATION SERVICES

This service provides comprehensive academic and HIV pre-and-post-test counselling. It features both individual and group counselling.

2.3.1 Academic Development Workshops

2.3.1.1 Study Skills

Students at tertiary institutions find that some study techniques employed in high schools do not work at university level. They realise that reading lists in upper level courses are more rigorous and that the research process for an academic paper is a learning experience in itself. The study skills workshop focuses on note taking, time management, exam preparation, test anxiety, concentration and procrastination.

2.3.1.2 Student Leadership Workshop

The Student Leadership workshop focuses on relevant aspects of student governance. The objective of the workshop is to provide student leaders with knowledge based leadership skills. The Student Leadership Workshop is given to the Students' Representative Council (SRC) and Housing Committee (HC) Members at the beginning of the year.

2.3.1.3 First Friday Leadership Training

The First Fridays Leadership Society (FFLS) is a regular series of leadership development workshops, offered on the first Friday of each month at NUST. This society is mentored by the Student Counsellor and HIV/AIDS Coordinator in cooperation with the Student Representative Council.



These hands-on, interactive sessions are open to the whole student community and designed to build practical leadership skills, including public speaking, interpersonal communication and conflict resolution.

2.3.2 HIV/AIDS Awareness Programmes

2.3.2.1 HIV/AIDS Awareness Campaign

The NUST annual HIV and AIDS Awareness Campaign mitigate the impact of HIV and AIDS in the Namibian society. HIV and AIDS is not only a health issue. It is a development and security issue and the single greatest management challenge facing education in Namibia.

The NUST annual HIV and AIDS Awareness Campaign provides information on HIV and AIDS, in terms of the global and African overview and the current status quo of HIV and AIDS.

2.3.2.2 HIV/AIDS Peer Counselling

Ever since Namibia has become independent in 1990, the spread of HIV/AIDS has been a major challenge to the young nation. As most other countries in the Southern African region, Namibia has experienced soaring numbers of infection throughout the 1990's. As the threat of HIV/AIDS has been growing, the Namibia University of Science and Technology has stepped up its prevention efforts in the national response to HIV/AIDS. The Department: Student Services introduced the Peer Counselling training programme to the students with various partners such as the Ministry of Health and Social Services (MOHSS), Catholic AIDS Action, Positive Vibes and Intrahealth as of from 2001. The program equips the participants with life skills to enable them to address the challenge of HIV/AIDS at individual and community level and to take responsible choices in life.

2.4 CAREER GUIDANCE SERVICES

Provide students with career guidance counselling.

2.4.1 Career Guidance Development Workshops

2.4.1.1 CV Writing

The CV writing workshop focuses on assisting students to compile comprehensive and well-researched curriculum vitae. The CV writing workshop consist of components such as cover and thank you letter writing, job hunting skills and interview preparations.

2.4.1.2 Job Hunting Skills

The aim of the workshop is to assist students to develop a strategy for successful job hunting. The workshop introduces a job search checklist which will assist students to set specific deadlines for accomplishing their goals as well as to put them closer in securing an exciting position in the job market.



2.4.2 Career Guidance Services Programmes

2.4.2.1 Career Fair

The Career Fair is an annual event which provides a platform for the Namibia University of Science and Technology students to meet prospective employers in Namibia. The Career Fair serves as a recruitment driver of high school students who are in grade 11 and 12 and who are interested to join NUST, should they qualify.

2.4.2.2 Mock Interviews

An impressive CV will give one the edge to make the shortlist before anybody else, although the interview should of course sell the real you behind the piece of paper. Mock interviews are a platform created for the students to assess them and thereafter to equip them with the necessary skills and knowledge with regard to interviews. The objective is to give students a sense of how a real interview will be conducted, prepare them about dress code, body language and how to respond to possible questions during the interview.

2.4.2.3 Job Placement

Job attachments are a valuable experience for students. It allows a student with all the required knowledge to integrate classroom experience and practical experience and to apply his/her understanding and abilities in a field related to his/her career choice.

2.5 ACCOMMODATION, SPORT AND CULTURE

Hostel accommodation provides quality living quarters. There are three (3) hostels with a capacity of 453 beds. There are two (2) female hostels and one (1) male hostel. The three (3) hostel Superintendents are assisted by ten (10) House Committee members.

