



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

# 2023 Yearbook - Part 1

## General Rules and Regulations





NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

YEARBOOK 2023

# PART 1

GENERAL INFORMATION  
AND REGULATIONS

(**Note:** The final interpretation of all regulations in this Yearbook for the **General Information and Regulations** shall be vested in Council).

## NOTE

The ***General Information and Regulations*** is valid for 2023 only.

It is obtainable free of charge from:

**The Registrar**

**Namibia University of Science and Technology (NUST) Private Bag 13388  
Windhoek NAMIBIA**

**Location:** 13 Jackson Kaujeua Street, Windhoek

**Telephone:** (+264-61) 207 2008 / 2118

**Fax:** (+264-61) 207 9118

**Website:** [www.nust.na](http://www.nust.na)

**E-mail:** registrar@nust.na

Although the information contained in this Yearbook has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions, which may occur. The University retains the right to amend regulations or conditions without prior notice.

Due to the rapidly changing external environment that many programmes operate in, and the University's desire to remain constantly relevant in its offerings, some programmes may be significantly amended after publication of this Yearbook. Please consult our website for the latest versions of our curricula, syllabi and academic regulations.

The fact that particulars of a specific programmes, field of study, subject, or course have been included in this Yearbook does not necessarily mean that such a programme, field of study, subject, or course will be offered in the academic year 2023.

**© Namibia University of Science and Technology/Office of the Registrar.**

**CONTACT DETAILS****Central Administration and Lecturers' Offices**

**Postal Address:** Private Bag 13388, Windhoek, NAMIBIA  
**Street Address:** 13 Jackson Kaujeua Street, Windhoek  
**Student post to:** Private Bag 13388, Windhoek, NAMIBIA  
**Website:** [www.nust.na](http://www.nust.na)  
**Email:** registrar@nust.na

**CENTRE FOR OPEN AND LIFELONG LEARNING**

**Postal Address:** Private Bag 13388, Windhoek, NAMIBIA  
**Street Address:** 13 Jackson Kaujeua Street, Windhoek, NAMIBIA  
**Tel:** 207 2081/2206  
**Fax:** 207 9206  
**Website:** [www.nust.na/coll](http://www.nust.na/coll)  
**E-mail:** coll@nust.na

**TELEPHONE NUMBERS**

207 9111

**NUST Switchboard Operator:**

<b>Office of the Vice Chancellor</b>	Vice Chancellor	207 2000/1-3
	Deputy Vice Chancellor: Finance and Operations	207 2004/5
	Deputy Vice Chancellor: Teaching, Learning and Technology	207 2280/1
	Acting Deputy Vice Chancellor: Research, Innovation and Partnerships	207 2181
<b>Office of the Registrar</b>	Registrar	207 2008/2118
	Assistant Registrar: Academic Administration	207 2351/2667
	Examinations Office	207 2027/2412
	Student Enquiries, Registrations, and Records Call Centre	207 2056
<b>Office of the Bursar</b>	Bursar	207 2066
<b>Department of Student Services</b>	Director	207 2165
	Students Counselor	207 2270
	Cultural Department	207 2070
	Sports Department	207 2298
<b>Students Representative Council:</b>		207 2457
<b>Information &amp; Communications Technology:</b>	Director	207 2275
<b>Library &amp; Information Services:</b>	Library, Enquiries and Loan Counter	207 2022/2621
<b>Hostels: Men: Shangri-La</b>	Superintendent	207 2132
	House Committee	207 2375
	Call Office	229413/233130
<b>Ladies: Mon Resa</b>	Superintendent	207 2131
	House Committee	207 2127
	Call Office	229405/234193/ 233100
<b>Ladies: Höpker</b>	Superintendent	207 2131
	House Committee	207 2130

**NB:** The international code in all numbers is +264-61

## VICE CHANCELLOR'S FOREWORD

I am extremely excited to welcome you to the Namibia University of Science and Technology, more affectionally known as NUST, as we begin the 2023 academic year.

If you are a new student, I want to assure you that you have joined a community of innovative and free-thinking students and staff, constantly pre-occupied with redefining the boundaries of science and technology to drive positive change for humanity.

This Yearbook is an amalgamation of our academic offering across four faculties, detailed by rules and regulations that dictate the courses you may take and the rules for academic progression. Therefore, it is essential that you read this book carefully and repeatedly, paying particular attention to sections that speak to your faculty, and specific course. There is much vital information about selecting courses, cancelling courses and the credits required to graduate on time.

You join NUST at a convenient time when we have strengthened our online and blended learning approaches, offering you the very best of the traditional mode of study and online platforms that offer you great flexibility. Scan through the Yearbook to see what options are available in your programme.

As a university, we have made concerted efforts to ensure that you receive the best experience throughout your academic journey.

NUST is a diverse community that receives students from all over the world, with a significant percentage emanating from Namibia and the African content. Wherever you may be coming from, as Vice Chancellor, I look forward to seeing you excel in and outside of the classroom, as you take advantage of our excellent academic facilities, and our rich city campus culture.

If you are a returning student, I am equally pleased that you have returned to your alma mater to continue your tutelage at Namibia's best tertiary institution. As a senior student I expect you to guide the new students around our city campus's culture and busy streets. Please take advantage of your time at NUST and seek international exchange opportunities by visiting our website or speaking to the International Relations Officer to guide you. NUST offers many opportunities to students to travel to Germany, Spain, France, USA, and host many African, Asian and other European countries.

NUST has consistently maintained a solid reputation for being a world-class university. It did not happen by accident; it was by design. Therefore, as Vice Chancellor, I expect that as soon as you cross Windhoek's threshold and set foot on NUST ground, you immediately strive to live up to the NUST culture of being intelligent, innovation and creative.

The entire NUST community and I eagerly look forward to playing a small part in your journey of growth and transformation.

Again, welcome to the NUST family.

Sincerely



**Dr Eroid Naomab**  
**NUST Vice-Chancellor**

## 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. Classes in Teacher Training and Secretarial Courses started on 14 January 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 College for Out-of-School Training were established. The Technikon offered a total of 17 diploma and certificate courses in Agriculture and Nature Conservation, Personnel Management, Public Administration, Cost Accounting, Secretarial Training, and Communicative and Legal Training. The College for Out-of-School Training (COST) offered 13 certificate courses in Technical and Commerce/General areas. Some of the courses included pre-tertiary teacher training.

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 of Namibia.

Act No. 18 of 1992 that established the Polytechnic of Namibia was promulgated and this left the Technikon and COST in some limbo, but they were placed under the auspices of the new university until the promulgation of the Polytechnic of Namibia Act.

Two years later, with the establishment of the Polytechnic of Namibia by Act No. 33 of 1994, Technikon Namibia and the College for Out-of-School Training (COST) merged to become the Polytechnic of Namibia. The Act provides for the gradual phasing out of vocational training courses and the granting of degrees by the Polytechnic of Namibia.

The former City Campus (former Academy) became the Polytechnic of Namibia and its first Rector, Prof. Tjama Tjivikua, was appointed on 4 August 1995, and the first meeting of Council was held on 10 August 1995. This event accelerated and completed the delinkage of the two institutions of higher education in December 1995. The Polytechnic of Namibia thus became an independent and autonomous institution in January 1996. It held its first graduation ceremony at which the President of the Republic of Namibia, Dr. Sam Nujoma, delivered the keynote address on 18 April 1996.

The Namibia University of Science and Technology governing structure includes the Council, its supreme policy-making body, the Senate, which is responsible for the academic component of the institution, the Vice-Chancellor, its chief academic and administrative officer, and a Students Representative Council.

On 14 September 2015 the Namibia University of Science and Technology Act was promulgated, thereby transforming the Polytechnic into the new university.

The Namibia University of Science and Technology, effective from January 2019, will be offering 7 Certificates (4 Undergraduate and 3 Postgraduate), 11 Diplomas (including 5 Postgraduate diplomas and 6 Undergraduate), 44 Bachelor degrees, 12 Professional Bachelor degrees, 25 Bachelor Honours degrees, 24 Master degrees and 6 Doctoral degrees in more than hundred programmes in the fields of study ranging from Computer Science and Informatics; Engineering (Civil, Electrical Power, Electronics & Telecoms, Mining & Metallurgy, and Industrial) to Health and Applied Sciences (Medical Laboratory Science, Environmental Health Sciences, Mathematics and Statistics, Pre-Hospital Emergency Medical Care, Health Information Systems Management, Applied Radiation Science and Technology, Human Nutrition); Human Sciences (Communication, English, Criminal Justice, and Public Management); Management Sciences (Economics, Accounting, Human Resources, Marketing, Transport Management, Logistics and Supply Chain Management, Entrepreneurship, Sports Management, Business Management/Administration/ Leadership, Hospitality & Tourism and Culinary Arts); Natural Resources and Spatial Sciences (Agriculture, Geo-matics, Town and Regional Planning, Regional and Rural Development, Quantity Surveying, Geo-information Technology, Spatial Science, Land Administration and Property Studies and Architecture.

## **MISSION AND VISION**

### **VISION**

A premier technological university known for knowledge creation, innovation and entrepreneurship.

### **MISSION**

An engaged and responsive university, meeting the needs of stakeholders through excellent education, applied research, innovation and service.

### **VALUES**

- Excellence
- Institutional Autonomy and Academic Freedom
- Collegiality
- Accountability and Sustainability
- Diversity

### Namibia University of Science and Technology Academic Crest



1. The Atom is one of the most basic recognisable symbols of science. Positioned under the sun it symbolises science & technology as the foundations of illumination at the university.
2. The Arch is the threshold of knowledge. It is the gateway to the future and encourages a thirst for knowledge and discovery. Namibia becomes the threshold for new development - entering into the new era.
3. Derived from the diverse traditional cultures of Namibian dress, amongst the Himba, Damara, Ovambo and Herero groups, the ribbon is an extension of the red band- representing 'people'. It is a symbol of achievement and prestige, and recognises traditional cultures of pageantry. The ribbon epitomises flexibility and adaptiveness by which NUST exemplifies and enables its students to achieve, post tertiary education.
4. This symbol represents the outcome of scientific and technological innovation and enlightenment. Education is a form of discovery, energy and life that this symbol should highlight through its embodiment of the sun.
5. The shield is the symbol of learning institutions (traditional) - signaling tradition, strength and readiness.
6. The red band represents the people and also blood, which gives life. People are the lifeblood of the university and country. It refers to their heroism and their determination to build a future of equal opportunity for all. The position of the red band represents 'crossing through the threshold'.



## CONTENTS

	Page
Note.....	ii
Contact Detail .....	iii
Vice-Chancellor's Foreword.....	iv
Historical Perspective.....	v
Mission and Vision .....	vi
Namibia University of Science and Technology Academic Crest.....	vii
Officers of the Namibia University of Science and Technology.....	x
Council.....	xi
Senate.....	xii
NUST Admission Point Score .....	14
New General Admission Criteria .....	15
 <b>CURRICULUM FRAMEWORK AND QUALIFICATIONS</b>	
Programme Development Unit.....	18
Curriculum Framework.....	19
NUST Qualification Types .....	20
 <b>GENERAL INFORMATION AND REGULATIONS</b>	
General Information and Regulations .....	25
Academic Regulations .....	29
Recognition of Prior Learning .....	30
Class Attendance.....	31
Assessment.....	32
Promotion Regulations: Examinations .....	33
Re-Registration for a Qualification .....	36
Maximum Study Period.....	36
Appeal by Candidate .....	36
Graduation.....	37
 <b>RULES FOR POSTGRADUATE STUDIES</b>	
General.....	39
The Higher Degrees Committee.....	39
Postgraduate Qualifications.....	41
The Master Degree.....	42
The Doctoral Degree.....	42
Thesis and Mini-Thesis.....	43
Assessment.....	43
Supervisors and Examiners for Theses .....	43
Appointment of Examiners .....	44
Final Submission.....	45
 <b>POLICY ON ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCES</b>	
Policy on Academic Assignments on Dates of Religious Observances .....	48
 <b>POLICY ON STUDENT PLAGIARISM</b>	
Policy on Student Plagiarism.....	51
 <b>STUDENT DISCIPLINARY REGULATIONS</b>	
Student Disciplinary Regulations .....	56
Disciplinary Committees and their functions .....	57
General Hostel and SRC Disciplinary Committee.....	59
Disciplinary Committee of Houses, Clubs and Cultural Societies.....	60
 <b>TEACHING AND LEARNING UNIT</b>	
Mission and Vision.....	62
Student Support .....	62
Faculty Support .....	62
e-Learning.....	62

## **LIBRARY AND INFORMATION SERVICES**

Library and Information Services .....	64
Library Regulations .....	65
Library Rules .....	66

## **COOPERATIVE EDUCATION UNIT**

Vision and Mission .....	68
Services Offered by CEU .....	68

## **DIGITAL TRANSFORMATION BUSINESS SYSTEMS**

Vision and Mission .....	71
ICT Services .....	71
Computer Laboratories .....	71
Access to Campus Network .....	71
Student Cards .....	71

## **DEPARTMENT OF STUDENT SERVICES**

General Information and Student Services .....	73
Student Services .....	73
Student Rules and Conduct .....	74
Student Activities .....	74
Personal .....	75
Miscellaneous .....	75
General Hostel Regulations .....	76

## **AWARDDS**

Vice-Chancellor's Medal .....	82
Merit Awards .....	82

## **OFFICERS OF THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

### **VICE-CHANCELLOR**

Dr Eroid Naomab  
B.Sc (UNAM) M.Sc. (UNAM) *"Cum Laude"*, M. Research: Strat Res  
Mgmt. (NTU), PhD: Sc (UoN)

### **DEPUTY VICE-CHANCELLOR: TEACHING, LEARNING AND TECHNOLOGY**

Dr Andrew Niikondo  
ND Pub. Admin. (UNAM), B.Tech. Pub. Mgmt. (TSA), MA Pub. Admin. (UWC),  
Ph.D.: Pub. Admin. (UNAM)

### **DEPUTY VICE-CHANCELLOR: FINANCE AND OPERATIONS**

Ms Miriam Dikuua  
BAcc and PGDA – University of Stellenbosch  
MComm (Acc) – University of the Witwatersrand  
CA (Nam) – Institute of Chartered Accountants of Namibia (ICAN)

### **ACTING DEPUTY VICE-CHANCELLOR: RESEARCH, INNOVATION AND PARTNERSHIPS**

Dr Colin Stanley  
ND (Software Engineering), BTech Hons (Software Dev), MSc (Comp Sci), PhD (Comp Sci)

### **REGISTRAR**

Prof Sifiso Nyathi  
PhD Reading and Curriculum Studies – University of Illinois, USA, M.Ed. (UNAM), LLB (UNAM),  
B Juris (UNAM), PGDE (UNAM), BA (UNAM), JTC Namibia Board of Legal Education

### **BURSAR**

Ms Mamijoo Tjejamba  
B. Acc. (UNAM)

### **DIRECTOR: LIBRARY AND INFORMATION SERVICES**

Ms Judy Grobler  
B. Bibl. (UOFS)

