



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

# 2023 Registration Guide





## Welcome to the Namibia University of Science and Technology (NUST).

This guide will assist you to successfully complete the online registration. Registration for senior students will take place from 09 January 2023 to 03 February 2023. Registration for senior students is done online only.

Registration for new students will take place on the NUST campus from 26 January 2023 to 01 February 2023. New students will be assisted with NUST's online registration system by dedicated staff.

We wish you all the best on this new journey!



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# 1. IMPORTANT GENERAL INFORMATION

## 1.1 Final Selection (new students)

All undergraduate applicants for the 2023 academic year, who meet the admission requirements for the programme they applied for, are invited to final selections that will take place from **23 to 31 January 2023, at 08h00 daily**. Final selections is a process whereby applicants receive “FULL” admission into the programme they applied for based on the points they scored in the final school examinations. Applicants must be present with their results as well as their identity document during the final selections.

### Notes:

- Unless otherwise stated, applicants who applied to study through Advanced Standing or Mature Age Entry Scheme as well as applicants who applied for postgraduate programmes, and International applicants need not to attend the final selections.
- Applicants who applied to register at the **NUST Regional Centres or Eenhana Campus** must visit those locations during registration from **25 January 2023 to 01 February 2023**.

Applicants who applied to study on Full-time, Distance or Part-time mode at the **Main Campus in Windhoek** must adhere to the schedule below:

**Kindly note that the first-choice programme of applicants will get preference during final selections. Should you not secure a space in your first-choice programme of study, you are welcome to enrol for other programmes of study for which you qualify, during the late registration period from 06 to 10 February 2023.**

**General Enquiries:** T: +264 61 207 9999, E: [admissions@nust.na](mailto:admissions@nust.na)

Date	Venue	Programme	Contact Person & Email Address
<b>Faculty of Health, Natural Resources and Applied Sciences</b>			
23 January	Health and Applied Sciences Building, Lower Campus	Bachelor of Emergency Medical Care	Mrs Carolie Cloete, E: <a href="mailto:ccloete@nust.na">ccloete@nust.na</a>
25 January	Health and Applied Science Building, Lower Campus	Bachelor of Environmental Health Sciences	Mr Joshua Hidinwa, E: <a href="mailto:jhidinwa@nust.na">jhidinwa@nust.na</a>
		Bachelor of Applied Mathematics (Honours); Bachelor of Science (Honours)	Ms Lidwina Newaka, E: <a href="mailto:lnewaka@nust.na">lnewaka@nust.na</a>
	Lecture Building, Main Campus, Class Room 210	Bachelor of Natural Resources Management	Ms Louise Theron, E: <a href="mailto:ltheron@nust.na">ltheron@nust.na</a>  Ms Clarence Ntesa, E: <a href="mailto:cntesa@nust.na">cntesa@nust.na</a>
26 January	Health and Applied Science Building, Lower Campus	Bachelor of Medical Laboratory Sciences	Ms Vanessa Tjijenda, E: <a href="mailto:vftjijenda@nust.na">vftjijenda@nust.na</a>