Sport activities provide students with a well-balanced and stimulating extra-curricular environment. It provides a platform for students to participate in a variety of sport codes. Students are encouraged to explore their sports talent.

Cultural activities provide students with a platform to express their cultural heritage. Extra-curricular activities are vital to each student's education.

2.5.1 Accommodation, Sport and Cultural Programmes

2.5.1.1 New Hostel Student Orientation

New hostel student orientation provides a platform for hostel students to become familiar with hostel rules and regulations.

2.5.1.2 Cultural Festival

The cultural festival provides students with a platform to express their cultural heritage. The cultural festival is a weeklong event of fun and entertainment, which culminates the crowning of Miss and Mr NUST.



2.5.1.3 Trophy Award Ceremony

The Trophy award ceremony is a program which gives recognition to students who have excelled in sports and culture.

2.5.2 Student Sport Clubs and Cultural Societies

2.5.2.1 Sport Clubs

- Athletics
- Basketball
- Karate
- Netball
- Soccer
- Hockey
- Volleyball
- Chess
- Rugby

2.5.2.2 Cultural Societies

- Herero traditional dance group
- Ovambo traditional dance group
- Damara>Nama traditional dance group
- Kavango traditional dance group
- Caprivi traditional dance group
- Tswana traditional dance group
- Otjicoloured traditional dance group
- Angola traditional dance group

2.5.2.3 Academic Student Clubs

- Business and Management
- Maths and Stats
- NUST Accounting
- Human Resources Management
- Transport and Logistics
- Economics Society
- Engineering
- Women in Engineering
- Public Management
- Biomedical Science

2.5.2.4 Special Interest Clubs

- NUST Choir
- NUST Debating Society
- NUST AIDS Awareness Club (NAAC)
- National Environment Awareness Team (NEAT)
- NUST Drama Club
- NUST Students against Crime (NUSTSAC)
- International Student Club



- Catholic Student Association
- Seventh Day Adventist Student Movement
- Christian Student fellowship
- Campus Crusade
- Student Christian Movement Society
- Believers Loveworld Religious Society
- Bahai Faith Society
- Anglican Students Society
- Higher Way Christian Fellowship
- Bible Study Religious Society
- In Your Face
- NUST NANSO
- AIESEC
- NUST ET

2.6 HOSTEL AND KITCHEN SERVICES

This service provides students with a wide range of nutritional meals, served at breakfast, lunch and dinner. The menus are planned in conjunction with the menu committee. Hostel and Kitchen services ensure a clean living environment, while the Department: Facilities services are responsible for repair and maintenance of hostel facilities.

2.6.1 Meal Times

- Breakfast 06:30 – 07:30
- Lunch 12:00 – 14:00
- Dinner 16:45 – 18:15

Public Holidays

- Breakfast 08:00 – 08:30
- Lunch 12:30 – 13:30
- Dinner 17:30 – 18:15

2.6.2 Individual and Group Counselling for Kitchen Staff

The Social Worker and Student Counsellor & HIV/AIDS Coordinator provide individual and group counselling to all Kitchen staff on hygiene, grievance and HIV/AIDS related issues.

2.7 STUDENTS' REPRESENTATIVE COUNCIL (SRC)

The SRC is an elected student body governed by the SRC Constitution. The SRC has full representation at Council, Senate and the Board of Studies.

The SRC supports, encourages and empowers students throughout their academic experience. Through the Student Leadership Workshop facilitated by the Department: Student Services, the SRC gain leadership knowledge and skills to nurture their academic journey socially and professionally.



The SRC plan, organise and facilitate the SRC elections; serve as campus inceptions during the New Student Orientation Programme; organize and facilitate the New Student Orientation BBQ; conduct the General Student Assembly (GSA) meetings twice a year; organize and facilitate educational students' debates; and general social and sport activities.

The SRC assist the Department of Student Services with the Cultural Festival through the establishment of an Ad-hoc Cultural Festival Committee under the leadership and guidance of the Officer: Accommodation, Sport and Culture.