### **DIRECTOR: STUDENT SERVICES**

Dr Donovan Zealand  
B.Ed. (UNAM), M. Ed. (UNAM), PhD in Specialised Edu. (US),

## COUNCIL

Mrs Florette N Nakusera - *Chairperson of Council*  
Dr Michael Humavindu – *Deputy Chairperson of Council*  
Dr Eroid Naomab - *Vice-Chancellor*  
Mrs Miriam Dikuua - *Deputy Vice-Chancellor: Finance and Operations*  
Dr Andrew Niiikondo - *Deputy Vice-Chancellor: Teaching, Learning and Technology*  
Dr Coling Stanley - *Deputy Vice-Chancellor: Research, Innovation and Partnerships*  
Ms Elizabeth U Kamutuezu - *Council Member*  
Hon. Muesee Kazapua - *Council Member*  
Mr Conrad Lutombi - *Council Member*  
Ms Katrina Thomas - *Council Member*  
Mr Tomas K lindji - *Council Member*  
Mrs Kadiva Hamutumwa - *Council Member*  
Mr. Epaphras Shilongo - *Staff Representative: Academic*  
Ms Juanita Frans - *Staff Representative: Administrative*  
Mr Paulus Filippus - *SRC President*

**(2020-2022)**

### **Secretary to Council**

Prof Sifiso Nyathi – *Registrar*

## SENATE

### Members

Dr Eroid Naomab - *Vice-Chancellor and Chairperson*  
Dr Andrew Niikondo - *Deputy Vice-Chancellor: Teaching, Learning and Technology*  
Ms Miriam Dikuaa - *Deputy Vice-Chancellor: Finance and Operations*  
Dr Colin Stanley – *Acting Deputy Vice-Chancellor: Research, Innovation and Partnerships*

### Members of Council

Ms Katrina Thomas  
Ms Elizabeth Ujarura Kamutuezu

### Secretary to Senate

Prof Sifiso Nyathi - *Registrar*

### Executive Deans, Associate Deans and Heads of Departments

#### Faculty of Commerce, Human Sciences and Education

Prof Efigenia Semente - *Executive Dean*  
Prof Teresia Kaulihowa - *Associate Dean: School of Commerce and Management Sciences*  
Vacant – *HOD: Economics, Accounting and Finance*  
Prof Asa Romeo Asa- *HOD: Governance and Management Sciences*  
Dr Bianca Tjizumaue- *HOD: Marketing, Logistics and Sport Management*  
Dr Isobel Green-Manuel- *HOD: Hospitality and Tourism*  
Prof Pilisano Masake - *Associate Dean: School of Human Sciences*  
Prof Niklaas Fredericks – *HOD: Communication and Languages*  
Ms Mariette Hanekom- *HOD: Social Sciences*  
Dr Leena Kloppers – *HOD: Technical Vocational, Education and Training*

#### Faculty of Computing and Informatics

Prof Fungai Bhunu Shava - *Acting Executive Dean*  
Prof Guy-Alain Zodi Lusilao - *Associate Dean: School of Computing*  
Mr Edward Nepolo – *HOD: Computer Sciences*  
Dr Mercy Bere-Chitaur- - *HOD: Cyber Security*  
Dr Lameck Amugoongo – *HOD: Software Engineering*  
Dr Suama Hamunyela - *Associate Dean: School of Informatics, Journalism and Media Technology*  
Dr Munyaradzi Maravanyika – *HOD: Informatics*  
Dr Hugh Ellis – *HOD: Journalism and Media Technology*

#### Faculty of Engineering and the Built Environment

Prof Harmony Musiyarira - *Executive Dean*  
Dr Veikko Shalimba - *Associate Dean: School of Engineering*  
Prof Mallikarjun Pillalamarry - *HOD: Civil, Mining and Process Engineering*  
Mr Kalaluka Kanyimba - *HOD: Mechanical, Industrial and Electrical Engineering*  
Dr Phillip Lühl - *Associate Dean: School of the Built Environment*  
Dr Laudika Kandjinga - *HOD: Architecture, Planning and Construction*  
Ms Celeste Espach - *HOD: Land and Spatial Sciences*

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

Dr Onesmus Shuungula – *Executive Dean*  
Dr Hilma Amwele – *Associate Dean: School of Agriculture and Natural Resource Sciences*  
Dr Grace Kanguuehi - *HOD: Agricultural Sciences and Agribusiness*  
Dr Meed Mbidzo - *HOD: Natural Resource Science*  
Prof Omotayo Awofolu – *Associate Dean: School of Health Sciences*  
Ms Carolie Cloete - *HOD: Clinical Health Sciences*  
Dr Roswitha Mahalie - *HOD: Preventative Health Sciences*  
Prof Habauka Kwaambwa – *Associate Dean: School of Natural and Applied Sciences*  
Prof Percy Chimwamurombe - *HOD: Biology, Chemistry and Physics*  
Dr David Iiyambo - *HOD: Mathematics, Statistics and Actuarial Sciences*

**SRC**

Mr Paulus Filippus - *SRC President*

**Centres/Units/Institutes**

Ms Martha Namutuwa – *Acting Director: Co-operative Education Unit (CEU)*

Dr Colen Twaandu - *Director: Programme Development Unit (PDU)*

Ms Himeesora Kaimu – *Acting Executive Director: Institutional Effectiveness and Digitalisation*

Mr Lennord Eiseb – *Acting Director: Institutional Quality Assurance*

Mr Maurice Nkusi - *Acting Director: Teaching and Learning Unit (TLU)*

Mr Wynand Diergaardt – *Acting Director: Centre for Open and Lifelong Learning (COLL)*

Ms Judy Grobler - *Director: Library and Information Services*

**In Attendance**

Mr Klemens /Awarab – *Special Advisor to the Vice-Chancellor*

Ms Mamijoo Tjejamba – *Bursar*

Dr Erling Kavita – *Executive Director: Academic Development and Support, and Satellite Campuses*

Ms Selma Heelu - *Assistant Registrar: Academic Administration*

Ms Neriene //Hoëbes – *Acting Assistant Registrar: Examinations, Certification and Timetabling*

Mr Geoffrey Shakwa – *Acting Assistant Registrar: Governance*

Ms Mercia Richards – *Acting Senior Faculty Officer*

Dr Donovan Zealand - *Director: Student Services*



### NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) ADMISSION POINT SCORE (APS) AS FROM 2020

NUST students are admitted based on academic merit, which is assessed by converting score symbols into a point score.

This is a NUST score calculation, the APS calculation differs from institution to institution.

NSSC Namibia Senior Secondary Certificate			GCE General Certificate of Education			IGSE International General Certificate of Secondary Education		New (2021 Intake)	
APS	HIGHER LEVEL (NSSCH)	ORDINARY LEVEL (NSSCO)	A-LEVEL	AS-LEVEL	O-LEVEL	HIGCSE	IGCSE	NSSCO Namibia Secondary Certificate Ordinary (Grade 10-11)	NSSCAS Namibia Secondary School Certificate Advanced Subsidiary
								NSSCO	NSSCAS
12			A						
11			B	A					a
10	1		C	B		1			b
9	2		D	C		2			c
8	3	A*	E	D	A*	3	A*	A*	d
7	4	A		E	A	4	A	A	e
6		B			B		B	B	
5		C			C		C	C	
4		D			D		D	D	
3		E			E		E	E	
2		F			F		F	F	
1		G						G	

### Instem Scale

POINTS	NSSC (H) OR HIGCSE (symbol)	NSSC (O) OR IGSCE (symbol)	HG (symbol)	SG (symbol)	N3 (%)	InSTEM (%)
10	1		A			80+
9	2		B			70+
8	3	A*	C	A	80+	60+
7	4	A	D	B	70+	50+
6		B	E	C	60+	
5		C	F	D	50+	
4		D		E	40+	
3		E		F		
2		F				



### New General Admission Criteria

CRITERION	QUALIFICATION	POINTS NEEDED
1	3-year Degree and/or 4-year Composite Degree	<ul style="list-style-type: none"> <li>- At least 25 Points on the NUST Evaluation Scale in the best 5 Subjects and an E Symbol in English Language at NSSCO/H or Equivalent or a Combination of NSSCO/H, AS and A Levels Results</li> <li>- "AS" and A levels an Advantage</li> <li>- Passed InSTEM</li> </ul>
2	Diploma	<ul style="list-style-type: none"> <li>- Minimum of 22 Points of the NUST Evaluation Scale in the best 5 Subjects and an E Symbol in English Language</li> </ul>
3	Certificate	<ul style="list-style-type: none"> <li>- Minimum of 18 Points of the NUST Evaluation Scale in the best 5 Subjects and an E Symbol in English Language</li> </ul>
4	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	<ul style="list-style-type: none"> <li>- Recognition of Prior Learning (RPL)</li> <li>- Recognition of Current Competencies</li> <li>- Portfolio of Evidence of Work Experience</li> <li>- NQF registered Unit Standards</li> </ul>
5.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	<ul style="list-style-type: none"> <li>- Mature Age Entry Faculty- Based Requirements</li> <li>- Must be at least 23 years old in the year in which admission is sought</li> <li>- Pass the Entry Aptitude Tests</li> <li>- Low Points "O" Level or At Least Passed Grade 10 with 23 Points or Higher (old curriculum).</li> </ul>



		<ul style="list-style-type: none"> <li>- Obtained Junior Certificate in Education</li> </ul>
6.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	<p>Marginalise/Indigenous/ First Nation individual as defined by White Paper on the right of indigenous/marginalised community in Namibia.</p> <p>Meet Minimum Requirements – Direct Admission (Do not compete with other applicants)</p>
7.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	(Articulation) TVET Qualifications from VTC's and Technical Colleges
8.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	Inter Institutional Mobility (Cross NQF's Horizontal Articulation) Through Advanced Standing
9.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> <li>-</li> </ul>	Intra institutional mobility (Change from programme to programme)
10.	<ul style="list-style-type: none"> <li>- Certificate</li> <li>- Diploma</li> <li>- Degree</li> <li>- Degree (Honours)</li> </ul>	NQA Vetted and Approved International Qualifications



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Curriculum Framework and Qualifications

## PROGRAMME DEVELOPMENT UNIT

### INTRODUCTION

The Programme Development Unit (PDU) is an academic support unit responsible for leading, coordinating and managing programme development and review activities (both new and revised programmes) up to the point of registration of the resultant qualifications on the National Qualifications Framework (NQF).

### ROLES AND FUNCTIONS:

The following are the roles and functions of the unit:

- Develop, publish, and review the curriculum framework of the institution, including teaching, learning and assessment frameworks, Policy of Programme Development, Policy on Short courses, Double and Joint degree Policy and Industry Credential Courses Policy;
- Lead, advice and support academic departments in curriculum development of all programmes and short courses;
- Facilitate the quality assurance of all programmes to align to the National, Professional and Institutional standards;
- Facilitate registration of qualifications on the NQF;
- Assist with verification of qualification data in the Yearbooks and on ITS;
- Conduct developmental training sessions and capacity building intervention for academics on curriculum development issues; and
- Promote the Programme Qualifications Mix (PQM) that reflect NUST mandate and key attributes that reflect a world class university that focus on UN-SDGs and 4IR.

### VISION

To be a port of call that promote excellence through technological, innovative and sustainable programme development practices at NUST.

### MISSION

To facilitate the development of programmes and qualifications applying internationally benchmarked best practices in response to national needs.

### VALUES

- Accountability
- Excellence
- Teamwork
- Systematic
- Integrity

### STAFF AND CONTACT DETAILS

Dr Colen Tuaundu  
PDU: Director  
Tel: +264 61 207 2779  
E-mail: [ctuaundu@nust.na](mailto:ctuaundu@nust.na)

Ms Ester Johannes  
Senior Programme Development Coordinator  
Tel: +264 61 207 2759  
E-mail: [ejohannes@nust.na](mailto:ejohannes@nust.na)

Ms Lusia Shikongo  
Programme Development Coordinator  
Tel: +264 61 207 2495  
E-mail: [lshikongo@nust.na](mailto:lshikongo@nust.na)

Ms Olivia Itenge  
Programme Development Coordinator  
Tel: +264 61 207 2422  
E-mail: [oitenge@nust.na](mailto:oitenge@nust.na)

## CURRICULUM FRAMEWORK

The Namibia University of Science and Technology (NUST) Curriculum Framework (CF) provides guidance for the development, review, and implementation of all new and existing curricula in undergraduate and postgraduate programmes. It aims to promote an excellent learning experience that provides students with knowledge, skills and attributes, enabling them to succeed and excel in a global market. It is aligned with the processes for programme design, approval and review as required by national and international quality assurance agencies. The framework, should therefore, be read in conjunction with all other key institutional documents including the NUST Act (Act No. 7 of 2015); NUST Strategic Plan; Policy on Programme Development; Policy on Joint and Double Degree, Policy on Industry Credential Courses, Policy on Cooperative Education; Teaching, Learning and Assessment Framework (TLAF); Quality Management Framework (QMF) and the Faculty Yearbooks.

The CF serves as:

- a reference and a guide for the process of curriculum development and review;
- a living framework, allowing flexibility and adjustment for new developments during implementation;
- a policy instrument for curriculum design, development and implementation, monitoring and evaluation;
- a response to the changing demands of society including the imperatives of the Fourth Industrial Revolution (4IR); and
- an instrument for promoting NUST graduate attributes.

The curriculum framework document was therefore developed in the context of the institution's vision, mission and values and brings together all the University's intentions and expectations in terms of programme attributes and development imperatives, and as such provides a coherent guidance within which these attributes are to be achieved and these activities are to be carried out. The provisions of the curriculum framework apply to the development and review of all programmes leading to qualifications at the Namibia University of Science and Technology and facilitate, amongst others, the alignment of qualifications with the National Qualifications Framework (NQF) requirements.

### PRINCIPLES UNDERPINNING THE CURRICULUM FRAMEWORK

The CF supports the general principles underlying the core functions of higher education, including Teaching and Learning, Research and Innovation, and Community Engagement. The following principles are therefore, taken into consideration when designing and developing the curriculum:

- Alignment and Coherence
- Relevance
- Student-centredness in Teaching and Learning
- Multidisciplinarity
- Flexibility
- Internationalisation
- Technology-Enhanced Learning

### GRADUATE ATTRIBUTES AND EMPLOYABILITY SKILLS

NUST aims to produce graduates characterised not only by critical thinking, technical and literary competence but also committed to lifelong learning and global citizenship and well prepared for the 21st century and the demands of the 4IR. The university expects all its graduates to possess at the level appropriate to the qualification being awarded, the following graduate attributes (*Refer to Figure 1*):

**Figure 1: NUST Graduate Attributes**



## NUST QUALIFICATION TYPES

The Namibia University of Science and Technology is established by a law of the Republic of Namibia to deliver higher education programmes leading to qualifications at all tertiary levels. As such, its qualifications are nationally and internationally recognised. NUST qualification types must conform to the Regulations Governing the National Qualifications Framework. NUST provides for the following qualification types.

### UNDERGRADUATE QUALIFICATIONS

The university sets out the guidelines for the minimum credits for its qualifications, thus setting their standards. Certificates and Diploma are designed to fulfill particular needs in society and industry.

#### Certificates

Namibia University of Science and Technology Certificates are issued at NQF Levels 4 to 7, and require a minimum of 60 NQF credits. Certificates demonstrate proven ability in a coherent cluster of outcomes of learning related to a work role or to a recognisable milestone in education and training.

#### Diplomas

Namibia University of Science and Technology Diplomas are registrable at NQF Levels 5 to 7 and require a minimum of 120 NQF credits. They recognise proven capacity to initiate and make judgement across a broad range of educational or vocational area as well as in technical, professional and/or management roles.

#### The Bachelor (Level 7)

The Bachelor Degree is designed for registration at NQF level 7 and requires a minimum of 360 NQF Credits, with 72 credits at Level 7. It is a systematic, well-rounded and coherent introduction to the broad knowledge and ideas of the subject area, and develops abilities in self-directed learning, intellectual independence, critical thinking, analytical rigor and advanced communication and collaboration skills.