27 January	Health & Applied Science Building, Lower Campus	Bachelor of Science, Bachelor of Human Nutrition	Dr Jeya Kennedy, E: jkennedy@nust.na  Mr George Waliomuzibu, E: gwaliomuzibu@nust.na
	Lecture Building, Main Campus, Classroom 210 and 204	Bachelor of Science in Agriculture, Bachelor of Horticulture	Mr Teofilus Shiimi, E: tshiimi@nust.na
30 January	Health and Applied Science Building, Lower Campus	Bachelor of Applied Mathematics and Statistics	Mr Andrew Roux, E: aroux@nust.na
		Bachelor of Health Information Systems	Ms Seanie Van Wyk, sfvanwyk@nust.na
Faculty of Engineering and the Built Environment			
25 January	Architecture Building, Lower Campus	Bachelor of Quantity Surveying	Mr Tlhoapei Dhlwayo, E: tdhlwayo@nust.na
		Bachelor of Architecture	Ms Gaby Hansen, E: ghansen@nust.na
26 January	Lecture Building, Main Campus, Classrooms 204, 207, 210	Bachelor of Land Administration, Bachelor of Property Studies, Bachelor of Geomatics, Bachelor of Geoinformation Technology, Bachelor of Town and Regional Planning, Bachelor of Regional and Rural Development, Bachelor of Quantity Surveying	Ms Royal Mabakeng, E: rmabakeng@nust.na  Mr Samuel Hayford, E: shayford@nust.na  Mr Phen Ilukena, E: pilukena@nust.na  Mr Shanville Van Rooyen, E: svanrooyen@nust.na
31 January	Engineering Basement, Lower Campus	InSTEM (Bridging programme),	Ms Ilana Malan, E: imalan@nust.na
30 January	Engineering Building, Room G69	S1 – Engineering Programmes	Ms Sonja Samuels, E: ssamuels@nust.na  Mr Shanville Van Rooyen, E: svanrooyen@nust.na
Faculty of Commerce, Human Sciences and Education			
25 January	Engineering Basement, Lower Campus, Sections A & B	Bachelor of Business Management, Bachelor Entrepreneurship, Bachelor of Human Resources Management, , Bachelor of Public Management, Bachelor of Business and Information Administration	Mr Gilbert //Hoabeb, E: ghoabeb@nust.na  Mr Javakaije Kasaona, E: jkasoana@nust.na
	Hotel School	Bachelor of Culinary Arts, Bachelor of Hospitality Management, Bachelor of Tourism Innovation and Development	Ms Indira Mbako, E: imbako@nust.na  Ms Rachel Hangula, E: rhangula@nust.na
26 January	Engineering Basement, Lower Campus, Sections A & B	Bachelor of Communication, Bachelor of Criminal Justice, Bachelor of English and Linguistics	Ms Gillian Feris T: +264 61 207 2160 E: gferis@nust.na  Ms Rachel Hangula, E: rhangula@nust.na



27 January	Engineering Basement, Lower Campus, Sections A & B	Bachelor of Accounting, Bachelor of Accounting (Chartered), Bachelor of Economics	Ms Yvonne Shipanga, E: yshipanga@nust.na  Mr Javakaije Kasaona, E: jkasaona@nust.na
30 January		Bachelor of Marketing, Bachelor of Procurement and Supply Chain Management, Bachelor of Transport Management Bachelor of Sport Management	Ms Gloria Tshoopara, E: gtshoopara@nust.na  Ms Rachel Hangula, E: rhangula@nust.na
Faculty of Computing and Informatics			
25 January	Main Campus, Office Building, Ground Floor	Bachelor of Computer Sciences, Bachelor of Computer Science (Cyber Security), Bachelor of Informatics	Ms Julia Semi, E: jsemi@nust.na  Mr Grasswa Basson, E: gbasson@nust.na
26 January	Science and Technology Building, 2 <sup>nd</sup> Floor	Bachelor of Journalism and Media Technology	Dr Ellis Hugh, E: hellish@nust.na
27 January		Bachelor of Journalism and Media Technology Honours  Master of Journalism and Media Technology	

## 1.2 Registration Dates

### New Students

- 26 January 2023 to 01 February 2023

### Senior/Continuing Students:

- 09 January 2023 to 03 February 2023

## 1.3 Late Registration

- 06 to 10 February 2023

## 1.4 Fees Payable for Registration

### 1.4.1 Deposit on Tuition Fees

- Diploma, Degree and Honours: N\$4,500 (including the non-refundable registration fee)
- Masters and Doctorate: N\$9,000 (including the non-refundable registration fee)

Kindly note that the amounts mentioned above, do not reflect the full tuition fees. These amounts are only for deposit on your tuition fees and include non-refundable registration fees. For more information regarding the cost of programme, kindly consult the 2023 Fees Booklet [www.nust.na](http://www.nust.na)

### 1.4.2 Hostel Accommodation

Deposit on Hostel accommodation: N\$4 500 including a refundable breakage fee.