2.71 Students' Representative Council (SRC): Activities

- SRC Elections
- Senate Meetings
- Board of Studies Meetings
- Day of the African Child
- SRC Handing over Ceremony
- General Student Assembly (GSA) twice a year
- Student Nights Six Times per year
- Miss and Mr First Year
- Debating Competitions
- Barbeque and Movie Nights
- Sports Promotion Day
- Pool Competition
- Talent Show
- Assist with Cultural Festival Activities under the directorship of the Officer: Accommodation, Sport and Culture
- SRC Tour

2.8 HOUSING COMMITTEE (HC) MEMBERS

The HC members are an elected student body that is responsible to assist the Superintendents with the overall operation of the residential services and the general wellbeing of Hostel students.

2.8.1 Housing Committee (HC): Activities

- New Hostel Students Orientation
- Miss and Mr Valentine
- Barbeque and Movie Nights
- In-house Student Debates
- Young Women/Young Men Forum
- Assist with Cultural Festival Activities
- HC Tour
- Christmas-in-October
- Cleanest Flat Award



3. STUDENT REGULATIONS

The Student Handbook of the Department of Student Services should be read in conjunction with the NUST Yearbook 2016. On signing the registration form of NUST, a student binds himself/herself to obey all the legal provisions and relevant regulations, rules and prescriptions of NUST. Ignorance of any such provision shall not be advanced as a defence on a charge of misconduct. In this regard, The NUST Act, the Statutes, all the Calendars and Yearbooks, the rules and prescriptions of Council, Senate, Boards of Studies, Departments, the Vice- Chancellor's pronouncements or those of any other authorized official or body are important.

NOTE: The final interpretation of these Regulations shall be vested in the Council.

3.1 STUDENT ACTIVITIES

3.1.1 Orientation Programme

- 3.1.1.1 An orientation programme, specifically aimed at new students on campus and in the hostel takes place at the beginning of the academic year; and
- 3.2.1.2 all students registered at NUST for the first time, are required to participate in this programme.

3.1.2 Sports and Culture

- 3.1.2.1 In order to promote the total development of students, the NUST facilitates sports and cultural facilities; and
- 3.1.2.2 The Department: Student Services is responsible for exercising control over and co-ordinating and promoting sports and culture at the NUST as determined in the relevant Regulations.

3.1.3 Religious or Party-political Associations

- 3.1.3.1 The Students Representative Council or any association or club at the NUST shall give no official or financial support directly or indirectly - to any political party or external religious organisation.
- 3.1.3.2 Student associations or clubs shall be an association or club as constituted in terms of section 4(2) of the Students Representative Council constitution.
- 3.1.3.3 No offices of political parties or external religious organisations shall be permitted on campus.
- 3.1.3.4 No political-party meetings shall be held on campus; a political-party meeting in terms of this provision shall be deemed to be any public meeting under the auspices of a political party.

3.1.4 Outside persons as speakers on campus

- 3.1.4.1 Any recognised students association or club wishing to invite external persons to speak on campus shall notify the SRC thereof at least one week prior to the invitation. The SRC shall thereupon, in due time prior to the speaker's address, notify the Director: Student Services.



3.1.4.2 The provision in 6.2.4.1 shall apply mutatis mutandis in the event that the Students Representative Council wishes to invite external persons to speak on campus.

3.1.4.3 The Director: Student Services or the Vice-Chancellor or any person or body appointed by the Vice-Chancellor has the right to interdict the function in the event that it would unduly interfere with the normal functioning of the NUST.

3.1.5 The use of notice boards, conducting of meetings and functions and distribution of publications

3.1.5.1 Individual students or student associations and clubs may use notice boards and conduct meetings or gatherings on the premises of the NUST only with the approval of the SRC, after consultation with the Officer: Accommodation, Sport and Culture and the Director: Student Services.

3.1.5.2 After the necessary permission has been obtained in terms of the above paragraph a student may affix such document, poster or publication only on designated notice boards and may not write, scratch or paint in any way on walls, pillars or any other parts of the campus buildings or structures.

3.1.5.3 No students, club or association may, without the SRC's permission, publish, affix, display or distribute any document, poster or publication of any official nature whatsoever on the premises of the NUST, or, using the name of the NUST, publish, affix, display or distribute it elsewhere, or contribute towards doing so.

3.1.5.4 No room or other terrain of the NUST may be used for meetings or functions without prior permission from the responsible person or institution.

3.1.6 Journeys, Educational and recreational tours, and Camps

3.1.6.1 Journeys, educational tours and camps for which arrangements are made in the name of NUST, may only be organised with the permission of the Director: Student Services or respective Deans of Schools. For this purpose the procedures contained in the tour Regulations must be complied with.