#### Integrated Bachelor Honours Degree

The Integrated Bachelor Honours Degree requires a minimum of 480 NQF credits. It is an initial higher education degree designed to meet the outcomes and requirements of careers and fields requiring a level of training beyond that of a Bachelor Degree, but such field or career is not regulated by a nationally recognised professional body. A minimum of 120 credits must be at Level 8, of which at least 30 credits must be for research.

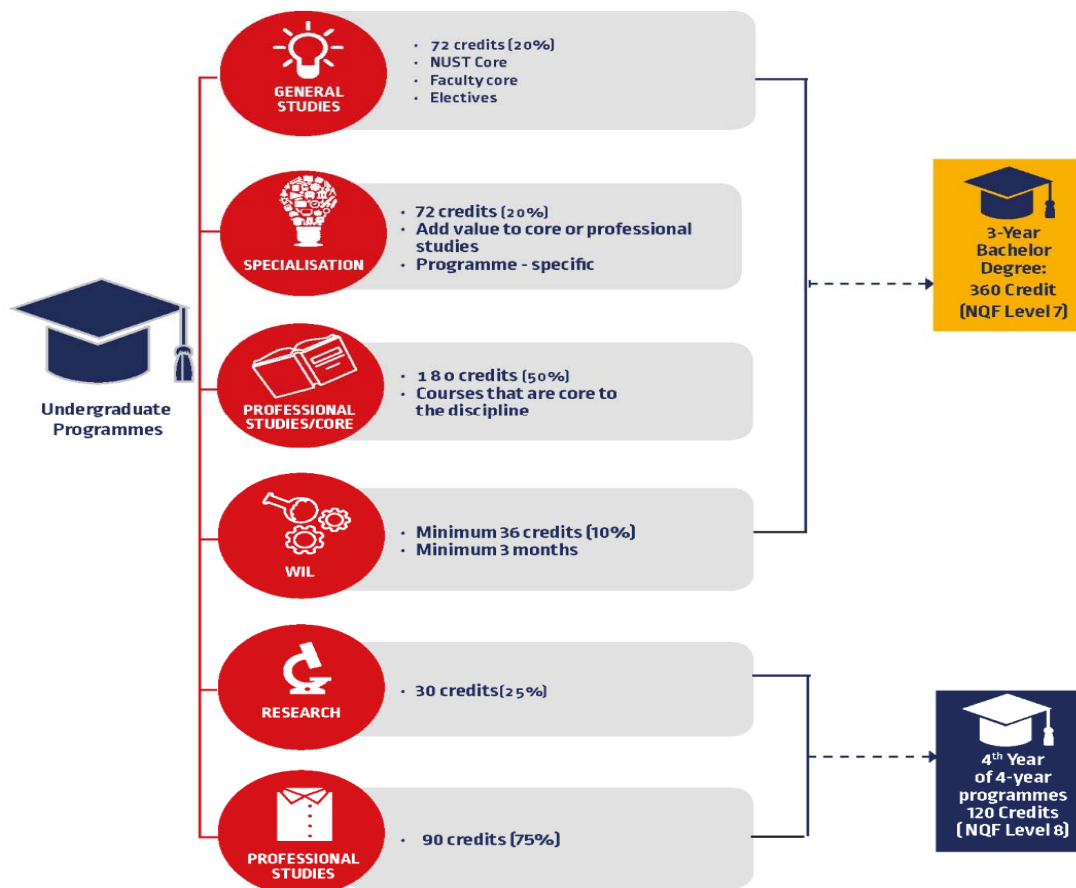
#### Professional Bachelor Degree

The Professional Bachelor Degree, requiring a minimum of 480 NQF credits, is designed to meet the educational requirements for registration as a professional in any of the fields regulated by national regulated professional bodies. A minimum of 120 credits must be at Level 8, of which at least 30 credits must be for research.

### NUST UNDERGRADUATE DEGREE PROGRAMMES CURRICULUM MODEL/STRUCTURE

The Namibia University of Science and Technology Curriculum Model (illustrated in Figure 2 below) is primarily aimed at guiding undergraduate programmes and is based on the following principles:

Figure 2: Undergraduate Degree Programmes Curriculum Model/Structure



The Curriculum Model includes the following types of learning:

**General Studies:**

**NUST Core: approximately 36 credits**

The NUST undergraduate curriculum model aims at accommodating rapid developments and changes in science and technology by imparting general and emerging suite of skills to develop competencies that cannot be delivered by specialised disciplines alone. Therefore, the structure of any curriculum at NUST must include courses/content and learning activities that deliver the following core skill sets:

- English and Communication
- Information Competence
- General Computing and IT
- Mathematics and general numerical
- Basic Science
- Sustainability and Development
- Entrepreneurship and Innovation

Students may be exempted from a courses leading to these core skills based on prior learning/knowledge/competencies or admission requirements as may be determined by Senate.

The table, below, summarises essential information regarding institutional core courses.

Course Code	Course Title	Semester(s) Offered	NQF Level	NQF Credits
CUS411S	Computer User Skills (CUS)	1 and 2	4	10
PLU411S	Principles of English Language Use	1 and 2	4	Non-Credit Bearing (NCB)
EPR511S	English in Practice	1 or higher (following PLU in the curriculum)	5	NCB
EAP511S	English for Academic Purposes	1 or higher (following EPR in the curriculum)	5	14
ICT521S	Information Competence	2 or higher (following CUS in the curriculum)	5	10
BMS411S	Basic Mathematics	1 and 2	4	12
BSC410S	Basic Science	1 and 2	4	8
SYD611S	Sustainability and Development	3, 4, 5 or 6	6	12

#### **Exemption from Institutional Core Courses**

Candidates may be considered for exemption, in accordance with Senate's resolution, from the following institutional core courses based on their NSSC grades/symbols or equivalent in relevant subjects:

INSTITUTIONAL CORE COURSE	SCHOOL SUBJECT(S)	GRADE
Basic Mathematics	Mathematics	Minimum B (Ordinary Level) or e (AS Level)
Basic Science	Biology and Physical Science	Minimum B (Ordinary Level) or e (AS Level)
Computer User Skills	Computer Studies	Minimum B (Ordinary Level) or e (AS Level)
Principles of English Language Use	English Language	Minimum B (Ordinary Level) or e (AS Level)

#### **Faculty core courses (approximately 18 credits)**

Faculty core courses lay the foundation in the programme's main field of study and ensure that all students within a Faculty share a largely common experience and gain broad exposure to related disciplines. They are selected by each Faculty as appropriate.

#### **Elective courses (approximately 18 credits)**

Elective courses are designed to broaden the student's experience and to ensure that graduates are well-rounded and possess a broad worldview. Faculties must choose these electives with care to ensure that students achieve the broad experience expected.

#### **Professional Studies/Core Courses: Minimum 180 Credits**

Professional studies/core courses form the core of the subject, profession or career area of a programme. They make up the majority of the programme, and are designed to ensure that basic graduate competencies in the subject and specific technological areas are met.

#### **Specialisation: Minimum 72 Credits**

Specialisation courses are designed to add value to major courses and to deepen competency in a subject area or area of professional or technical practice. They are programme-specific and may be offered in the form of electives.

#### **Work Integrated Learning: Minimum 36 Credits**

WIL is an integral part of the undergraduate Degree programmes, however, where industry or professional bodies requires, Diploma may include the WIL component. WIL focuses on the integration of knowledge and skills into professional practice in a real or simulated work situation. Although students are preferably placed in a real work situation, fulfilment of the undergraduate degree requirement may also be met through WIL approaches such as Service Learning, Problem-based Learning and Project-based Learning, and/or participation in a simulated work environment and entrepreneurship hub. The WIL learning areas and outcomes are linked to the related undergraduate degree programme and to industry practice. Further details about the implementation of WIL can be found in the Policy on Cooperative Education.

#### **Research/Creative Work/Professional Project: Minimum 30 Credits**

Creative Work/Research Output/Professional Project Work is a requirement at Level 8 of the Professional Bachelor and Integrated Bachelor Honours degree programmes. Figure 2 shows the structure of undergraduate Bachelor degrees.

## POSTGRADUATE QUALIFICATIONS

### Postgraduate Certificate

A Postgraduate Certificate is awarded at Level 8, in advance of the level of certification of a Bachelor Degree. It recognises on-going professional development in the same subject as a degree previously earned. It is intended to broaden, extend or deepen currently recognised knowledge and skills. The Postgraduate Certificate requires a minimum of 60 NQF credits.

### Postgraduate Diploma

A Postgraduate Diploma is awarded at Level 8, in advance of the level of certification of a Bachelor Degree. It aims to strengthen and deepen the student's knowledge in a discipline or profession. The primary purpose is to enable working professionals to undertake advanced reflection and development by means of a systematic survey of current thinking, practice and research methods in an area of specialisation. The qualification demands a high level of theoretical engagement and intellectual independence and may require a student to undertake enquiry-based project or any other appropriate mode. The Postgraduate Diploma requires a minimum of 120 NQF credits.

### Bachelor Honours Degree

The Bachelor Honours Degree is the initial postgraduate specialisation qualification building on a Bachelor Degree in the same cognate area. The degree prepares students for research-based postgraduate study. Bachelor Honours consolidate and deepen the student's experience in a particular discipline; and develop research capacity in the methodology and techniques of that discipline. It demands a high level of theoretical engagement and intellectual independence.

Bachelor Honours degree programmes require the student to conduct and report on research under supervision, in a manner appropriate to the discipline or field of study. A Bachelor Honours Degree requires a minimum of 120 NQF credits (all at Level 8), of which a minimum of 25% (30 credits) must be for research.

### Master's Degree

Master's Degrees are designed to prepare researchers who can contribute to the development of knowledge at an advanced level, and/or prepare graduates for advanced and specialised employment. A Master's Degree requires 240 NQF credits (all at Level 9), and must include a significant research component.

Master's graduates should be able to deal systematically and creatively with complex issues, make sound judgements using available data and information, and communicate their conclusions clearly to specialist and non-specialist audiences.

There are two variant Master's degrees:

- Master's Degree by Coursework and Research
- Master's degree by Research

### Doctoral Degree

The Doctoral degree is a postgraduate degree at NQF Level 10, consisting of a minimum of 360 NQF credits (all at Level 10) NUST supports the following Doctoral Degrees, in accordance with the NQF:

- Pure research (by thesis)
- Practice-oriented degree: a Named Doctorate or Professional Doctorate
- Degree based on coursework, examination and a thesis





NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# General Information and Regulations

## GENERAL INFORMATION AND REGULATIONS

### GENERAL NOTES AND DISCLAIMER

#### 1 Disclaimer and Indemnity

The University is not responsible for any property of staff members, students, visitors or any property of third parties brought onto its campus by a staff member, student, visitor or any other person.

#### 2 Confidentiality of Student Information

Student information shall at all times be treated as confidential. No information will be provided to third parties, unless so authorised by the student or by an agreement signed by the student with a donor. Progress reports will be provided to persons registered as responsible for the payment of fees of students.

#### 3 Deadlines occurring on a weekend

Deadlines provided for in these rules and which in some years will occur on a weekend will be deemed to be on the first working day immediately following that weekend.

### GI1 APPLICATION FOR ADMISSION

All prospective students must apply for admission to the University on the prescribed form. Application forms are available on request from the Office of the Registrar and on the website. All applications have to be accompanied by the relevant fees. The closing date for all applications is as determined by Senate and published in the Institutional Calendar. Applicants will be notified as soon as possible after the closing date whether their applications for admission have been successful or not.

International students, in addition to meeting the entry requirements, are also required to meet all immigration requirements for a study visa in order to gain admittance to the University.

Mature age applicants are required to sit for a series of tests shortly after the closing date for applications. No late applications are accepted for mature age entry.

### GI2 ADMISSION CRITERIA

#### GI2.1 General Admission Requirements

In addition to the normal admission criteria for enrolment, the University reserves the right to restrict the number of students being admitted to a particular programme by means of selection. Candidates may generally be admitted to the University for instruction and training subject to such specific departmental requirements as determined by Senate for admission to a specific programme on the following conditions:

Candidates must have passed at least 5 subjects (not necessarily during the same examination session), including English Language, with an E symbol or better on the NSSC Ordinary level and have obtained a total score of at least 25 points on the Evaluation Scale. Where candidates offer more than five (5) subjects the best five (5), including English Language, will be counted,

OR

Candidates must have obtained any other school leaving certificate from other examination authorities that can be regarded as equivalent to the prescribed qualifications and obtain a total score of at least 25 points on the Evaluation Scale based on the best five (5) subjects, including English Language.

#### Final Selection for a Programme

Final selection for a programme will take place based on the real examination results of all qualifying candidates for that programme. All qualifying candidates will report on campus on a date as determined by the Registrar and will participate in such specific selection processes as may be determined by the Department concerned.

A qualifying candidate is a candidate who has properly submitted an application for studies; who has met the general admission requirements; and who has met the specific admission requirements of a programme.

The final selection process will generally not be applicable to students who wish to study on the distance education mode, but may be so applied in exceptional cases. Notice of such final selection process for such distance education programmes will be given separately.

#### GI2.2 Mature Age Entry Scheme

Applicants who do not meet normal admission requirements, but have at least a Junior Certificate or equivalent qualification, may, in the spirit of lifelong learning and redress of past disadvantage, apply for admission through the mature age entry scheme.

Applicants under the mature age entry scheme should:

- Have reached the age of 23 years on or before 1 January of the academic year for which admission is sought.
- Normally have completed their full-time school or college education at least three years before the academic year for which admission is sought.
- Have at least three years' work experience.



Selection for mature age entry will be by means of appropriate written entrance tests, three years work experience, satisfactory references, and passing of the Namibia University of Science and Technology language proficiency test in English at a level which enables them to commence programmes of study as approved by Senate.

Note: Admission through the Mature Age Entry Scheme is limited to a small percentage of the planned enrolment in a programme, while some programmes do not consider any such candidates due to the Scientific and/or Mathematical basis of these programmes.

### **GI2.3 General Criteria**

The highest qualification of a candidate will serve as a basis for evaluation for admission.

Students, who cannot provide substantial proof of admission qualifications, will not be allowed to continue with their studies.

### **GI2.4 Admission to the Fourth Year (Bachelor) Level of pre-NQF Programmes**

Admission into the fourth year level of the programme is by way of one of the following paths:

- i. Current and continuing students may enrol for courses on the fourth year level before having completed all requirements for the award of the National Diploma, provided that all pre-requisites for such courses are met and that the progression rules of a particular programme are satisfied.
- ii. Applicants from outside the Namibia University of Science and Technology or those who are not current students, must be in possession of a recognised National Diploma, or its equivalent as determined by Senate, provided that Senate may require such applicants to do additional study before allowing them to enrol for the Bachelor level.
- iii. Students transferring from another university of technology and other recognised institutions during their study period would be dealt with as 'continuing' students.

### **GI2.5 Admission with Advanced Standing**

The Dean may, upon recommendation of the Head of Department, grant admission with advanced standing i.e. admit applicants with credits or completed qualifications from other accredited institutions of higher learning to higher study levels within a programme.