## 1.5 Payment Methods

Before you register, you will need to pay registration fees. Internet and direct bank payments do not reflect immediately on your student account and processing may take up to **THREE** working days. Payments must thus be made at least three days prior to registration.

### • Electronic Fund Transfers

If you choose to pay NUST directly via electronic fund transfer (EFT), indicate your STUDENT NUMBER as your deposit reference. This will enable us to allocate the payment to your student account.

### • Direct Deposits

Indicate your STUDENT NUMBER as a reference on the deposit slip. Your student number will enable us to allocate the payment to your student account.

### • Cashier Pay Points:

The cashier pay points at Main Campus and Regional Centres will be open daily from 08h00 to 16h00 and close between 13h00 to 14h00 from Mondays to Fridays. Speed-point facilities are available for debit or credit card payments.

Payments made at NUST cashier points will reflect immediately on your student account. Verify that the amount paid and student number reflects correctly on your receipt.

## 1.6 Banking Details

Bank:	First National Bank
Account Number:	55500126319
Branch Code:	281872
International Swift Code:	FIRNNANX
Reference:	Your student number (very important)
E-mail payment confirmation to:	<b>studentdebtors@nust.na</b>

**Bank payments do not immediately reflect on your student account. Allow at least three working days for processing.**

## 1.7 Sponsorships/Bursaries/Bank loans

Confirmation of sponsorship/bursaries should appear on an official company letterhead and must be addressed to Namibia University of Science and Technology (NUST). Letters must be submitted at least **two working days (48 hours)** before registration. Letters are subjected to verification by NUST.

NUST will only consider confirmation letters e-mailed directly from the Sponsor and should indicate that payments will be made directly to NUST, and must contain your student number. E-mail the sponsorship confirmation to **bursaries@nust.na**. **Only letters received directly from the Sponsor will be considered.**



## 1.8 NSFAF LOANS

You will only be allowed to register NSFAF Letter of Confirmation clearly stating that a loan has been allocated to you. The Letter of Confirmation must specify the loan amount approved for you. New loan holders must pay the registration deposit in full. You will be refunded once NSFAF has paid the loan.

A NEW loan holder will be treated as a private student until such time that your loan has been approved and you received a final award letter. The final award letter must specify the loan amount awarded to you. For enquiries send an e-mail to **bursaries@nust.na**. Include your student number and programme of studies in the e-mail.

Current loan holders must have an annual "PASS" result code.

## 2. REGISTRATION

Senior students will be registering online off-campus as from 09 January 2023 to 03 February 2023.

New students will register online on-campus on any day between 26 January 2023 and 01 February 2023 from 08h00 to 16h00.

### 2.1 Check List

- ✓ Registration fees are paid. Electronic (EFT) payments must be made three days before registration.
- ✓ Received a notification that your confirmation letter for a sponsorship/loan has been accepted. If not, send an e-mail to **studentdebtors@nust.na**