3.1.6.2 NUST will not make any contributions towards costs in respect of excursions or weekend camps undertaken by resident students.

3.1.7 Students' Representative Council:

3.1.7.1 The Students' Representative Council is elected annually by the students of the NUST as determined by the SRC Constitution;

3.1.7.2 the SRC, within the framework of its powers, and in collaboration with the Director: Student Services, is entrusted with matters concerning students; and

3.1.7.3 in the absence of a constituted SRC, or when the SRC, in the opinion of the Vice-Chancellor, does not act in the interest of students, the SRC's functions may be carried out by the Vice-Chancellor or any person or body appointed by the Vice-Chancellor.

3.2 PERSONAL

3.2.1 Dress

3.2.1.1 Students must always be dressed appropriately and neatly at lectures and official gatherings on and off campus.



3.2.1.2 Hostel students must always be dressed appropriately and neatly and in accordance with the internal hostel rules.

3.2.1.3 Property of hostel students, especially clothes, must be properly marked.

3.2.2 Personal Care

3.2.2.1 A student is responsible for the maintenance of a high standard of personal hygiene and care.

3.2.3 Pregnancy, Parenthood and Babysitting

3.2.3.1 No children of students may reside in NUST hostels.

3.2.3.2 No students will babysit any children in NUST hostels.

3.2.3.3 No pregnant student is allowed to stay in the NUST hostel from the 13th week of pregnancy;

3.2.3.4 NUST will not be held liable for any pregnant student; and Any complication and risk during the pregnancy.

Due to insufficient facilities the NUST cannot accommodate child birth and premature labour.

Note: Pregnant students must provide a medical certificate regarding their pregnancy status.

3.3 MISCELLANEOUS

3.3.1 Contagious Diseases

If a student has suffered from a contagious disease or has been in contact with such a disease, a medical certificate, stating that the student may be at NUST without any danger of contaminating others, must be submitted to the Registrar.

3.4 GENERAL HOSTEL REGULATIONS

These Regulations shall be applicable to all hostels of the Namibia University of Science and Technology.

3.4.1 Control of Hostels

3.4.1.1 Subject to the authority of the Vice-Chancellor, the control of hostels shall be exercised by the Director: Student Services, the relevant Superintendent of the hostel and the Housing Committee.

3.4.1.2 The powers of the Housing Committee and the way in which it is elected are defined in the constitution of the House Committee. The Director: Student Services shall approve the constitution of the House Committee.

3.4.1.3 The responsibility and complaints regarding meals and linen shall be vested in the Hostel Manager.

3.4.1.4 The Director: Student Services, the Officer: Accommodation, Sport and Culture, the Superintendents, and the House Committee shall deal with matters concerning students conduct and discipline within the prescriptions of these regulations.



3.4.2 Organisation

- 3.4.2.1 The organisation of the hostels is divided into supervisory and management functions.
- 3.4.2.2 The Director: Student Services, the Officer: Accommodation, Sport and Culture, the Superintendents and the House Committees shall be responsible for supervision.
- 3.4.2.3 The management of the hostels shall be done by the Hostel Manager: Hostel and Kitchen Services.
- 3.4.2.4 Through their conduct students shall maintain and extend the good reputation of the hostel.
- 3.4.2.5 Students and other residents shall be compelled to carry out and/or comply with all decisions, commissions and rules taken, issued or put into operation by Council or its delegate(s) from time to time regarding the hostels in general or a hostel in particular.

3.4.3 Functions

As far as hostels are concerned, the rendering of hostel services to resident students during the course of the year, excluding vacations. This includes the following:

- 3.4.3.1 provision of meals;
- 3.4.3.2 provision of furniture and equipment; and
- 3.4.3.3 rendering of cleaning and laundry services