Granting such advanced standing shall not involve an evaluation of the credits on a course-by-course basis as provided for by Rule AC2, but shall rather be considered on the volume of relevant credits presented and the attainment of core competencies (learnings) within the curriculum of the programme. Admission with advanced standing shall be considered under the following conditions:

- (a) In the case of credits being presented, such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for. If such credits do not have the sufficient volume, i.e. they do not make up the equivalent of one study period, the applicant should be advised to apply for course-by-course credits under Rule AC2.
- (b) In the case of credits being presented, such credits must not be older than eight years and must be presented in an official original academic transcript from the institution concerned. Exceptions to the 8-year limitation may only be decided by Senate.
- (c) In the case of completed qualifications being presented, such application must be accompanied by a detailed original academic transcript issued by the certifying institution.
- (d) The volume of advanced standing granted shall not exceed 50 % of the credit requirements for a degree, except in such cases where an intermediate qualification in the same programme is considered appropriate for enrolment in the final year of a degree.

Applicants wishing to be considered for advanced standing must apply on the prescribed form and must pay the prescribed, non-refundable fee. Applications for advanced standing must be made together with the application for admission.

### **GI2.6 Application for Resumption of Studies**

Students who have gained credits towards completing their qualification, but who have interrupted their studies for a semester or longer, must apply for resumption of studies by completing the prescribed form, before they will be allowed to re-register. Such resumption of studies must be recommended by the Head of Department before the registration can be affected by the Faculty officer.

The provision that allows students to apply for resumption of studies will last for three years from the last date that the student was registered. Should the student fail to resume studies within this three-year period, s/he must apply for admission to the programme again.

Applicable deadlines for such application are: 15 January for the first semester, and 15 July for the second semester.

## **GI3 REGISTRATION AS A STUDENT**

Registration commences at the beginning of each semester after selection has been completed and the compilation of the course controlled.

### **GI3.1 General Regulations**

Students shall, annually prior to the commencement of their studies, enrol as students of the University by completing the registration form in full, thereby binding themselves to the rules of the University and undertaking to pay the prescribed fees. In the event of semesterised programmes, students may be required to enrol for every semester.

Students are provisionally registered until they submit the original certificates serving as requirements for admission to a particular programme. Such certificates must be submitted on or before 31 May in the year of first registration as a student, unless the Registrar allows extension of time.

Students have to provide the Registrar with a postal and residential address as well as an address for the receipt of accounts. Any change in these addresses must be submitted to the Registrar without delay but not later than 7 days after such a change. Official correspondence/financial statements sent to the address thus provided by the students will be deemed to have been received by them.

Senate may annually determine the closing date for enrolment, provided that the Registrar may consent to late registration on payment of a late registration fee using the prescribed form and with consent from the relevant Head of Department and Dean.

No student shall be admitted as a candidate for more than one degree, diploma, or certificate at the same time without the special permission of Senate. No allowances or accommodations will be made for students undertaking study in another institution.

A Faculty may restrict the number of persons who may be permitted to register for a particular programme, in which event the Faculty may, from amongst the persons qualified to register for such a programme, select those who will be permitted to register.

*Note: Documents to be submitted on first registration*

*On first registration the original of the qualification serving as admission qualification must be submitted together with an original identity document or birth certificate and official proof of a change of name, where applicable, plus such other documents as specified for a specific programme or admission rule.*

*Documents submitted to the university will not be returned to applicants or students, nor will copies of such documents be made from student files without permission from the Registrar.*

#### **GI3.1.1 Requirement for Consistency of Offering Types (Qualification and Course Level)**

Students are allowed to combine offering types at the course level, i.e. enrol for courses on a combination of full-time, part-time and distance education modes. However, the offering type on which the qualification is enrolled will be strictly determined by the offering type on which the majority of courses are enrolled. In other words, a student will be registered for the full-time offering type on the qualification level only if the majority of the courses are also enrolled on the full-time offering type.

#### **GI3.1.2 Obligation to pay for Study Material when changing from Distance Education or e-Learning to Face-to-face Mode of Study**

Students who enrolled for (a) course(s) on the Distance Education or e-Learning mode and then change to a face-to-face mode will be charged a fee for the study material issued to them. No study material will be accepted as returns.

#### **GI3.2 Registration for non-degree purposes**

A person who is not a registered student of the University may register for non-degree purposes with the permission of the respective department subject to meeting the required entry requirements, paying the prescribed fees and availability of space on the respective course.

No student shall be registered for non-degree purposes for courses on a postgraduate study programme.

No student shall be registered for non-degree purposes for courses on a programme while being registered for another programme, unless so approved by the Registrar upon recommendation of the Head of Department.

In the rare situation where this registration type may be required, the Faculty Officer shall carry out the registration upon recommendation of the Head of Department and with the approval of the Registrar.

#### **GI3.3 Registration as an audit student**

Any person who does not want to follow an approved degree or diploma programme, but wants instead to attend lectures in one or more courses may be admitted as an audit student, if he/she:

completes the prescribed application form

obtains the written permission from the relevant Dean to attend the lecture(s)

registers as guest student (including payment of the prescribed fees) and

submits such proof of registration to the relevant lecturer(s)

A guest student is not entitled to formal evaluation and certification, i.e., he/she will write no tests or examinations and receive no credit for attending lectures in (a) specific course(s). A guest student is not entitled to any rights/ privileges to which bona fide students are entitled. All uncertainties regarding this matter must be taken up with the Registrar.

#### **GI3.4 Registration dates**

Student registration will take place in accordance with the registration dates as contained in the Calendar. The registration programme is also announced in the media and prospective students must make sure of the dates, times and venues of registration. Students must abide by the registration programme and relevant deadlines.

#### **GI3.5 Late registration**

A late registration fee is levied on students who register during or after the period of late registration provided for in the Calendar.



### **GI3.6 Student cards**

The University issues a student card to each student on which the student's registration number and photo appear. Lost student cards are only replaced after submission of an official receipt for the prescribed replacement fee.

Students are required to carry their student cards on their person at all times and may be asked to show such student card by any authorised staff member of the Namibia University of Science and Technology or its contractors. Students may be denied access to buildings, classrooms, examinations and/or services should they be unable to show a valid student card of the current academic year on demand.

### **GI3.7 Change of address**

A student must immediately notify the Registrar of any change of address on the prescribed form.

## **GI4 ISSUING OF DOCUMENTS**

### **GI4.1 Academic records and certificates**

At graduation each candidate will be issued a free copy of an academic record and a degree or diploma certificate. Subsequent to graduation, academic records will be reprinted at a fee. A past student wishing to obtain a copy of her/his academic record shall apply for it on the prescribed form, pay the prescribed fee and produce the receipt to the Student Records Department before the document will be issued to her/him.

A student currently registered at the Namibia University of Science and Technology wishing to obtain a copy of her/his academic record shall also apply on the prescribed form, pay the relevant fee and produce the receipt to Student Records Department before s/he is furnished with the document.

The University will not reprint qualifications where the originals of which have been lost by a student. The certificate will be reissued, upon payment of the prescribed fee, clearly indicating that the certificate is a copy of the original.

The University shall not re-issue qualifications upon a subsequent change of biographical data of the recipient. It is the responsibility of the holder of the qualification to provide official proof of the change in biographical data to any employer or other stakeholder.

### **GI4.2 Proof of registration**

A student wishing to obtain a proof of registration after the standard document has been issued at registration shall pay the prescribed fee.

### **GI4.3 Syllabuses**

A past student shall apply in writing to the Student Records Department for the issuing of a certified syllabus. The student shall pay the prescribed fee at the cashier and produce the receipt to the Student Records Department before s/he shall be furnished with the document/s.

### **GI4.4 Examination Results**

After the June/July, November/January examination results have been approved by BOSEC, all candidates can access their results on the Student KIOSK. Upon request, a printed advice of their results will be issued at the Examination Department. Results will also be available through the student kiosk and by sms (short messaging service).

## ACADEMIC REGULATIONS

### AC1 CURRICULUM REGULATIONS

#### AC1.1 Timetable clashes

The student is responsible for selecting his/her courses in such a way that these can be accommodated within the existing timetable.

Notice of timetable clashes must be handed in at the Office of the Registrar in writing on a prescribed form within five lecturing days of commencement of lectures.

*Note: Timetable clashes are clashes only when courses of the same prescribed curriculum for the same qualification and the same level appear at the same time on the timetable.*

#### AC1.2 Sequence of Courses and Pre-Requisites

Unless otherwise determined by Senate, a student shall not be admitted to a second or subsequent level course in a subject if he/she has not fulfilled the pre-requisites for that course. The Yearbook gives additional details in this regard in the Curriculum section.

*Note: Certain departmental rules may be different from the above. Please consult departmental rules.*

#### AC1.3 Course Amendment

A student may only amend his/her curriculum course(s) within the period as decided by Senate and published in the Academic Calendar. In respect of each amendment:

- the written approval of the Head of the Department the student wishes to enter and
- the consent of the Faculty Officer must be obtained, and
- the Registrar must be notified on the prescribed form within the prescribed period

#### AC1.4 Termination of Studies

In the case of a student who wishes to terminate a course or programme, the Registrar must be notified in writing. The date on which such written notification is received will be deemed as the official date for the cancellation of the course and/or programme. (For financial obligations arising out of cancellations, refer to the Students Fees Regulations).

Students may not cancel individual courses after 30 April and 30 September for the first and second semesters respectively.

Tuition fees are not transferable from one academic period to the next or to a future academic period. A student who cancels (a) course(s) during the semester will be refunded the portion of tuition fees as per the refund rules contained in the Fees section of the Prospectus.

If it becomes clear that a student follows a course for which he/she is not registered, the student's participation in the activities of such a course will be terminated and the student may be subject to disciplinary procedures.

#### AC1.5 Requirement to be registered before participating in a course

Students are not allowed to attend classes or participate in a course in any manner or form (such as submitting assignments) without being registered for such course. Should it become clear that a student is participating in a course for which s/he is not registered; such participation will be terminated with immediate effect.

Students who are found not to be registered for a course will not receive assessment marks nor will they be allocated supervisors in the case of Research Projects, Theses or Mini-theses. Such cases will be referred to the Faculty Officer to be investigated.

Students who are found to participate in courses for which they are not registered may be charged with misconduct.

#### AC1.6 Maximum Number of courses a student may enroll for per semester/academic period

Students may enroll for a maximum of two additional courses over and above those required by the curriculum of a programme in a particular semester/academic period. This maximum of two courses will exclude examination only enrollments.

## **AC2 RECOGNITION OF PRIOR LEARNING**

Credits obtained while a University student was suspended due to disciplinary reasons, will not be recognised by the university.

### **AC2.1 General Conditions and Procedures for Course Recognition**

*Note: Courses completed eight or more years before the dates of application will not be recognised for credit purposes.*

Students, who wish to apply for recognition of courses successfully completed at academic institutions other than the Namibia University of Science and Technology, must direct such applications to the Registrar before 31 October of the year preceding the intended year of registration. The Registrar may accept applications after this closing date for submission to Senate, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student (see below). No late applications will be accepted after 28 February of the relevant year of registration.

Recognition of courses at a tertiary level may not be considered on the basis of courses passed at secondary or other school level. Also a course completed on certificate/diploma level does not necessarily entitle a student to recognition of such course.

An application for recognition of a course must be accompanied by documentary proof issued by the examining body concerned that student has passed the relevant course and has obtained a minimum of 50% of the total marks. Condoned pass marks are not accepted for recognised.

Course recognition will normally be considered if the corresponding course covers a minimum 80% of the current syllabus.

A student, who has not completed a qualification at the University and wants to enroll for another qualification at the University, will be entitled to recognition of all corresponding courses on condition that the original programme of study is no longer pursued. However, a student from another institution who has not completed a qualification, and who wants to enroll for a programme of study at the University, will only be entitled to recognition of a maximum of 50% of the courses contained in the curriculum of a corresponding programme.

A student who has completed a qualification at the University or another institution and wants to enroll for another qualification courses at the University is entitled to recognition of a maximum of 50% of the courses contained in the envisage curriculum. The number of courses for recognition may be exceeded only with the approval of Senate.

If any existing qualification has been revised so that the structure and the name of the qualification changes, the qualification will not be interchangeable and recognition of completed courses will be restricted.

If a student holds a terminal qualification and wishes to obtain the new qualification, this student will receive recognition for a maximum of 50% of the number of relevant prescribed courses.

#### **Procedure: Application for course recognition**

On application for course recognition, an original transcript of results must accompany the application as well as syllabi of the courses for which recognition is requested.

A non-refundable fee is payable to the University upon application.

#### **Unsuccessful application for course recognition**

In the case of an unsuccessful application, the student remains fully liable as far as academic and financial consequences for the relevant courses he/she might have registered for are concerned.

### **AC2.2 Recognition of courses of other institutions**

*Note: Courses completed eight or more years before the date of application shall not be recognized for credit purposes.*

*The Dean may, upon recommendation of the Head of Department concerned, grant recognition for examinations and/or courses completed successfully at other institutions up to a maximum of 50% of the courses required for a qualification. Such recognition shall be applied for on the prescribed form and shall be granted on merit as judged against the following criteria:*

- (a) There is at least 80% overlap between the learning outcome and syllabus content of the two courses concerned that is, the one presented for recognition and the one for which recognition is requested.
- (b) The institution at which the course was completed is recognised by the relevant authorities in Namibia.
- (c) The academic standard and the standard of assessment in the course are to the satisfaction of the Faculty/ Department.
- (d) The syllabus of the course presented has not changed significantly since the completion of the course.
- (e) In cases where the Namibian NQF level of the University course is known, recognition shall only be granted for courses which can be considered to be at the same or higher NQF level, or is known to be at the same or higher NQF level, while the volume of learning i.e. the number of NQF credits will also be considered.



**AC2.3 Recognition of Internal Examinations/Courses**

*Note: Courses completed eight or more years before the date of application will not be recognised for credit purposes.*

A student, who wishes to register for another programme of study before completing a qualification at the University, is entitled to recognition of all corresponding courses on condition that the current programme of study is cancelled and that the overlap between the syllabi of such courses is at least 80 %. Such recognition shall also be applicable to corresponding courses completed for non-credit purposes.

**AC2.4 Recognition of Non-certified Prior Learning**

A registered student of the University may apply for the recognition of competencies gained through experience for the purpose of gaining exemption for a course or courses that form part of the curriculum of the programme he/she is registered for.

Students wishing to apply for such recognition of prior learning should do so in writing indicating clearly the course(s) that they wish to be assessed for, and should pay the prescribed fee. Such candidates should construct a portfolio of evidence of the learning and present this to the relevant Head of Department for appraisal. The Head of Department will grant access to the assessment of prior learning process based on his/her appraisal of the portfolio of evidence.

Candidates granted access to assessment of prior learning would be assessed using a set of assessments, which is equivalent in standard and content to the normal assessment in the course, and would be required to pay a further fee.

**AC2.5 Recognition of Research Projects/Theses**

A research project, mini-thesis or thesis shall be recognised for the award of only one degree, be that at the Namibia University of Science and Technology or another institution.

**AC2.6 Recognition of Major Courses**

A candidate shall not offer as a major or principal course for a degree/diploma a course which was a major or principal course of a degree/diploma already conferred upon him/her, but shall offer an alternative course approved by Senate.

**AC2.7 EXEMPTIONS GRANTED FOR 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)
Principles of English Language Use	English Language	Minimum B (Ordinary Level) or 4 (Higher Level)

Students who obtain in both Biology and Physical Science subjects on the NSSC system:

- i) a 1, 2, 3, or 4 grade on Higher Level;
- ii) an A, B, C or D symbol on Ordinary Level or
- iii) a combination of grades and symbols under point (i) and (ii) may be exempted from registering for the BSC410S course.

**AC3 CLASS ATTENDANCE****AC3.1 Attendance at lectures/contact sessions**

Lectures/contact sessions are presented at the reasonable discretion of the relevant lecturer within the prescriptions and policy regarding tuition and training of Senate, the Boards of Studies and Departments.