### 2.2 The Registration Procedure Explained

<div style="border: 1px solid #0070C0; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">Student (Enabler)</div> <ul style="list-style-type: none"> <li>✓ Application</li> <li>✓ Residence Application</li> <li>✓ Residence Registration</li> <li>✦ Registration               <ul style="list-style-type: none"> <li>Rules and Regulations</li> <li>Declaration and Agreement</li> <li>Qualification Registration</li> <li>Add Subjects to a Registration</li> <li>Submit Registration</li> <li>Proof of Registration with Fin Statement</li> <li>Subject Cancellation</li> <li>Qualification Cancellation</li> <li>Personal Contact Detail</li> <li>Subject Cancellation</li> <li>Process Status</li> </ul> </li> <li>✓ Student Enquiry</li> <li>✓ Request For Information</li> </ul> </div>	<p><b>Step 1:</b> Logon to <a href="http://www.nust.na">www.nust.na</a> and follow the E-NUST Tab. Click on "Student Kiosk" and insert your student number and pin number.</p> <p><b>Step 2:</b> Read the Rules and Regulations as well as Declaration of Agreement and click on the "I Accept" button. The acceptance of the "Rules and Regulations" and "Declaration and Agreement" is mandatory and serves as your electronic signature. The indicator is stored on your Student File and can be used as a Legal Agreement in a dispute / disciplinary matter.</p> <p><b>Step 3:</b> Click on "Qualification Registration", select the subjects you want to register for and click on "Save and Continue". For exemptions, kindly see point 2.3.2 below.</p> <p><b>Step 4:</b> Select the mode of studies and click on "Save and Continue"</p> <p><b>Step 5:</b> Make sure your registration details are correct and click on "Accept Registration".</p> <p><b>Step 6:</b> Make sure your Proof of Registration is correct. Double check the following: Year of Studies, courses registered for, Mode of studies, Fees charged etc. Print your Proof of Registration.</p>
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## 2.3 Other Important Information

All important documents such as yearbooks can be found on our website.

### 2.3.1 Application for Course Credits / Exemptions:

"Exemption from doing a course [subject]" means "you do not have to register for that specific subject". The Faculty Officer captures details of exemptions.

Exemptions for Grade 11 and 12 Learners: Namibia Senior Secondary Certificate (NSSC) or Equivalent		
Institutional Core Courses		
Institutional Core Course	School Subject(s)	Grade
Basic Mathematics	Mathematics	Minimum B (Ordinary Level) or 4 (Higher Level)
Basic Science	Biology and Physical Science	Minimum B (Ordinary Level) or 4 (Higher Level)
Computer User Skills	Computer Studies	Minimum B (Ordinary Level) or 4 (Higher Level)
Language in Practice	English Language	Minimum B (Ordinary Level) or 4 (Higher Level)
Introduction to Science, Technology, Engineering and Mathematics (InStem) Programme Code: 04STEM		
InStem Course	School Subject	Minimum Symbol Required
Introduction to Mathematics A and B	Mathematics	NSSCH – 3
Introduction to Physics A and B	Physical Science	NSSCH – 3
Introduction to Chemistry A and B	Physical Science	NSSCH – 3
Introduction to Biology	Biology	NSSCH - 4 or NSSCO – B
Introduction to General Geography	Geography	NSSCH – 4 or NSSCO – B
Computer User Skills	Computer Studies	NSSCH – 4 or NSSCO – B

Exemptions for English Courses					
The [x] indicates the English course the student should be registered for.					
	PLU 411S	EPR511S	EAP511S	PWR611S	PCO611S
Various English results/ Grades or symbols scored:	Principles of Language Use	English in Practice	Eng. Acad. Purposes	Professional Writing	Professional Communication
English First Language (NSSC/HIGCSE)					
Grade 1, 2, 3, 4	Exempted	Exempted	x	x	x
English First Language (NSSC/IGCSE)					
Symbol A, B, C	Exempted	Exempted	x		
Symbol D and below	Exempted	x			
English Second Language (NSSC/HIGCSE)					
Grade 1, 2 and 3	Exempted	Exempted	x		
Grade 4	Exempted	x			
English Second Language (NSSC/IGCSE)					
Symbol A, B	Exempted	x			
Mature Age Entry: English Proficiency Tests	40-59%	60-69%	70-90%		

### 2.3.2 How to add or cancel a subject after being registered.

Students are allowed to add or cancel a subject or their programme of studies **before or on 10 March 2023**, with 100% refund (excluding the non-refundable registration fee). Guidelines on how to add or cancel a subject can be found on our website at <https://www.nust.na?q=download/annual-reports-documents>



### 3. HOSTEL ACCOMMODATION

Application forms for hostel accommodation can be found on our website at **www.nust.na**. All contact details are found on the form.