3.4.4 Admission to Hostels

- 3.4.4.1 The NUST has limited residential space. Admission to the NUST does not guarantee admission to residence.
- 3.4.4.2 All students wishing to be accommodated in residence must apply for hostel accommodation.
- 3.4.4.3 All senior hostel students must complete the blue form.
- 3.4.4.4 All non-residential senior students must complete the white form.
- 3.4.4.5 All first year students currently in the hostel must complete the pink form.
- 3.4.4.6 All forms are available at the Department: Student Services.
- 3.4.4.7 Admission for first year students (new intakes) will be handled on a first come first serve basis during first semester registration.
- 3.4.4.8 Unsuccessful applicants are advised to make alternative accommodation arrangements before travelling to Windhoek.
- 3.4.4.9 Only residents from outside the municipal boundaries of Windhoek will be considered for admission to residence.
- 3.4.4.10 Students should provide proof of residence which could be in the form of a municipal bill in their own name or the name of the parent(s)/guardian, or a sworn statement from the Police stating that the parents reside in a place outside the municipal boundaries of Windhoek. This also applies in the case of relocation to another town.
- 3.4.4.11 Residence applications will only be considered for those applicants who have been admitted for an academic programme at the NUST.
- 3.4.4.12 Only full-time registered NUST students will be accommodated. Such full-time registered students must at least have three full-time registered courses to qualify for accommodation in the hostel. No part-time, distance or students registered for short courses are allowed to stay in the hostel.



- 3.4.4.13 Full-time registered Work Integrated Learning (WIL) or Experiential Learning students must provide a letter from their HOD as proof of them being full-time.
- 3.4.4.14 An applicant is liable for residence fees upon admission until official cancellation thereof.
- 3.4.4.15 All students are required to cancel their rooms during the June and December recess. Failure to do so will result in a fine of N1000.00, which will be levied on the student account.
- 3.4.4.16 Disappearing from the residence without checking out will result in liability for all fees charged.
- 3.4.4.17 All students in the hostel must provide their exam timetables upon cancellation of their hostel rooms. Failure to do so will result in a fine of N\$1000.00 which will be levied to the student account.
- 3.4.4.18 Final room allocations will be done during residence registration in the first semester.
- 3.4.4.19 June results are to be handed in with the application form. Students must at least pass 50% of their subjects to be considered for accommodation.
- 3.4.4.20 Provisional admission to the hostel is granted, pending the outcome of the December results.
- 3.4.4.21 Due dates for submission of application forms are 30 September. No late applications will be accepted.
- 3.4.4.22 The NUST reserves the right to, at its discretion, refuse application for admission to a hostel, including present hostel resident's applications, or to terminate hostel accommodation of a student on the following grounds:
 - misconduct on any premises of the Namibia University of Science and Technology, of which a student has been found guilty;
 - poor academic performance;
 - continuous infringement of rules;
 - insubordination;
 - wilful damage of property;
 - improper or obscene behaviour; and
 - any other grounds in the opinion of the Director: Student Services or the Vice-Chancellor.

3.4.5 Hostel Placements

- 3.4.5.1 Choice of roommates will be respected as far as possible.
- 3.4.5.2 All requests regarding room-changes after students have been placed in their respective rooms must be directed to the Superintendents for consideration. Failure to do so will result in a fine of N\$1000,00 which will be levied to the student account.
- 3.4.5.3 Room changes will only be considered two (2) weeks after registration. Exceptional cases will be done in writing to the Superintendent.
- 3.4.5.4 Students doing room change without the consent of the Superintendents will be held liable for the room s/he was allocated to the first time.
- 3.4.5.5 Hostel registration must be completed within two days after issuing of hostel admission forms.



3.4.6 Hostel Fees

All hostel fees are payable to NUST. Council determines the fees from time to time.

3.4.7 Hostel Deposit

3.4.7.1 Hostel deposit and breakage fees shall be paid during registration.

3.4.7.2 The deposit and breakage fees will be refunded on a pro rata basis.

3.4.8 Liability for Fees on Leaving the Hostel

3.4.8.1 Hostel fees are calculated per study period. A student must direct a written notice to the Bursar before the end of a term if he/she does not intend to use hostel accommodation for the next term.

3.4.8.2 A student remaining at NUST, who leaves the hostel at any date after commencement of the academic year and before the last day of a term, must pay the fees for the full term (unless another student is placed in that room).

3.4.8.3 In cases of serious illness (provided proof from a doctor), fees will be levied prorata in respect of the actual period of hostel accommodation.

3.4.8.4 In cases of death, no further payment is required from the student.

3.4.9 Breakage

3.4.9.1 Before students move into a room, they must be satisfied that the room and its contents are in good order and, if necessary, report any defects to the House Committee (HC) member and Superintendent. This is also applicable to students doing room changes during the course of the year.