Full-time and Part-time students are expected to attend at least 80 % of contact sessions, practicals and excursions. Students are expected to attend lectures regularly and do the required assignments, tests and examinations.

Active participation in classes and contact sessions, virtual and face-to-face, is an important ingredient in learning and is the prime responsibility of the students. Lecturers may allocate part of the in-course assessment mark for such active participation. Absence from lectures may be considered in the calculation of a student's semester mark.

Note, certain courses have a mandatory attendance requirement, please refer to the relevant faculty yearbooks. Certain programmes or departments may fail a student who fails to attend the required number of classes. Please consult programme or department rules for further detail.

Students and/or staff may not use devices (such as cell phones or audio sets) that may cause disturbance during contact sessions.



### **AC3.2 Academic Honesty and Integrity**

A student shall do all prescribed work which has a bearing on his tuition and shall write all tests and examinations.

The University does not condone any form of academic dishonesty, including plagiarism and cheating on tests and assessments, amongst other such practices. The University requires students to always do their own assignments and to produce their own academic work, unless given a group assignment.

Academic Dishonesty includes, but is not limited to:

- Using the ideas, words, works or inventions of someone else as if it is your own work.
- Using the direct words of someone else without quotation marks, even if it is referenced.
- Copying from writings (books, articles, web-pages, other students' assignments, etc.), published or unpublished, without referencing.
- Syndicating a piece of work, all or part of an assignment, by a group of students, unless the assignment was a legitimate group assignment.
- The borrowing and use of another person's assignment, with or without their knowledge or permission.
- Infringing copyright, including documents copied or cut and pasted from the internet.
- Obtaining the assistance of someone else in preparing an assignment or to write or sit an assessment, whether this is against payment or not.
- Re-submitting work done already for another course or programme as new work, so-called self-plagiarism. A maximum of 20 % of a student's work may be from previous work done by the student.
- Bringing notes or any other unauthorised material or equipment into an examination or test venue, regardless of whether such notes or material were used to copy or not.
- Receiving any outside assistance in any form or shape during an examination or test.
- Unauthorised communication during an assessment.
- Accessing the work of another student during a computer-based assessment.

All forms of academic dishonesty are viewed as misconduct under the University's Student Rules and Regulations. Students who make themselves guilty of academic dishonesty will be brought before a Disciplinary Committee and may be suspended from studying for a certain time or may be expelled. All students who are found guilty of academic dishonesty shall have an appropriate endorsement on their academic record, which will never be erased. Sponsors and/or bursary donors will further be informed of such misconduct, while such information will also be shared with other institutions.

### **AC3.3 Full-time/part-time Jobs**

Full-time students should note that they are registered at the Namibia University of Science and Technology on a full-time basis and therefore the University may make demands on the time of such students.

Absence from classes, tests or examinations due to job commitments will not be considered. The University reserves the right to request proof of study leave, written permission from an employer, etc. from a student before admitting him/her to a full-time programme. In the case where programmes are offered both full-time and part-time, employed persons are expected to make use of the part-time mode.

Part-time students, who commit themselves to studies at the University, will be expected to attend the classes, tests and examinations set down for the relevant programmes. No provision is made for students who engage in other commitments during this period which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.

## **AC4 ASSESSMENT**

### **AC4.1 General Provisions**

Evaluation of a student's performance in a certificate/diploma/degree programme shall be based on continuous assessment and/or examinations.

The weighting between continuous assessment and formal examinations shall be as determined by the syllabus of the course.

In cases of courses assessed wholly by continuous assessment only, the relevant regulations shall be as determined by the Department/Faculty concerned and approved by Senate (See AC7).

Overall performance in a course shall be assessed on a percentage scale divided as follows:

- (a) 75 and above Distinction
- (a) 70-74 Merit
- (a) 60-69 Credit
- (a) 50-59 Pass
- (a) 0-49 Fail

*Note: Departmental regulations approved by Senate may be different from the above general outline and shall be applicable to programmes for which such departmental regulations were approved.*

Saturdays that fall in the academic period are considered academic days for the purposes of conducting assessments (tests and examinations).

**AC4.2 Passing a course**

In order to pass a course, a student shall, unless otherwise determined by Senate, upon recommendation of a department, obtain a final pass mark of at least 50 % in that course, subject to a sub-minimum of 40 % in the examination mark, in the case of an examined course. Such exceptions as approved by Senate are reflected in the departmental rules.

*Note: Refer to the departmental regulations for more information.*

**AC4.3 Completion and Submission of Undergraduate Research Projects for Examinations**

Undergraduate research projects must be submitted for examination by 31 October each year if the student is expecting to graduate in March/April of the following year and by 31 May if the student is expecting to graduate October. The student may further be granted time until 31 January (for those registered in the second semester) and 31 July for those registered in the first semester) each to submit a research project, but graduation at the immediately following graduation ceremony is then not guaranteed. Such extension of time must be approved by the relevant Head of Department in exceptional cases and after due consideration of the student's circumstances. Students must make an application for such extension to the head of Department through their supervisors before the first due date of 31 October or 31 May, whichever is applicable. Failure to do so will result in the student having to re-register for the project and pay the prescribed fee.

A student who fails to submit a complete Research Project for examination on or before 31 January or 31 July, whichever is applicable, or who obtained a failing mark for such Research Project submitted on 31 January or 31 July, whichever is applicable, must re-register for the Research Project and pay the prescribed fee.

A student who has submitted a complete Research Project for examination on or before 31 October or 31 May, whichever is applicable, but who obtain a mark between 40% and 49% for the project, may revise/improve such project until 31 January or 31 July whichever is applicable, without the need for re-registration. Should the student failed to submit the revised/improved research project on or before 31 January or 31 July, whichever is applicable, or obtain a failing mark after such re-submission, the student must re-register for the research project and pay the prescribed fee.

**AC4.5 PROMOTION REGULATIONS: EXAMINATIONS****AC4.5.1 General Regulations****AC4.5.1.1 Conducting of examinations**

The duration and scope of the examinations for the different qualifications shall be determined by Senate, and be conducted under the supervision of Senior Examinations Officer at such venues, dates and times as the Senior Examinations Officer may determine. On completion of a prescribed syllabus (unless determined otherwise) examinations shall be conducted in all courses. Unless Senate determines otherwise, all papers for a specific course shall be written during the same examination period. A disabled candidate (e.g. blindness, physical handicap) shall be accommodated if the necessary arrangements have been made beforehand and with the approval of the respective department.

Course Coordinators appointed by their respective department are responsible for the collection, distribution of examination scripts for all courses.

Practical Examinations for full- and part-time students shall be conducted in the week before the commencement of semester or end of year examinations.

**AC4.5.1.2 Determination of Semester Mark**

For all residential courses, the semester mark will be determined by way of appropriate assessments during the semester.

A minimum of two assessments must be set per semester, although variations may occur per course and/or programme as approved by Senate.

Students who miss one or more of these assessments or who failed/missed an assessment or need a make-up assessment to gain admission to the examination will be allowed access to make up assessment. The make-up assessment mark should replace the failed assessment mark. No reason needs to be provided for missed assessments. Lecturers must communicate the arrangements for the make-up assessment to all students well in advance and must ensure that all students who either qualify for a supplementary assessment or who wish to make use of such supplementary assessment, are informed of the arrangements for the supplementary assessment.

The semester mark will be calculated using assessments in a ratio as determined in the course outline of each course. Subject to such exceptions as approved by Senate, a semester mark shall be valid only for the examinations in the period during which it has been achieved and the supplementary examination immediately following that period.

**AC4.5.1.3 Examination Admission**

A student who is registered for a course shall be admitted to the examination of such a course after having satisfied the assessment requirements of the course. Satisfactory work is determined by the various departments by means of practical's, tests and assignments embodied in a semester mark.

A student shall be required to produce a valid student card of the current academic year and any other documentation that may be required from time to time on entrance to the examination venue.

Students, who gain admission to examinations for which they do not meet all academic, administrative, financial or any other requirements, will have their marks for such courses nullified and will be subject to disciplinary action.

Admission to the examination of a course will normally require a semester mark of at least 40 %. Exceptions to this requirement are approved by Senate and contained in individual course outlines. Students who fail to gain admission to the examination must repeat the course when it is offered again.

#### **AC4.5.1.4 Determination of the final mark**

The semester mark and examination mark shall be used jointly to determine the final mark in a ratio determined by the relevant department and approved by Senate.

*(Note: refer to the departmental regulation for more information)*

In the case of a course for which no semester mark is required, the examination mark shall be the final mark. The final decision regarding examination/course results shall be vested in Senate.

The overall course performance results in the final mark and is proof of the following learning outcomes:

- Students are able to recall lessons learnt sufficiently by adequate self-learning and for examinations preparation
- Evidence given shows that sufficient content parts and relationships are understood and can be applied.
- The share of content parts with no evidence of understanding can be sourced through adequate self-learning.
- Subsequently, contents and related knowledge not covered are likely to be presented by accessing known sources.

#### **AC4.5.2 Examining**

##### **AC4.5.2.1 Examination opportunities**

Examination opportunities will be offered at the end of each semester. Students are encouraged to utilise the first opportunity offered immediately following the semester in which the course is taught, but may also choose to utilise only the second opportunity offered in July for first semester courses and January for second semester courses. No notification of absence from the examination is required.

A student who has gained admission to the examination shall be free to choose whether s/he will write the first examination in the course concerned:

Provided that -

- the decision to write the first examination or not shall be irrevocable as soon as the student has reported for the first examination;
- a student who writes the first examination and who does not pass the course, shall be permitted to write the second examination also;
- all papers of a course are written in the same examination session;

A student who is absent from the supplementary/second examination will receive an FX (Absent from exams) result code. An application is required in advance with documentary evidence.

A student who is absent from the supplementary / second opportunity examination will receive an FX (Absent from exams) result code.

##### **AC4.5.2.2 Duration**

The duration of an examination shall be as approved by Senate for each course.

##### **AC4.5.2.3 Examiners and Moderators**

Senate shall, on recommendation of the Faculties, appoint at least one examiner and one moderator for each examination, provided that, where more than one person is involved in teaching a course, all such persons shall be appointed examiners.

Except in exceptional circumstances such as in the case of death, resignation, absence, illness or other inability of the lecturer concerned, at least one examiner shall be a lecturer who has been involved in the internal teaching of the course.

Internal moderators shall be appointed for all courses, except those requiring external moderation in terms of these rules, and those exceptions expressly approved by Senate.

External moderators shall be appointed for all exit level courses as determined and required by the specific accreditation body.

External moderators shall be appointed for courses on NQF level 7 in programmes where a Bachelor degree is the exit qualification at that level. External moderators shall be appointed for courses at NQF level 8 courses only in programmes where the first exit qualification is at that level.

For pre-NQF programmes, external moderators shall be appointed for all courses at the third and/or fourth-year level for all programmes that have both a National Diploma and a Bachelor's degree, or a National Diploma only, as exit points. External moderators shall be appointed for all courses at the fourth-year level for all programmes that have only a Bachelor's degree as exit point.

External moderators shall be appointed for all courses leading to a postgraduate qualification. An external person is a person who:

- is not a full-time employee of the University;
- is not involved with the teaching of the course at the Namibia University of Science and Technology. In the absence of an internal moderator, an external moderator may be appointed.

In the event of a lost, stolen, or damaged exam script, students will be informed in writing that a special examination will be scheduled within a reasonable time to give them a fair chance / opportunity to pass the course. If a student missed or failed the special examination, s/he will have to re-register and repeat the course when it is offered again and pay the prescribed fee.

The course examiner or an authorised representative able to deal with issues relating to the exam paper contents must be available at the venue for the first 30 minutes when his or her course is being written (including the extra time venue). The course examiner or authorised representative should at least be on call telephonically throughout the duration of the examination. His or her contact number must be listed in the Register for Internal Staff available at the venue.

#### **AC4.5.2.4 Supplementary examinations**

Supplementary examinations will be a re-examination written together with the second opportunity examination. A student, who fails a course in the first opportunity examination, shall be entitled to sit for a supplementary examination.

The supplementary examination shall be a re-examination of the same course content valid for the ordinary examination and shall comprise the same number of papers as the ordinary examination.

The supplementary examination shall be subject to the general examination and promotion regulations/requirements.

There shall be no restriction on the number of courses in which a student may be admitted to sit for supplementary examinations.

If the student has been admitted to a supplementary examination but does not report for it, the examination mark obtained in the first opportunity examination shall be awarded, and the student shall have no further examination opportunities.

The mark obtained in the supplementary examination shall replace the ordinary examination mark. Supplementary examinations shall be conducted during a period determined by Senate.

There will be no supplementary examinations for students who have taken second opportunity examinations. Remarking shall not be permitted for supplementary and second opportunity examinations. Re-checking of examination scripts shall be available for such examinations.

The maximum final mark allocated for supplementary examinations will be 50 %, except for students registered in the InSTEM programme. These students will be allocated the calculated final mark and not the adjusted final mark after writing the supplementary exam.

#### **AC4.5.3 Repeating a course**

A student who repeats a course after having failed such a course shall repeat the entire course as if it were being taken for the first time, subject to such exceptions approved by Senate and reflected in departmental rules.

#### **AC4.5.4 Assessment of Students with Special Learning Needs**

The Registrar may, upon recommendation of the Dean and/or Head of Department, grant additional time based on the category of disability to students with physical disabilities to complete tests and examinations.

Students wishing to make use of such additional time should submit a written request to the Student Information Officer and should provide proof of the disability.

#### **AC4.6 Contagious/Communicable Diseases**

Students suffering from contagious/communicable diseases, particularly in times of known epidemics, will be required to write examinations in seclusion, or may be required to write a special examination at a date and time as decided by the Senior Examinations Officer..

#### **AC4.7 Registration and Assessment of Work-Integrated Learning (WIL)**

Students who are registered for Work-Integrated Learning have until the first business day in April and September, respectively, to cancel the course with 100 % credit. Should they fail to cancel the course on or before this date, they will be liable for the fees, regardless of whether they obtained a workplace placement or not.

Students, who are unable to complete their WIL requirements before the deadline for submission of marks, may be granted extension by the relevant Head of Department to complete such requirements and submit the necessary assessment evidence by 31 July for students registered in the first semester or 31 January for students registered in the second semester. Students who make use of this extension must be aware that they may then not graduate at the ceremony immediately following that semester.

#### AC5.1 RE-REGISTRATION FOR A QUALIFICATION

Students who have failed to pass any courses in the first semester/year of their study must re-apply for admission. The Registrar may, upon recommendation of the Dean and Head of Department concerned, approve re-registration for a student who has failed to pass any course(s) in an academic period.

#### AC5.2 EXCLUSION OF STUDENTS WHO DO NOT MAKE SATISFACTORY ACADEMIC PROGRESS

Students, who receive a "Fail" annual result code in two consecutive years, will be excluded from further study at the Namibia University of Science and Technology. Such students will have to re-apply for admission to the institution, either for the same programme or another programme. Upon receipt of such re-application for admission, the application will be referred to the Head of Department for special consideration and engagement with the student to determine the causes of the lack of academic progress and to advise on the re-admission of the student.

#### AC6 MAXIMUM STUDY PERIOD

A student shall not be permitted to re-register for the same qualification after exceeding the maximum period of study for a qualification as stated below.

The maximum period for undergraduate qualifications per offering type is:

	FT	PT	DE
1 year Certificates or Diplomas	2	3	3
2 year Higher Certificates or Diplomas	4	6	6
3 year Diplomas or Degrees	6	8	8
4 year Degrees	8	10	10

Students may appeal to the Registrar for extension of this period with a recommendation from the respective Head of Department through the relevant Dean.