**For enquiries:**

E: [fgreen@nust.na](mailto:fgreen@nust.na); T: +264 61 207 2298

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### 4. LECTURES

Classes will start on **06 February 2023**. Classes will be offered in a blended mode of study with include remote learning (online) and face-to-face classes.

**NOTE: It is the responsibility of the student to ensure that he/she has access to data as well as devices (laptops, computers, internet data, etc.) to be able to attend classes online.**

#### 4.1 Compulsory Online Orientation for New Students:

The use of technology in learning is now the norm since the COVID-19 pandemic invaded our lives. During the Online Registration Orientation Session, all new students will be introduced to how to be prepared, to learn and understand the teaching strategies and methods employed by their lecturers **via online platforms (MyNUST and Microsoft Teams)**. For easy communication with the facilitators, you are requested to install the **“Telegram”** application on your mobile device. This application is similar to WhatsApp but can handle a large number of users in a group. To access the Telegram Channel named **“students.nust”** please use this link once connected to the application: <https://tinyurl.com/h55576x6>

The orientation will be done online and more information will be e-mailed to all registered new students after registration. For more information, contact [gschroeder-nependa@nust.na](mailto:gschroeder-nependa@nust.na)

#### 4.2 Full-time and Part-time Students:

Timetables for full-time and part-time classes can be downloaded from our website at [www.nust.na](http://www.nust.na).

#### 4.3 Distance Students (COLL):

All distance education students will be enrolled onto eLearning for their relevant courses and Study Guides will be uploaded onto eLearning in a flipbook file format. The tutorial letters will be uploaded onto eLearning under the Course Material Section and as Turnitin Assignments on the dashboard on MOODLE. No hard copies will be issued.

Face-to-face induction sessions will be offered during February 2023. Dates will be announced in January 2023.

## 5. IMPORTANT CONTACT DETAILS

- General Enquiries: T: +264 61 207 9111
- **ICT Support (Passwords):**  
E: ictsupport@nust.na; T: +264 61 207 2608 or visit the website at <https://www.nust.na/?q=ictservices>
- If your registration has been **blocked due to financial reasons:**  
E: studentdebtors@nust.na; T: +264 61 207 9888
- If you do not receive a response regarding **admissions** or getting stuck during the registration process:  
E: admissions@nust.na; T: +264 61 207 9999
- Enquiries regarding **bursaries and loans:**  
E: bursaries@nust.na; T: +264 61 207 9888
- **International Student Support:**  
E: skambrude@nust.na or ygeises@nust.na; T: +264 61 2473 or 2315
- **Distance Education Support**  
E: coll@nust.na; T: +264 61 207 9777





## Faculty/Admissions Officers

For all faculty academic administration related enquiries and concerns, please contact:

Faculty/Department	Faculty Officer	Admissions Officer (Undergraduate Programmes – Admissions Enquiries Only)
Faculty of Commerce, Human Sciences and Education		
Department of Economics, Accounting and Finance	Ms Yvonne Shipanga T: +264 61 207 2671 E: yshipanga@nust.na	Mr Javakaije Kasaona T: +264 61 207 2671 E: jkasaona@nust.na
Namibia Graduate School of Accounting (NGSA)		
Department of Governance and Management Sciences	Mr Gilbert //Hoebeb T: +264 61 207 2320 E: ghoebeb@nust.na	Mr Javakaije Kasaona T: +264 61 207 2671 E: jkasaona@nust.na
Department of Marketing, Logistics and Sport Management	Ms Indira Mbako T: +264 61 207 2170 E: imbako@nust.na	Ms Rachel Hangula T: +264 61 207 2775 E: rhangula@nust.na
Harold Pukewitz Graduate School of Business (HP-GSB)		
Department of Social Sciences	Ms Gillian Feris T: +264 61 207 2160 E: gferis@nust.na	Ms Rachel Hangula T: +264 61 207 2775 E: rhangula@nust.na
Department of Communication and Languages		
Department of Technical Vocational, Education and Training (TVET)		
Department of Hospitality and Tourism		
Faculty of Computing and Informatics		
INCEIT	Ms Julia Semi T: +264 61 207 2923 E: jsemi@nust.na	Mr Grasswa Basson T: +264 61 207 2880 E: gbasson@nust.na
Department of Computer Science		
Department of Cyber Security		
Department of Software Engineering		
Department of Journalism and Media Technology		
Faculty of Engineering and The Built Environment		
Department of Civil, Mining and Process Engineering (CMP)	Ms Sonja Samuels T: +276 61 2016 E: ssamuels@nust.na	Mr Shanville Van Rooyen T: +264 61 207 2881 E: svanrooyen@nust.na
Department of Mechanical, Industrial and Electrical Engineering (MIE)		
Department of Architecture, Planning and Construction (APC)	Mr Phen Ilukena T: +264 61 207 2661 E: pilukena@nust.na	
Department of Land and Spatial Sciences (LSS)		
INSTEM Department		



### Faculty of Health, Natural Resources and Applied Sciences

Department of Agriculture and Agribusiness	Ms Seanie Van Wyk T: +264 61 207 2835 E: sfvanwyk@nust.na	Ms Mathilda Kondombolo T: +264 61 207 2017 E: mkondombolo@nust.na
Department of Natural Resource Sciences		
Department of Clinical Health Sciences		
Department of Preventative Health Sciences		
Department of Mathematics, Statistics and Actuarial Science		
Department of Biology, Chemistry and Physics		

## Regional Centres

Town	Contact Person	Tel (+264)	E-mail
Gobabis	Ms Elvire Theron Ms Chandre Beukes	+264 62 564 071	etheron@nust.na cbeukes@nust.na
Katima Mulilo	Mr Christopher Madyaao Natasha Muletwa	+264 66 252 388	cmadyaao@nust.na nnmuletwa@nust.na
Keetmanshoop	Mr Antonio Stuurmann Mr Millian Josob	+264 63 221 033	astuurmann@nust.na mjosob@nust.na
Otjiwarongo	Ms Gwendoline Beukes Ms Jacqueline S Hunibes	+264 67 301 149	gbeukes@nust.na jhunibes@nust.na
Rundu	Mr Charles Lushu Ms Aplonia Dikuwa	+264 66 255 270	clushu@nust.na adikuwa@nust.na
Tsumeb	Mr Menason Katjirua Ms Paulina Hamukwaya	+264 67 220 483	mkatjirua@nust.na phamukwaya@nust.na
Walvis Bay	Ms Ndapanda Amupueja	+264 64 203 603	namupueja@nust.na

## Resource Centres

Town	Contact Person	Tel (+264)	Email
Outapi	Ms Theresia Kuuvilwa	+264 65 251368	tnkuuvilwa@nust.na
Ongwediva	Ms Josefina Skrywer	+264 65 231 276	jskrywer@nust.na