3.4.10 Reporting

3.4.10.1 Breakage and damage to buildings and furniture must be reported immediately to the House Committee who will report it to the Superintendent. The Superintendent complete a fault report on the ITS system for repairs.

3.4.11 Assessment of Damage

3.4.11.1 The Superintendent requests the Hostel Manager to assess the damage and to have it repaired. The Hostel Manager submits an account in settlement of the costs to the Hostel Management Committee. This committee submits the account to the Bursar, who will levy the relevant damage.

3.4.12 Liability for Damage

3.4.12.1 Resident students are individually and jointly liable for damage done in a hostel. The person responsible for the damage must pay for the damage done. Where the Superintendent cannot identify the person responsible for the damage, the entire room, floor, flat, block or hostel, as the case may be, may be held responsible for the damage, unless proof can be furnished that circumstances (e.g. the elements) or specific persons from outside are responsible for the damage.



3.4.13 Recovery of Damage

3.4.13.1 On application by the Hostel Management Committee, the Bursar makes arrangements that an account is sent to the student(s) for the repair costs. If an account for breakage is not settled within two months, the relevant person will be debited and the examination results will be retained until the account has been settled in full.

3.4.14 Security

3.4.14.1 Every student receives a key to her/his flat. It is the responsibility of every student to lock the flat/room door whenever she/he enters or leaves the flat.

3.4.15 Gate 4 (SMALL GATE TO THE LADIES HOSTEL)

3.4.15.1 The smaller gate to the ladies hostel must always be manned by a security guard.

3.4.15.2 This gate must be opened at 07:00 and again locked at 22:00 during weekdays and until 24:00 on Saturdays and Sundays.

3.4.15.3 Residents of the ladies hostels are free to come in and leave the gate at all times.

3.4.15.4 Visitors are allowed between the opening time and closing time (07:00 until 22:00).

3.4.15.5 All visitors, including male hostel students, must leave by 22:00 during weekdays and 24:00 on Saturday and Sundays.

3.4.15.6 Students must show their student cards when visiting the ladies' residence.

3.4.15.7 sitors' names must be recorded in the register. The room number to be visited must also be included.

3.4.16 Closing and Opening of Hostels

3.4.16.1 The hostels close for the vacation after breakfast on the day after examination ends and opens on the day of registration. All students are required to leave the hostel.

3.4.16.2 A student suspending his studies or who does not attend lectures anymore, must leave the hostel within a day after having attended the final lecture.

3.4.16.3 A student who does not sit for any examination must leave the hostel within one day after lectures end.

3.4.16.4 A student writing examinations must leave the hostel within one day after the final paper.

3.4.16.5 All students must vacate NUST hostel during June and December recess. Students who fail to comply with the rules will bear the cost thereof.

3.4.17 Special Arrangements for Accommodation

3.4.17.1 No provision is made for the accommodation of semester and year students during the June and December vacations, unless otherwise approved by the Director: Student Services.

3.4.17.2 At the beginning of the year, House Committee members may reside in the hostel from such dates as may be determined by the Officer: Accommodation, Sport & Culture or the Director: Student Services in consultation with the Manager: Hostel & Kitchen Services.

3.4.17.3 During vacations, accommodation may be offered to student groups, pupils and delegates to conferences and workshops. The fees for accommodation during



vacations are determined by the Bursar. Applications for accommodation are approved by the Officer: Accommodation, Sport and Culture. A day tariff, as determined by the Bursar, will be paid to hostel personnel who received approval, to do additional official duties during vacations. The direct expenditure (including additional salaries) will be calculated against the income received.

- 3.4.174 Only registered students of a hostel may stay in a hostel overnight.
- 3.4.175 A Student with a complaint should report this to a member of the House Committee, who will refer it to the Chairperson of the House Committee if necessary. The chairperson will, if unable to deal with it, refer the complaint to the Superintendent.
- 3.4.176 The Superintendent or an authorized person may inspect any room in a hostel at any reasonable time.
- 3.4.177 The NUST reserves the right to approve or reject an application of accommodation without furnishing any reasons for its decision.