*Note: The transition rules of an out-phasing programme will supersede this general rule on maximum study periods. In counting the number of years a student has been studying, only active years shall be counted. Note: For maximum study periods of postgraduate qualifications, see the Rules for Postgraduate Studies.*

#### AC7.1 PROMOTION REGULATIONS: CONTINUOUS AND DIVERSIFIED ASSESSMENT

Courses that are assessed by continuous assessment only (no final examination), will have a minimum of four (4) assessments in a semester that will be utilised to calculate the final mark in a ratio as determined in the course outline for each course. Exceptions to the minimum number of assessments or the general application of this rule must be approved by Senate.

Students, who miss one or more of these assessments during a semester or who failed/missed an assessment or need a make-up assessment to pass the course will be allowed students access to the make-up assessment. The make-up assessment mark should replace the failed assessment mark. To ensure authenticity of assessment evidence, at least 50

% of the weight of the assessments making up the final mark should be conducted under controlled conditions similar to those under which institutional examinations are conducted. Should examination conditions not be appropriate for the nature of the assessment, the lecturer and department must take appropriate and rigorous steps to ensure such authenticity. No reason needs to be provided for missed assessments.

#### AC7.2 USE OF SUBMINIMUM MARKS IN CONTINUOUS ASSESSMENT

The use of subminimum marks may only be employed on a course with the express approval of Senate. Subminimum marks per assessment event (assignment, test, and so forth) may not be used *unless expressly approved by Senate*.

#### AC8 APPEAL BY A CANDIDATE

##### AC8.1 Remark (Applicable only to Examined Courses)

A student who has failed a course may upon written application to the Registrar and payment of the prescribed non-refundable fee on or before the advertised date published in the Academic Calendar, request remarking of his/her scripts for such course(s). A student will not be allowed to see his or her examination script.

For a script to be remarked, a student shall have obtained an examination mark of at least 35 % and a final mark of at least 45 %.

The remarking will be done by the moderator, hereinafter referred to as the arbiter. The student is required to complete the remark application form.

The marks allocated by the arbiter shall constitute the results of the remark, after approval by Senex/Senate.

Such result shall supersede the result of the original examination and may cause a lowering of the mark or symbol originally awarded.

Remarking shall not be permitted for scripts already moderated, practical examinations or for a course of which all papers are marked entirely by computer, supplementary and second opportunity examinations.

A student who applies for the remarking of a course shall not forfeit any right which he/she may already have to a supplementary examination.

If the remarking results in the student passing the course, this shall supersede the original and/or supplementary examination result.

**AC8.2 Recheck of Examination Marks (Applicable only to Examined Courses)**

A student, who has strong reasons to believe that an examination mark may be incorrect, can apply, in writing that such mark be re-checked, regardless of the mark obtained.

The student shall apply for such a recheck on the prescribed form and pay the non-refundable fee. Such re-check shall not necessarily lead to a re-mark of the script, unless so determined by the officer conducting the re-check.

**AC8.3 Objection to Final Mark (Applicable to both Examined and Continuous Assessment Courses)**

Rule abolished with effect from January 2015.

**AC9 GRADUATION**

**AC9.1 Requirements for Graduation**

Qualifications of the Namibia University of Science and Technology will only be awarded to students who have met all curriculum requirements for the specific programme as determined by Senate.

Students who have outstanding financial or other obligations to the Namibia University of Science and Technology will not be allowed to graduate.

Students who are unable to provide original proof of their admission qualification will not be allowed to graduate.

**AC9.1.1 Posthumous Awards**

A deceased student will be granted a normal award posthumously if registered at the time of death and they have completed all the required assessment at the time of death.

The student will be granted the award on which they were registered.

**AC9.2 Notice of Expectation to Graduate**

Students who are in the final semester of study towards the award of a qualification must complete and submit the form Notice of Expectation to graduate to the Faculty Officer before or during Week 8 of that semester. Failure to do so may lead to such student not being allowed to graduate at the ceremony following that semester.

Students completing such forms will be held accountable for information they provide on such forms.

**AC9.3 Obtaining a National Diploma or Degree cum laude**

A student shall pass a National Diploma or Degree degree cum laude if s/he has achieved an overall average of 75% for all courses in the curriculum of the diploma or degree, provided that each course was passed with at least a credit. None of the courses prescribed in the programme must have been failed and the programme must have been completed in the minimum prescribed time. Cum laude awards will only be made at the highest qualification in a programme.

**AC9.4 Closing of Graduation Lists**

Graduation lists will close, finally, at least ten days before the scheduled date of the Graduation Ceremony. No assessment marks may be captured between such final closing date and the date of the Graduation Ceremony.

**AC9.5 Graduation Ceremony to attend**

Graduates are required to attend the graduation ceremony immediately following the semester in which they qualified for the award of the qualification. Should they be unable to do so, the qualification will be awarded in absentia. Attendance is not deferred to a subsequent graduation ceremony.

**AC10 Application and Interpretation of the Rules**

The interpretation of the rules shall be a matter of exercise of academic judgment by the relevant authorities.

Should a disagreement arise between the recommending and approving authorities in the application of these rules, the case under consideration shall be forwarded to Senate or SENEX for a final decision.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Rules for Postgraduate Studies



## RULES FOR POSTGRADUATE STUDIES

### PG1 GENERAL

These rules are to be read in conjunction with the General Information and Regulations. The General Regulations shall apply unless specifically amended by the Rules for Postgraduate Studies or by special rules approved for a postgraduate programme.

#### PG1.1 THE HIGHER DEGREES COMMITTEE

##### PG1.1.1 F Functions and Powers

The Committee will, upon the recommendation of the Department and Faculty:  
Consider applications and admit new students to all Master and Doctoral degrees;  
Consider and approve Research proposals for all student research activities that contribute to the award of a Master or Doctoral degree;  
Approve supervisors for such research activities;  
Appoints examiners and moderators for coursework and examiners for theses and mini-theses;  
Approve assessment results for coursework, mini-theses and theses for all Master and Doctoral degrees.

##### PG1.1.2 Composition

The Higher Degrees Committee shall consist of the following members:

- i) The Deputy Vice-Chancellor: Academic Affairs as Chairperson;
- ii) The Registrar or his nominee;
- iii) A representative from each Faculty, appointed by Senate, who must hold a Doctoral degree.

##### PG1.1.3 Term of Office

The term of office for the Higher Degrees Committee will be three years, but members shall be re-appointable at the discretion of Senate.

#### PG1.2 Application and Admission to Postgraduate Studies

Candidates wishing to apply for postgraduate studies shall do so on the prescribed form and at a time as determined by Senate for each programme.

#### PG1.3 English Proficiency as Requirement for Admission into Postgraduate Studies

The University's postgraduate studies programmes are offered in the medium of English. Applicants who have completed their admission qualifications in another medium will be required to show competence in the English language before being admitted to postgraduate studies, as determined by Senate.

#### PG1.4 Registration

Candidates admitted for study towards a postgraduate qualification shall register at a time as determined by Senate. Registration for the Thesis/Mini-thesis may be done in either semester of the academic year, unless the Thesis is a year-course.

#### PG1.5 Registration of Research Topic

Candidates shall register research topics for Theses/Mini-theses separately after approval of such research proposals by either the Department (in the case of Honours degrees) or the HDC (in the case of Master and Doctoral degrees). The registration shall take place on the prescribed form obtainable from the Office of the Registrar. Research Topics so registered may be amended only with the approval of the relevant authority, i.e. either the department or the HDC.

#### PG1.6 Ethical Requirement

All candidates engaged in Research for mini-theses or theses are required to sign the appropriate declaration concerning ethics in research. Such declarations are obtainable from the relevant academic department.

#### PG1.7 Requirement for Approval by the University Research Ethics Committee

All research proposals shall be considered and recommended by the Faculty Postgraduate Committee and designated as requiring ethics committee approval or not. Those that require approval by the Ethics committee shall be forwarded for such approval before being sent to the HDC for approval.

#### PG1.8 The only recognised terminology: "mini-thesis" and "thesis"

The terms "thesis" and "mini-thesis" shall be the only officially recognised terms for referring to the product/ products of research for Postgraduate studies.

##### "Thesis" as against "mini-thesis"

In cases where coursework is prescribed in addition to a treatise and the treatise (including the oral examination thereon) contributes a weight of 40 % or more of the credits of the degree, the treatise shall be referred to as a "thesis" and shall be dealt with as such; in contrast, a treatise shall be referred to as a "mini-thesis" if it contributes less than 40 % of the credits of the degree. Exceptions to these definitions must be expressly approved by Senate.



**PG1.9 Information from external sources**

Any candidate for postgraduate studies who intends to make use of information from sources outside the University's control shall submit - if the University so requires - a written statement of the conditions on which the organisation concerned is prepared to permit the use of the said information.

**PG1.10 Assistance with Thesis/Mini-thesis Production:**

Students are required to always produce their own work. However, students are allowed to use the services of specialists in language editing and data analysis in their thesis production. Students are required to obtain the approval of their supervisors in writing for such assistance. Such persons providing specialist services are required to sign a declaration stating that their involvement in the thesis was limited to providing the above services.

**PG1.1.1 Theses and Mini-theses not Exempted**

No candidate for a degree requiring a thesis or mini-thesis shall be exempted from such requirement on the basis of research done elsewhere or for another purpose. All theses/mini-theses shall be produced under supervision by (a) supervisor(s) duly appointed by the university.

**PG2 POSTGRADUATE QUALIFICATIONS****PG2.1 Postgraduate Certificates and Diplomas**

Postgraduate Certificates and Diplomas are offered at Level 8 of the NQF and consist of at least 60 credits in the case of certificates and at least 120 credits in the case of Diplomas.

Admission into these certificates and diplomas will normally require a Bachelor degree or equivalent qualification at NQF Level 7.

**PG2.2 The Bachelor Honours degree (Postgraduate)****PG2.2.1 General**

The Bachelor Honours (PG) degree is an initial postgraduate degree building on the Bachelor degree. The B. Hons degree shall consist of a minimum of 120 credits, all of which must be at NQF level 8. At least 30 of these credits shall be represented by a mini-thesis or research project.

**PG2.2.2 Admission Requirements**

Candidates for the degree of Bachelor Honours (PG) shall be holders of a three-year Bachelor's degree from a recognised higher education institution or an equivalent qualification at NQF Level 7 and as determined by Senate.

Admission decisions shall be taken by the Department hosting the programme leading to the specific B.Hons degree.

*Note: Specific admission requirements for specific programmes are spelt out in the relevant section of the Department or Faculty.*

**PG2.2.3 Minimum and Maximum Study Periods**

The minimum study period for the degree of Bachelor Honours shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements. However the minimum period of registration shall not be less than 2 semesters or one year.

The maximum study period for the degree of Bachelor Honours shall not exceed twice the minimum study period for such degree and may only be extended at the discretion of Senate. Students who fail to complete the degree within the maximum study period must re-apply for admission to the degree.

**PG2.2.4 Honours Mini-Thesis**

Supervisors for the Honours Mini-thesis shall be allocated and approved by the Department.

Research Proposals for the Honours mini-thesis shall be approved by the Department.

**PG2.2.5 Completion and Submission of Honours Mini-theses for Examination**

Honours mini-theses may only be submitted for examination with the written consent of the supervisor.

Mini-theses must be submitted for examination by 31 October each year if the student is expecting to graduate in March/April of the following year and by 31 May if the student is expecting to graduate in October. The student may further be granted time until 31 January (for those registered in the second semester) and 31 July (for those registered in the first semester) each year to so submit a mini-thesis, but graduation at the immediately following graduation ceremony is then not guaranteed. Such extension of time must be approved by the relevant Head of Department in exceptional cases and after due consideration of the student's circumstances. Students must make application for such extension to the Head of Department through their supervisors before the first due date of 31 October or 31 May, whichever is applicable. Failure to do so will result in the student having to re-register for the mini-thesis and pay the prescribed fee.

A student who fails to submit a complete mini-thesis for examination on or before 31 January or 31 July, whichever is applicable, or who obtained a failing mark for such mini-thesis submitted on 31 January or 31 July, whichever is applicable, must re-register for the mini-thesis and pay the prescribed fee.

A student who has submitted a complete mini-thesis for examination on or before 31 October or 31 May, whichever is applicable, but who obtains a mark between 40 % and 49 % for the mini-thesis, may revise/improve such mini-thesis until 31 January or 31 July whichever is applicable, without the need for re-registration. Should the student fail to submit the revised/improved mini-thesis on or before 31 January or 31 July, whichever is applicable, or obtain a failing mark after such re-submission, the student must re-register for the mini-thesis and pay the prescribed fee.

**PG2.3 The Master's Degree****PG2.3.1 Admission**

Prospective candidates for the degree of Master shall apply in writing (on the prescribed form) for admission to the required study year. Each application shall be considered on its merits by the Higher Degrees Committee.

The general requirement for admission to the degree of Master shall be a Bachelor Honours degree at NQF Level 8 or recognised four-year Bachelor's degree with a research component or an equivalent qualification as approved by Senate.

*Note: For more specific admission requirements for specific Master degrees please see the Sections on the different Faculties.*

**PG2.3.2 Minimum and maximum study periods**

The minimum study period for the degree of Master shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements. The minimum period of registration for a Master degree for full-time studies shall be two years and maximum three years and for part time studies shall be a minimum of four years and a maximum of six years.

The maximum study period for the degree of Master shall not exceed twice the recommended study period for such degree and may only be extended at the discretion of Senate. Students who fail to complete the degree within the maximum study period must re-apply for admission to the degree.

**PG2.3.3 Master's degree subsequent to Honours or recognised four-year Bachelor**

The Master's degree subsequent to the Honours or other recognised four-year Bachelor's degree may be awarded on the basis of a thesis only or a thesis/mini-thesis and coursework in the case of a structured study programme, as approved by Senate.

**PG2.3.4 Master's degree on the basis of a thesis only**

In cases where only a thesis is required, but no additional coursework, the final mark for the Master's degree shall be determined on the basis of the thesis and the oral examination prescribed below.

**PG2.3.5 Master's degree on the basis of additional coursework and a thesis**

In cases where additional coursework and a thesis are prescribed, the thesis (including the oral examination prescribed below) shall contribute a weight of not less than 40 % of the credit points of the degree.

**PG2.3.5 Master's degree on the basis of additional coursework and a mini-thesis**

In cases where additional study and a mini-thesis are prescribed, the mini-thesis (including the oral examination, where one is required by the department) shall contribute a weight of one quarter or more but less than 40 % to the credits for the degree.

**PG2.4 The Doctoral Degree****PG2.4.1 Admission**

Prospective candidates who hold an appropriate qualification at NQF Level 9, or equivalent, in the cognate area, or a related field of study/area of specialisation, may be considered for admission towards the Doctoral degree. The Senate reserves the right to limit the number of students that are allowed to register for a particular field of study.

Prospective candidates for admission to the Doctoral degree shall apply in writing (on the prescribed form) for admission to the required study year. Each application shall be considered on its merits by the Higher Degrees Committee.

**PG2.4.2 Minimum and Maximum Period of Registration**

The minimum period of registration for a Doctoral Studies for full-time studies shall be three years and maximum five years and for part-time studies shall be a minimum of six years and a maximum of eight years. The study period may be extended with the express approval of Senate.