## Eenhana Satellite Campus

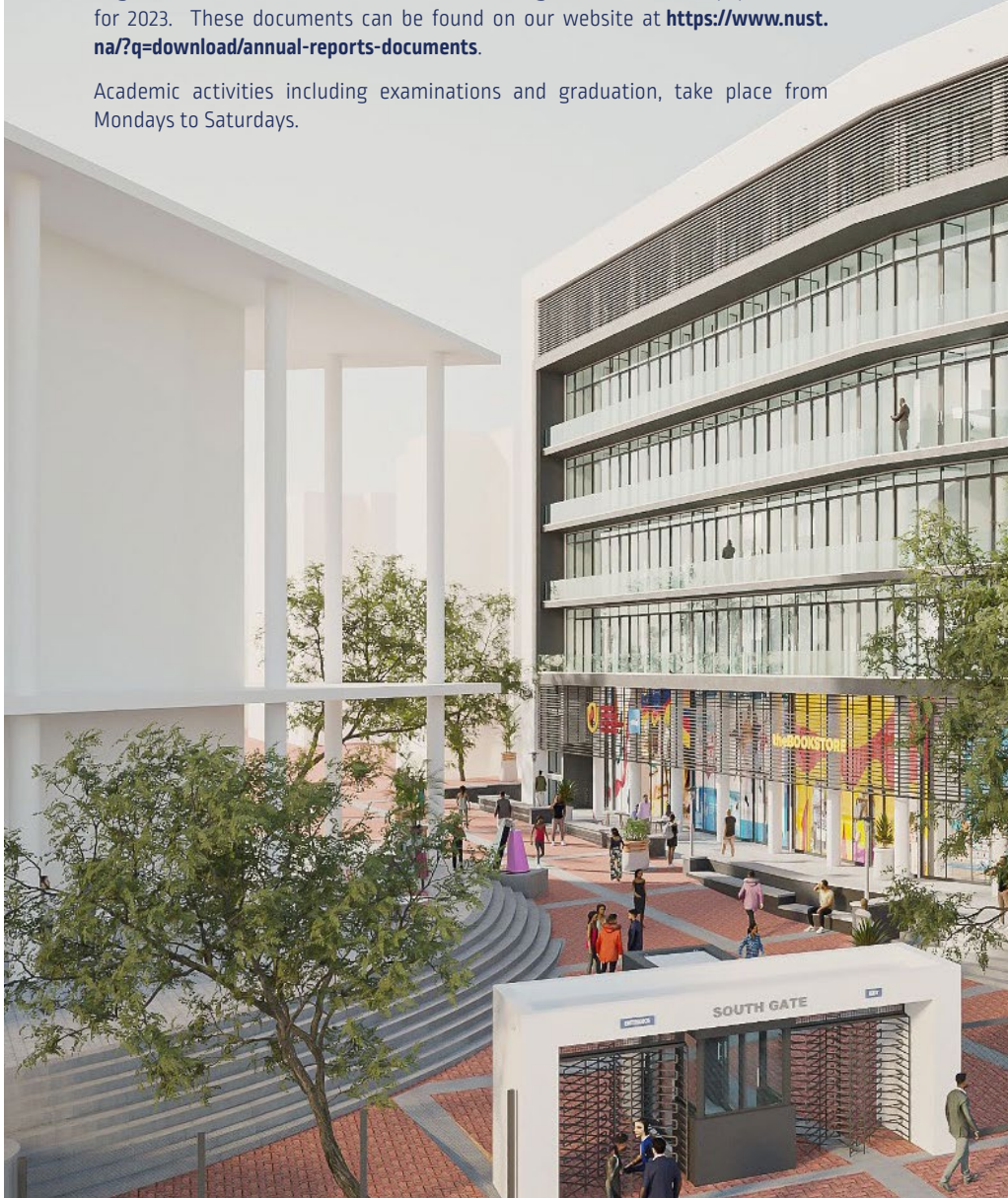
Contact Person	Tel (+264)	Email Address
Dr Lukas Shikulo (Head)	+264 65 231 276	lshikulo@nust.na
Ms Julia Kabuwanwa	+264 65 251 368	jkabuwanwa@nust.na
Mr Festus Shimhulu		fshimhulu@nust.na