3.4.18 Vacating hostels

- 3.4.18.1 Any student wishing to vacate a hostel permanently must complete the necessary cancellation form which also serves as a claim form for the refund of the hostel deposit and submit it to the Bursar. As soon as a resident student moves into a room, any defects must immediately be reported to the House Committee member or the Superintendents.
- 3.4.18.2 If a hostel student vacates the hostel permanently at the end of a term, that student, together with the Superintendent, must inspect the condition of the room and equipment. On failure to do so, such a student will be liable for damage which may be discovered at a later stage.

3.4.19 Quiet and Study Hours

- 3.4.19.1 A student must behave in such a way as to facilitate the studying of fellow- students at all times. Quiet and study times must be adhered to as defined in the internal rules. It is the duty of the House Committee to ensure that all students are always able to study in the hostel.
- 3.4.19.2 During weekends, students are expected to conduct themselves in such a way as not to offend fellow students and immediate neighbours.

3.4.20 Parking of vehicles

- 3.4.20.1 No hostel student may keep any vehicle on the hostel premises without the written consent of the Director: Facilities. Parking of Vehicles is at owner's risk.

3.4.21 Weapons

- 3.4.21.1 No student may possess any explosives, petrol or dangerous weapons in the hostel or during NUST journeys, educational tours, camps and assignments.

3.4.22 Cases of illness

- 3.4.22.1 All cases of illness and casualties must be reported to the House Committee and the Superintendent or Matron.
- 3.4.22.2 No doctor may be sent for without the knowledge of the Superintendent, House Committee or Matron.
- 3.4.22.3 The Superintendent or Matron must report cases of contagious diseases to the



Director: Student Services without delay.

3.4.23 Meetings

- 3.4.23.1 Meetings held on campus should be conducted in consultation with the Director: Facilities.
- 3.4.23.2 No political meetings are permitted on the hostel premises.
- 3.4.23.3 person who is not a resident student may address students on the hostel premises without the consent of the Vice-Chancellor or the Director: Student Services.

3.4.24 Conduct towards Personnel

- 3.4.24.1 Hostel students may in no way interfere with the activities of the hostel personnel or direct requests to them or give them orders.
- 3.4.24.2 Any complaints concerning the personnel and general complaints regarding laundry and food must be handed in at the House Committee. The House Committee must report these to the Superintendent.
- 3.4.24.3 Where necessary, the Director: Student Services may also be contacted.

3.4.25 Maintenance and Use of Buildings, Premises and Furniture

- 3.4.25.1 It is the responsibility of all resident students to keep the hostel premises and buildings clean and tidy.
- 3.4.25.2 No posters, notices or any defacement may be fixed to the walls of the buildings. No objects may be nailed to walls. Notices must appear only on notice boards and be stamped by a SRC member.
- 3.4.25.3 Students may not make any alterations to electric wiring.
- 3.4.25.4 The illicit use of fire-hoses and other firefighting apparatus in the hostel is prohibited.
- 3.4.25.5 No bicycle or other vehicles or parts thereof may be kept in the rooms.
- 3.4.25.6 Bulbs are kept in stock by the Superintendent and on the handing in of a fused bulb, this will be replaced.
- 3.4.25.7 Flat keys can be obtained from the Superintendent.
- 3.4.25.8 No NUST equipment may be removed from rooms, recreation halls, dining rooms or lounges.
- 3.4.25.9 On occasions such as house functions and house meetings the House Committee may make appropriate arrangements as it thinks fit and on its own responsibility.
- 3.4.25.10 No food may be prepared in hostel rooms.
- 3.4.25.11 A student may not keep any pets or other animals in or at the hostel.
- 3.4.25.12 In addition to any disciplinary measures which may be taken, a student will forfeit the privilege of keeping a radio or similar devices should its usage cause any offence.
- 3.4.25.13 Students are not allowed to give flat and room keys to any other persons.
- 3.4.25.14 Students are required to keep the flat and room doors locked at all times for safety reasons.

3.4.26 Dining Room

- 3.4.26.1 Superintendents and Housing Committees are responsible for the maintenance of good order in the dining rooms.
- 3.4.26.2 Smoking is prohibited in dining rooms at all times.
- 3.4.26.3 Meals are served at the times determined by the Hostel Management Committee.



- 3.4.26.4 Furniture, food or equipment may not be removed from the dining rooms.
- 3.4.26.5 Damage to or loss of dining room property shall be the responsibility of all the occupants or flat members where the guilty party is not traceable.