**PG2.4.3 Requirements for the Award**

The Doctoral degree shall be awarded to candidates credited with a minimum of 360 credits at NQF Level 10 and who have complied with all the requirements laid down in the University's rules and procedures for postgraduate studies leading to the award of research degrees.

**PG3 THESES AND MINI-THESES**

**PG3.1 General Provisions regarding Registration, Re-Registration and Reporting of Mini-theses and Theses**

**PG3.1.1 Registration and Re-registration of Theses (in the Case of Master and Doctoral Degrees) and Mini-theses (in the case of Master degrees)**

Candidates must be registered for the thesis/mini-thesis to be assigned a supervisor and to carry out research. Candidates must register for study each semester and pay the registration fee (payable once annually) and the semester tuition fee as determined by the Fees Policy. Candidates, who fail to complete the thesis/mini-thesis within the prescribed time, may be granted extension by the Faculty until 31 January in the case of second semester registration, or 31 July in the case of first semester registration. Should a candidate fail to submit on or before either of these dates, or obtain a fail mark, the candidate must re-register for the thesis and pay the semester fee again.

**PG3.1.2 Suspension of Study during Thesis Production**

A student who wishes to suspend study during the process of thesis/min-thesis production must do so with the approval of the Faculty Postgraduate Committee and may do so for a maximum period of one year. The Faculty Postgraduate Committee must notify the Higher Degrees Committee and the Office of the Registrar of such suspension. Should the student fail to resume studies after the maximum period of one year, the student must re-apply for admission and be assigned a supervisor again.

**PG3.2 Annual reporting by Candidates for Postgraduate Degrees involving Research**

**PG3.2.1 Candidate's obligation**

Any candidate for a postgraduate degree shall have an obligation to keep his/her supervisor informed of how his/her research is progressing.

**PG3.2.2 Written reports**

In cases where the supervisor may deem it necessary, he/she shall have the right to require one or more written reports, as may be necessary, from the candidate.

**PG3.2.3 Departmental reports**

Departments shall report to the Faculty annually on the progress of students engaged in research for postgraduate degree purposes.

**PG3.2.4 Reminder by the Dean**

Where a department's annual report shows that a candidate is not making satisfactory progress, or has failed to report on his/her progress or lack thereof, the dean shall in a formal letter remind such candidate of his/her above- said obligation.

**PG3.2.5 Annual Reports on Student Progress to be submitted to the Higher Degrees Committee**

Faculties are required to submit to the Higher Degrees Committee, annual reports on the progress of students enrolled for theses/mini-theses for Master and Doctoral degrees.

**PG4 ASSESSMENT**

**PG4.1 Assessment and moderation of course work**

Coursework on a Master degree will be assessed by diversified continuous assessment. To ensure authenticity of assessment evidence, at least 50 % of the assessment events making up the final mark must be conducted under controlled conditions similar to those under which institutional examinations are conducted. Should examination conditions not be appropriate for the nature of the assessment, the lecturer and department must take appropriate and rigorous steps to ensure such authenticity.

**PG4.2 SUPERVISORS AND EXAMINERS FOR THESIS**

**PG4.2.1 Definitions**

The terms "internal", "external" and "unattached"

A person is internal if s/he is a full-time employee of the University; a person is external if he/she is not a full-time employee of the University. A person is "unattached" if s/he did not have any involvement with the production of a thesis/mini-thesis.

**PG4.2.2 General**

The supervisor must have at least a Master's degree in a relevant or appropriate discipline, and have proven research experience in the field of study of the candidate. In the case of Doctoral Theses, the supervisor must have at least a Doctoral degree.

The acceptance of a candidate and the appointment of the supervisor will be approved by the Higher Degrees Committee and communicated to the Board of Studies for noting. (See exception for Honours mini-theses above).

**PG4.3 Appointment of supervisors and co-supervisors**

**PG4.3.1 Supervisors appointed by the Higher Degrees Committee**

Supervisors for Master's theses and mini-theses and Doctoral theses are appointed by the Higher Degrees Committee upon recommendation of the Faculty.

**PG4.3.2 External supervisor**

The supervisor for a thesis need not be a member of the University's teaching staff: provided that, if s/he is not, there shall be a co-supervisor who is a member of the University's teaching staff.

**PG4.3.3 Co-supervisor**

If the supervisor is a member of the University's teaching staff, either another such member or an external person may be appointed co-supervisor.

Co-supervisors may be identified to assist a candidate with subject related matters or to assist in the supervision of research projects in companies/organisations outside the University.

A co-supervisor may or may not have suitable qualifications in the field, provided that in such a case the person is a reputed expert in the field.

**PG4.3.4 Replacement of Supervisor**

Supervisors may only be replaced by the Higher Degrees Committee upon recommendation of the Faculty. A student shall have the right to apply for the replacement of the supervisor, should that become necessary. The Faculty will cause the basis for such request to be investigated and make a report with recommendations to the Higher Degrees Committee.

**PG4.4 APPOINTMENT OF EXAMINERS****PG4.4.1 Minimum number**

There shall be a panel of not less than two examiners for Master Theses/Mini-theses and not less than three for Doctoral Theses.

**PG4.4.2 Manner of appointment**

All the examiners shall be proposed by the Faculty and appointed by the Senate upon recommendation of the Higher Degrees Committee.

**PG4.5 Examination: Closing date for and form of submission****PG4.5.1 Theses/Mini-theses submitted for examination only upon consent of the supervisor(s)**

Theses/Mini-theses shall be submitted for examination only upon the written consent of the supervisor who shall certify that, in his/her opinion, the thesis/mini-thesis is ready for examination.

**PG4.5.2 Number of copies for examination**

When candidates present their theses/mini-thesis for examination, they shall lodge with the university one unbound copy of their thesis or mini-thesis for each of the examiners concerned. Departments may also require candidates to lodge an electronic copy of the theses/mini-theses with the department at this time.

**PG4.5.3 Technical requirements for copies**

Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth below.

**PG4.5.4 Illustrations**

If a mini-thesis or thesis contains illustrations (such as maps, freehand drawings, etc.), the examiners may require one copy with original illustrations to be submitted.

**PG4.5.5 Closing dates for submission for examination**

In order to enable the examination process to be completed on time, the number of copies of a mini-thesis or thesis shall, subject to faculty-specific provisions, be submitted for examination, with a view to the March/April graduation ceremony, prior to 1 December, and with a view to the October graduation, prior to 1 July

**PG4.6 Oral Examination****PG4.6.1 Oral Examination required for Theses only (not required for Mini-theses)**

Every candidate who has been required to complete a thesis shall also undergo an oral examination. The oral examination must be passed by the candidate, but shall not be separately marked to contribute to the final mark for the thesis.

**PG4.6.2 Repetition of Oral Examination**

Candidates who fail the oral examination may be granted another opportunity by the examination panel.

**PG4.6.3 Scope of Oral Examination**

The oral examination may deal with the thesis or with the candidate's knowledge of the subject in general or both of the above. Only members of the panel may ask questions at the oral examination.

**PG4.6.4 Examiners for Oral Examination**

The oral examination shall be conducted by at least two examiners in the case of a Master thesis and at least three in the case of a Doctoral thesis, one of whom shall be the supervisor and the other one or two may be the external examiner, but may also be a moderator appointed by the University specifically for the purpose of conducting oral examinations. The moderator is considered a member of the panel.

- PG4.7 Communication with examiners**  
Candidates for a postgraduate degree shall under no circumstances communicate with the external and/or unattached examiners about their theses/mini-theses. All communication about the theses/mini-theses shall be through the supervisor and/or co-supervisor.
- PG4.8 Final Mark for Theses**  
For the purpose of determining the final mark of any thesis for the degree, account shall be taken of the recommendation(s) from all the examiners.
- PG4.8.1 Marking of mini-theses and theses**  
Mini-theses and theses for Master degrees shall be awarded a percentage score according to which the work is passed or failed. The pass mark for the mini-theses/theses shall be 50 %.
- PG4.8.2 Procedure if examiners are in disagreement**  
In the event that the marks given by the examiners differ by 20 % or more, or in the event that the examiners are in disagreement on whether to pass or fail a candidate, a third (fourth in the case of Doctoral theses) examiner will be appointed, and the mark allocated by the third (fourth) examiner shall be the final mark allocated to the mini-thesis/thesis.
- PG4.8.3 Mark only released after oral examination**  
The final mark for the thesis shall be released only after the candidate has successfully completed the oral examination and after approval by SENEX.
- PG5 FINAL SUBMISSION**
- PG5.1 Alterations compulsory in master copy/copies**  
Before the supervisor can give final approval of a thesis or mini-thesis, the candidate shall, in the master copy/ copies for duplication, make or cause to be made, to the supervisor's satisfaction, all alterations considered by the examiners to be necessary.
- PG5.2 Submission of thesis/mini-thesis copies to Library and Information Services**  
Upon completion of all requirements and upon receipt of a letter from the supervisor confirming that the necessary alterations/corrections have been made and that s/he has checked them, the relevant academic department shall submit an electronic copy of the thesis/mini-thesis of each candidate to the Faculty Librarian ([facultylibrarian@nust.na](mailto:facultylibrarian@nust.na)) at the Library and Information Services for making publicly available and for safekeeping in the archives of the University.
- PG5.3 Publication of mini-theses and theses**
- PG5.3.1 Right of publication**  
If a candidate for a degree (i) completes a mini-thesis or (ii) completes a thesis, and if the mini-thesis or the thesis is not otherwise published within three years after the candidate's qualifying for the degree, the University shall have the right to publish the mini-thesis or the thesis (or part thereof) without financial reward to the candidate. During the first three years after completion of the thesis/mini-thesis, publication shall be with the supervisor as co-author only. Credit must be given to the supervisor at all times when the thesis/mini-thesis is published.
- PG5.3.2 Permission for publication**  
Permission for publication shall be obtained from the University as represented by the Dean, acting on the recommendation of the Head of Department and the supervisor, provided that the requirement for such permission to be obtained shall lapse after three years.
- PG5.3.3 Protection of Intellectual Property Rights**  
Publication of a thesis/mini-thesis shall occur taking into account any conditions set by any outside organisation that may have intellectual property rights over information contained in such thesis/mini-thesis.
- PG5.3.4 Published mini-theses or theses**  
When a mini-thesis or thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:  
*Identificatory formula*  
The "Mini-theses" wording or the "Thesis" wording shown below, whichever may be appropriate, represented in a suitably completed version:  
*Set wordings*  
"Mini-thesis/thesis presented in partial fulfillment of the requirements for the degree of Bachelor Honours/Master/Doctor of (e.g. Science) at the Namibia University of Science and Technology"  
*Date of degree awarded*  
The year and month of degree awarded (for instance "March 2001" or "December 2007").
- PG5.3.5 Mention in preface**  
Where a thesis/mini-thesis, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

**PG5.4 Provisions as to the typing, duplication and binding of theses and mini-theses:**

**PG5.4.1 Theses/Mini-theses**

In case of every Bachelor Honours, Master's or Doctoral thesis/mini-thesis that contributes to the credits for Postgraduate studies, it shall be compulsory to submit an electronic copy thereof to the Faculty Librarian at the University's Library and Information Services.

**PG5.4.2 Abstracts compulsory**

All theses or mini-theses which are to be lodged with the Library and Information Services shall be required to contain an abstract (summary) of not more than 500 words each in English immediately following the title page and following the author's declaration.

**PG5.4.3 Requirements for typewriting and formatting**

Every thesis and mini-thesis shall be written in UK English and shall be typed:

- in letters of 11 point font, using an easily legible font, either Arial or Calibri or Letters,
- with either double spacing or one-and-one-half spacing between successive lines,
- on 80 gram white bond of A4 format (perforated computer paper is not acceptable),
- with a blank border of not less than 3 cm on the left side of the type-written portion,
- with a blank border of not less than 2 cm in width around the rest of the type-written portion, and
- on only one side of each sheet of paper.

**PG5.4.4 Title page**

On the title page the following five (5) items shall appear:

- In the top third, the title of the thesis or mini-thesis,
- Directly below this, the author's name and surname,
- Below the author's name, a suitably completed version of the "thesis" wording or the "mini-thesis" wording indicated below, whichever may be appropriate,

*Set wordings*

"Thesis/Mini-thesis presented in partial fulfillment of the requirements for the degree of Bachelor Honours/Master/Doctor of at the Namibia University of Science and Technology."

- At the bottom, the names of the supervisor(s), and
- the year and month in which the degree is to be awarded,

These five items shall be followed by the following declaration for the thesis or mini-theses, whichever is appropriate,

*Declaration*

I, ..... (full names and surname) hereby declare that the work contained in the thesis/mini-thesis, entitled ..... (title of thesis/mini-thesis) is my own original work and that I have not previously in its entirety or in part submitted it at any university or other higher education institution for the award of a degree.

Signature: ..... Date: .....

**PG5.4.5 Retention and Use of Theses**

Each thesis/mini-thesis submitted for the award of a postgraduate degree shall contain the following statement concerning the use and retention of such thesis/mini-thesis,

*Retention and Use of Thesis*

I, ..... (full names and surname) being a candidate for the degree of Bachelor Honours/Master/Doctor of ..... accept the requirements of the Namibia University of Science and Technology relating to the retention and use of theses/mini-theses deposited in the Library and Information Services.

In terms of these conditions, I agree that the original of my thesis/mini-thesis deposited in the Library and Information Services will be accessible for purposes of study and research, in accordance with the normal conditions established by the Librarian for the care, loan or reproduction of theses/mini-theses.

Signature: ..... Date: .....



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Policy on Academic Assignments on Dates of Religious Observances



## POLICY ON ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCES

### 1 PREAMBLE

The Namibia University of Science and Technology community comprises of students and staff of various backgrounds and religious affiliations. The University does not promote or observe any religious holy days, other than those overlapping with national holidays. It nevertheless does not wish to discriminate or be seen to discriminate against any student on the basis of religious affiliation.

#### 1.1 Purpose

The purpose of the policy is to provide a framework within which student academic work should be carried out with reasonable accommodation of dates, days and times of religious observances.

#### 1.2 Background

This policy is developed against a background of increasingly diverse religious observances being practiced by members of the student community.

#### 1.3 Objectives

The objectives of the policy are to provide:

- a) a framework within which reasonable accommodation for religious observances in the context of academic assignments, teaching, learning and assessment can be administered;
- b) for a set of procedures to be followed to establish such accommodation.
- c) for an avenue for students to complain and appeal against decisions of non-accommodation by academic staff.

### 2 SCOPE OF APPLICATION

This policy applies to all academic staff and students.

### 3 DEFINITIONS

**Religious observance** means the act or instance of obeying, keeping or celebrating, by a strict procedure or ceremony, an event, or custom derived from a person's religious affiliation, and the rules or discipline of a faith-based organisation.

### 4 POLICY STATEMENT

The policy of the Namibia University of Science and Technology is to provide for reasonable accommodation of academic assignments and, in particular, tests and examinations for students who observe religious holy days other than those national public holidays overlapping with religious holy days and already accommodated by the Institutional Calendar and ordinary scheduling of academic activities. It is important that no student is seriously disadvantaged because of religious observances, while at the same time it is also important to ensure that accommodation of one group does not disadvantage another group.

Students have a responsibility to inform academic staff (lecturers), in a timely fashion and in writing of the dates, days and times of their religious observances and the expected impact on their academic work. Timely notice shall mean within the first three weeks of the semester, or in the case of deadlines and other dates communicated at a later stage, at least one week before the date.

Academic staff (lecturers) shall make every effort to reasonably accommodate the student's religious observances and provide reasonable time to make up assessments or other academic work. Alternate assessment dates must be found, and as far as possible, students in the same situation, be scheduled to sit for the assessment at the same time. Lecturers have the right to deny the request for accommodation on the grounds that the notice was not received in a timely fashion.