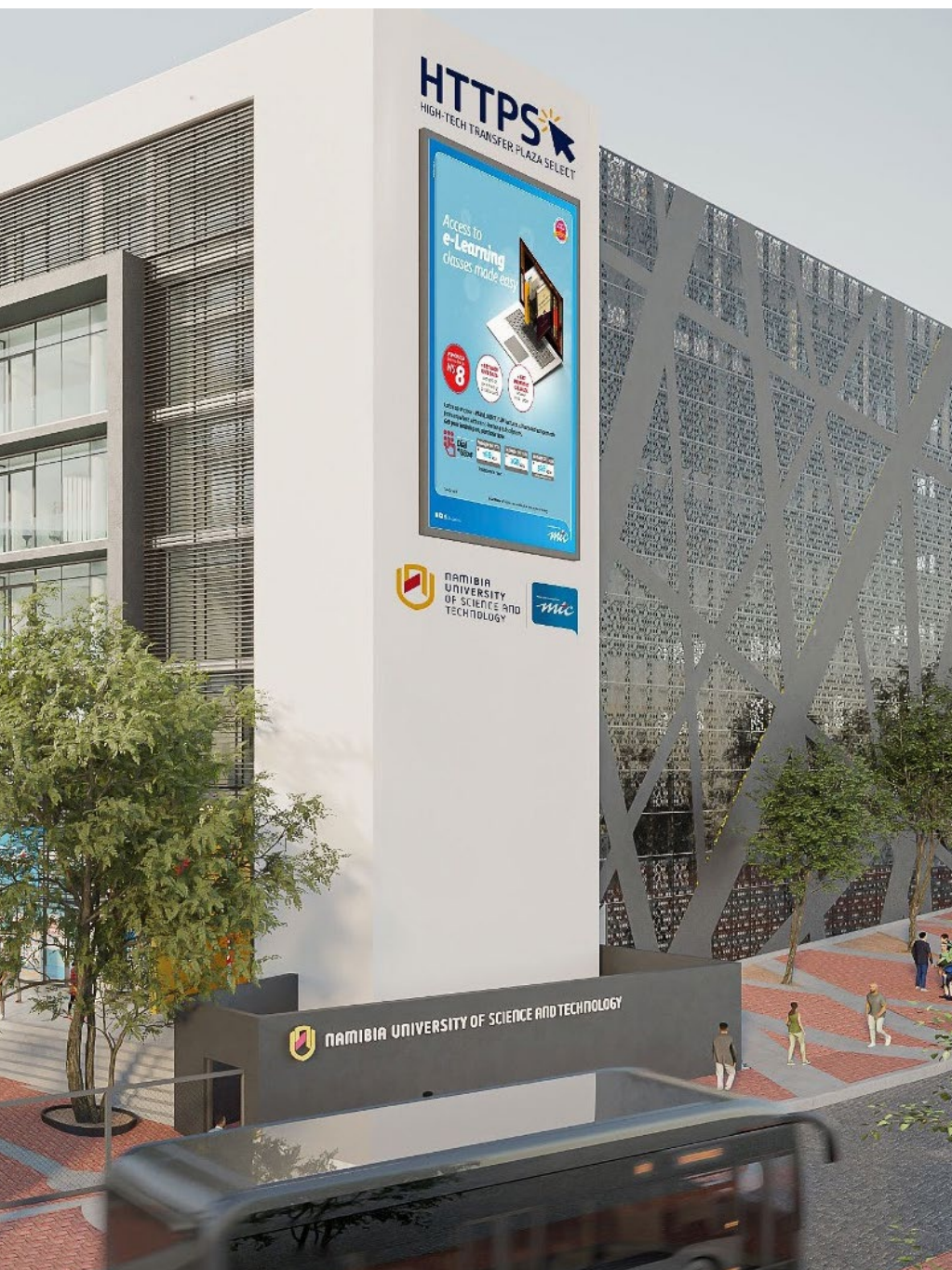
## 6. GENERAL RULES AND REGULATIONS

You are responsible for familiarising yourself with the General Rules and Regulations of NUST and the information as given in the faculty yearbooks for 2023. These documents can be found on our website at <https://www.nust.edu.pk/?q=download/annual-reports-documents>.

Academic activities including examinations and graduation, take place from Mondays to Saturdays.









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OF SCIENCE AND TECHNOLOGY

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