3.4.27 Misconduct and Discipline

- 3.4.27.1 Students and other persons residing in hostels or visiting there shall be subject to the rules of that hostel as well as to the disciplinary measures which Council or its delegate(s) may promulgate for students and/or hostels in general, or any hostel in particular, from time to time.

3.4.28 Loss of Personal Property

- 3.4.28.1 The Namibia University of Science and Technology shall not accept responsibility for loss of or damage to personal property of hostel residents as well as non- hostel residents on the NUST campus.
- 3.4.28.2 Theft is a criminal case and should be reported to the Namibian Police for investigation by the owner of the lost property.
- 3.4.28.3 All students are required to declare the following equipment at the Main Gate, upon entering the premises of NUST:
- Computer equipment;
 - Printers;
 - Television sets;
 - Hi-fi sets and sound systems;
 - DVD players
 - Fridges

3.4.29 Visitors

- 3.4.29.1 Visitors and spouses are not allowed in any part of the hostel rooms after 10.00 pm (squatting) during week days and after midnight during weekends.
- 3.4.29.2 A resident student who permits a visitor and/or spouse to spend the night in his/her room is guilty of a transgression.

3.4.30 Initiation Ceremonies and Raids

- 3.6.30.1 Initiation ceremonies and raids are strictly prohibited.

3.4.31 Cleaning Services

- 3.4.31.1 Daily cleaning services of corridors, bathrooms and student recreation halls are cleaned by cleaning staff (ladies hostel) and contracting cleaning company (men's hostel).

3.4.32 Cleaning of Rooms

- 3.4.32.1 Students are personally responsible for the cleaning and neatness of their rooms during the semester and upon cancellation. A spot fine of N\$1000.00 will be charged for dirty rooms by the Superintendent.



3.4.33 Cleaning During Vacations

3.4.33.1 During vacations cleaning services which are not possible during term-time are carried out. For this reason students must remove all personal possessions and hand in their keys to the Superintendent.

3.4.34 Laundry

3.4.34.1 Laundry is done in accordance with internal laundry procedures.

3.4.35 Application for Accommodation

3.4.35.1 The Namibia University of Science and Technology of Namibia reserves the right to approve or reject an application of accommodation.

3.4.36 Hanging clothes of the balconies

3.4.36.1 Hanging clothes on the balconies are forbidden and constitute an offence. The Namibia University of Science and Technology made provision for clothing lines since its inception. A spot fine of N\$1000.00 will be charged to the student account.

3.4.37 Smoking

3.4.37.1 No smoking is allowed in any of the Namibia University of Science and Technology buildings including the hostels, this includes hubbly bubbly / hookah pipe.



TELEPHONE DIRECTORY

International Dialing Code	-	+264 61
Department: Student Services		
Director	-	207 2165
NUST Health Services	-	207 2115
Social Welfare Services	-	207 2270
Student Counsellor and HIV/AIDS Coordination Services	-	207 2453
Career Guidance Services	-	207 2271
Accommodation, Sport and Culture	-	207 2298
Hostel and Kitchen Services	-	207 2061
Office Administrator: Academic Support	-	207 2452
Office Administrator: Hostel Support	-	207 2070
Students' Representative Council (SRC)		
President	-	207 2457
Vice-President	-	207 2313
Secretary-General	-	207 2460
Finance	-	207 2706
Internal Affairs	-	207 2466
External Affairs	-	207 2454
Culture and Development	-	207 2455
Information and Publicity	-	207 2460
Sport and Recreation	-	207 2455
Gender, Health and Social Welfare	-	207 2454
Hostel Superintendents		
Ladies: Monresa and Höpker	-	207 2131
Men: Shangri-la	-	207 2132
Men: Shangri-la	-	207 2010
Housing Committee (HC) Members		
Chairperson (Ladies Hostel)	-	207 1681
Secretary	-	207 1684
Finance	-	207 1689
Gender	-	207 1631
Sport and Recreation	-	207 1688
Law and Order (Ladies Hostel)	-	207 1691
Accommodation and Maintenance (Ladies Hostel)	-	207 1683
Chairperson (Men's Hostel)	-	207 2403
Law and Order (Men's Hostel)	-	207 2311
Accommodation and Maintenance (Men's Hostel)	-	207 1687



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Students Services Handbook 2017-18

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