### 5 LEGAL AND POLICY FRAMEWORK

The Constitution of the Republic of Namibia

### 6. IMPLEMENTATION (RULES & PROCEDURES)

#### 6.1 Roles & Responsibilities

Students have a responsibility to inform lecturers within the first three weeks of the semester or one week before a deadline or date communicated outside the course outline, in writing, of the fact that academic work clashes with days of religious observances.

Lecturers have the responsibility to include a statement informing students of the provisions of this policy in their course outlines, and to reasonably accommodate students' religious observances.

Heads of Departments and Deans have the responsibility to ensure that all academic staff are informed of this policy and that complaints and appeals are dealt with effectively and efficiently.

The Registrar has the responsibility to ensure that all students are informed of the content of this policy upon registering as a student annually, and on a voluntary basis, register themselves as affected students under this policy on the Student Database.

#### 6.2 Support & advice

The Assistant Registrar: Academic Administration is responsible for support and advice pertaining to this policy.

### **6.3 Communication**

This policy will be placed on the Intranet.

### **6.4 Procedures & forms**

No other procedures except those implied in the policy statement.

### **6.5 Guidelines**

Academic staff should follow the following guidelines in implementing this policy:

- a. Ensure that a statement informing students of this policy and a request to identify themselves as affected students is included in the course outline.
- b. Ensure that compulsory academic activities, particularly assessments and assignment deadlines, are communicated in the course outline, and that reasonable care is taken to try and avoid known religious holy days for such activities.
- c. If amendments to dates of assessments and other compulsory activities during the academic period become necessary, communicate and agree these well in advance with students, thereby facilitating notice of affected students about these being on days of religious observance.
- d. Find out early in the semester whether or not the course contains affected students. Information on affected students should be available on the Student Management System, but announcements in class and through the course outline should also be used to prompt students to come forward and identify themselves. Try to avoid scheduling compulsory academic activities on the relevant days. Academic staff has the right to require students, especially those who are not registered as affected students on the Student database, to provide evidence of their membership of such a faith-based organization.
- e. Should it not be possible to avoid scheduling compulsory academic activities on these days, the following accommodations may be employed and could be considered reasonable (Please note that this is not an exhaustive list):
  - Allowing extension of a deadline for affected students by a reasonable time. If an assignment deadline falls on a day of religious observance, the expectation is that students should have been working on the assignment in advance and an extension of one or two days is therefore reasonable.
  - Accommodate affected students (all at the same time) by allowing them to do assessments just before or just after the times of religious observances, without compromising the integrity of the assessment. Using this strategy means that there is no need to set a special test or examination paper.
  - Set a separate assessment for affected students, ensuring that the integrity of assessment instruments is not compromised. This is a strategy that should only be necessary in the event of all other strategies failing.
  - Academic staff may also find other innovative ways of reasonably accommodating affected students.

**The Office of the Registrar will implement this policy by using the following guidelines:**

- a. Gathering information on religious affiliation of students, with their permission, and identifying affected students on the student database.
- b. Avoiding scheduling institutional examinations on dates and days of religious observance or to otherwise accommodate affected students should such scheduling become unavoidable.
- c. Facilitate the signing of undertakings by students that they will abide by this policy and any other practical arrangements agreed between affected students and the institution.

## **7. COMPLAINTS AND OBJECTIONS**

A student may file a complaint, in writing, about a lecturer who he or she believes had not complied with this policy. Such complaint should be filed in writing with the Head of Department. The Head of Department shall review the complaint and meet with the lecturer and the student to resolve the complaint.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Policy on Student Plagiarism

## POLICY ON STUDENT PLAGIARISM

### 1 PREAMBLE

The Namibia University of Science and Technology, subscribes to the universal principles of academic honesty and integrity. The Namibia University of Science and Technology strives to be one of the top universities of science and technology in Africa. In order to achieve this goal, the University must make credible and innovative contributions in teaching/learning, research and community engagement. No higher education institution can do so without ensuring that all its academic activities are underpinned by honesty and integrity.

Academic dishonesty, in all its various forms, but more specifically plagiarism, undermines the value of higher education degrees and research.

This policy, therefore serves to make a clear statement that the University does not condone plagiarism in any form or shape and is serious about stamping it out.

#### 1.1 Purpose

The purpose of this policy is to clearly define plagiarism; to declare such conduct as undesirable and unacceptable; to provide for a set of processes and procedures that would both deal with transgressions, but at the same time encourage development of skills and knowledge to prevent such transgressions, and to assign responsibilities of various role players in identifying, acting upon and managing plagiarism.

#### 1.2 Background

This policy is developed against a background of the University wishing to improve and protect the integrity of its academic endeavours, and further enhance its reputation.

#### 1.3 Objectives

The policy strives to provide a framework within which plagiarism can be dealt with appropriately, preventative measures can be put in place and a culture of academic integrity and honesty can be developed and nurtured.

### 2 SCOPE OF APPLICATION

This policy applies to all students of the Namibia University of Science and Technology, registered for credentialed programmes and short courses across all faculties, departments and other units such as centres and institutes. It further also applies to staff members in as much as it places an obligation on staff members to carry out its provisions.

### 3 DEFINITIONS

**Academic Dishonesty:** Academic Dishonesty is any act or omission that undermines the integrity of academic work. It includes, but is not limited to:

- Using the ideas, words, works or inventions of others as if it is own work.
- Using the direct words of others without quotation marks, even if it is referenced.
- Copying from writings (books, articles, webpages, own and other students' assignments, etc.), published or unpublished, without referencing.
- Syndication of a piece of work, all or part of an assignment, by a group of students, unless the assignment was a legitimate group assignment.
- The borrowing and use of another person's assignment, with or without their knowledge or permission.
- Infringing copyright, including documents copied or cut and pasted from the internet.
- Obtaining the services of someone else to do an assignment or write an examination or test, whether this is against payment or not.
- Re-submitting work done already for another course or programme as new work, so-called self-plagiarism.
- Bringing unauthorised notes into an examination or test venue, regardless of whether the notes were used to copy or not.
- Receiving any outside assistance in any form or shape during an examination or test.

**Plagiarism:** Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own and by failing to include quotations or give the appropriate citation by not adequately acknowledging an author of a source.

Plagiarism is considered as academic dishonesty. Plagiarism is not considered as a crime *per se* but in the institution it is a serious ethical offense and cases of plagiarism can constitute copyright infringement.

Copyright is a specific intellectual property right, which an author acquires in accordance with the Copyright and Neighbouring Rights Protection Act, (6 of 1994) in respect of protected work. Infringement of copyrights includes the infringement of the economic rights and the moral rights of the author.

### 4 POLICY STATEMENT

All students of the Namibia University of Science and Technology, upon signing their registration forms, commit themselves to abide by the policies and rules of the institution. The core activity of the University is learning and in this respect academic honesty and integrity is very important to ensure that learning is valid, reliable and credible.

The University therefore does not condone any form of plagiarism. The University requires students to always do their own assignments and to produce their own academic work, unless given a group assignment.

In terms of plagiarism by students, the institution wishes to take a developmental approach to eradicating it. This approach will focus on allowing the student to learn the knowledge and skills to prevent plagiarism, and to punish repeated offences appropriately. This policy, therefore, requires that capacity building activities should be undertaken for both staff and students to develop techniques and mechanism to avoid plagiarism.

Minor instances of plagiarism such as Level 1 offences defined in this policy, may not be classified as misconduct and appropriate steps taken within a department or programme to rectify such transgressions. Major instances of plagiarism such as Level 2 and 3 offences as defined in this policy, are considered to constitute misconduct and must be dealt with in terms of the appropriate Disciplinary Rules. Plagiarism due to a lack of knowledge and skills on referencing still constitutes an offence.

## **5 LEGAL AND POLICY FRAMEWORK**

This policy is instituted in terms of the NUST Act (7 of 2015), Copyright and Neighbouring Rights Protection Act, (6 of 1994), the NUST Statutes and Regulations and the Student Disciplinary Codes and Rules.

## **6. PREVENTATIVE AND CAPACITY BUILDING MEASURES**

The Namibia University of Science and Technology is committed to enabling its students and staff to acquire the knowledge and skills that will prevent them from inadvertently committing acts of plagiarism. In this regard, preventative and capacity building activities will be developed and implemented by the following role players:

### **6.1 Roles & Responsibilities:**

#### **6.1.1 The Deputy Vice-Chancellor: Academic**

The Deputy Vice-Chancellor: Academic shall have lead responsibility for developing and implementing the institution-wide preventative and capacity building measures, while further participating, at the appropriate level, in disciplinary measures that may result from infringements of the policy.

#### **6.1.2 Faculties and Departments**

Management of academic integrity, in particular the prevention of plagiarism, is a primary concern of faculties and departments. Deans, Heads of Department, Directors of Centres and Units, individual academic staff members and all other staff involved in delivering programmes and courses should ensure at least the following:

- a. All course outlines address issues of academic dishonesty, incorporating a standard statement about academic dishonesty;
- b. All curricula ensure mastery of relevant norms of academic writing and referencing skills;
- c. The University policy on plagiarism is readily available to all students and staff;
- d. All staff are familiar with the policy and procedures, including the Disciplinary Codes pertaining to students;
- e. The course material of all academic staff issued to students is free of plagiarism;
- f. Provision is made for each submission of an assignment to carry a signed declaration that the work is the student's own. Bachelor Honours, Master and Doctoral students are required to sign and submit the standard declaration accompanying their theses or mini-theses;
- g. Disciplinary measures against students are implemented fairly and consistently, in accordance with the relevant Code;
- h. All practical means of detecting plagiarism are used by academic staff.

#### **6.1.3 Academic Staff**

- a. Implement teaching/learning and assessment strategies that will develop the ability of students to think for themselves and to express their ideas adequately, without committing plagiarism;
- b. Ensure that they know the University's policy on plagiarism and are consistent in applying it to students.
- c. Ensure that they themselves do not commit acts of academic dishonesty and serve as good role models for students; that they avoid plagiarism in all their academic activity, including research, teaching materials, policies, documentation and e-resources.
- d. Assist the development of students by inducting them into the conventions of academic enterprise, including the methods and conventions of the particular subject area.
- e. Provide adequate training and information on the seriousness of plagiarism and referencing.
- f. Refer students to institutionally-led interventions on academic dishonesty, plagiarism and referencing.
- g. Provide multiple opportunities for students to write using the appropriate conventions of referencing, providing feedback enabling students to gain the necessary knowledge and skills to avoid plagiarism.
- h. Ensure that all course outlines address issues of academic dishonesty, incorporating a standard statement about academic dishonesty;
- i. Ensure that course material issued to students is free of plagiarism;
- j. Provide for each submission of an assignment to carry a signed declaration that the work is the student's own. Bachelor Honours, Master and Doctoral students are required to sign and submit the standard declaration accompanying their theses or mini-theses.

#### **6.1.4 Students**

Students carry the responsibility for ensuring that they:

- a. Develop their own cognitive and academic capacities to the optimum.
- b. Read, understand and comply with the policy on student plagiarism.
- c. Familiarise themselves with the conventions of referencing and norms of academic activity by engaging with the learning materials and/or attending the institution or faculty-wide interventions provided.
- d. Request assistance from staff if they are uncertain about plagiarism in their own writing.
- e. Ensure that they do not allow their work to be copied by others.
- f. Ensure that they do not commit any form of academic dishonesty and report acts of academic dishonesty by others.

**6.1.5 The Registrar:**

The Registrar has responsibility for:

- a. Keeping the disciplinary register for students.
- b. Communicating cases of serious academic misconduct resulting in suspension or expulsion to other universities, upon request.
- c. Reporting to Senate on academic misconduct committed by students.
- d. Updating and reviewing the policy.

**6.2 Support and Advice**

The Office of the Registrar will provide support and advice on this policy.

**6.3 Communication**

This policy will be placed on the Intranet, and communicated to students through the Yearbook, Part 1.

**6.4 Procedures & forms****6.5 Guidelines for detection of plagiarism and use of electronic anti-plagiarism resources**

The use of electronic resources in detecting plagiarism can greatly enhance the quality of academic activity in the institution. The University shall make resources available to procure and implement such a package, first and foremost to provide opportunities for students and staff to enhance their skills in avoiding plagiarism, and secondly to enhance the detection of plagiarism for the institution of appropriate disciplinary action. The Director: ICT, together with the ICT Committee, is responsible for sourcing such an electronic package and developing and publishing guidelines for its use by departments and faculties, centres and units.

The criteria established for the use of the preferred electronic package will be determined to fit in with the developmental approach to eradicating plagiarism adopted in this policy. Such criteria shall be approved by the Deputy Vice-Chancellor: Academic Affairs upon recommendation of the Deans, and shall be published as an addendum to this policy.

Regardless of the implementation of such electronic anti-plagiarism packages, the fact remains that plagiarism remains a human issue. Academic staff should therefore be alert to plagiarism and actively attempt to detect it without focusing on it at the expense of other academic work. The following guidelines may be used for detecting plagiarism:

- a. Changes in the use and quality of language, especially if a certain portion of the work is of much better sentence construction, grammar and spelling.
- b. Emphatic or casual statements of fact or positions, without referencing, that could not be deriving from the student's own experience.
- c. Suspicious sections of the work can be inserted in a search engine, which would then bring up the internet source, if it exists.

**7. MANAGEMENT OF ALLEGED CASES OF PLAGIARISM BY STUDENTS**

This policy provides for a three-level process for dealing with incidents of students making guilty of plagiarism, including a developmental approach and a disciplinary approach.

It is the responsibility of the academic staff member to first assess the seriousness of the infringement to determine the level of the offence. Factors to be considered are:

- a. The level of the student – first and second-year students who are first offenders may be treated as less serious than senior undergraduate students and postgraduate students.
- b. The nature of the offence, whether it is plagiarism in a major assignment or an assessment that carries little weight. Submission of plagiarised research outputs (proposals, research reports, mini-theses and theses) are considered Level 2 or 3 offences, regardless of whether or not the student is a first offender.
- c. If plagiarism, the intent of the student, the amount of plagiarism and the possible gains of the act must also be considered.

**7.1 Level one - Informal Developmental Response**

In the case of students committing first-time offences in in-course assessments that can be viewed as minor and due to lack of knowledge, no formal response will be given. However, the following actions must be taken:

- a. The academic staff member will:
  - i. Counsel the student on the nature of the plagiarism.
  - ii. Provide advice or assistance or refer the student for assistance to an academic support centre.
  - iii. Deduct marks that would have been allocated for referencing from the assignment or allocate a mark of 0 %, depending on the amount of plagiarism.
  - iv. Consider a re-submission of the assignment or access to the scheduled re-assessment or another means of enabling the student to make up the assessment or to still gain admission to the examination or a pass mark in the course.
- b. The student's name will not be placed on the misconduct register, but a short report must be forwarded to the Registrar for placement on the student file.

## **7.2 Level Two – Minor Repeated Infringements**

These infringements are considered minor second offences in in-course assessments, committed by undergraduate students and can be deemed unintentional. The alleged offence is handled as follows:

- a. The academic staff member:
  - i. Meets with the student(s) to explain the offence and the consequences.
  - ii. Retains a copy of the work concerned.
  - iii. Consider giving the student an opportunity to re-submit within a given timeframe or such other means of enabling the student to still gain admission to the examination or a pass mark in the course.
  - iv. Issues the student with a written warning, which causes his/her name to be recorded in the misconduct register.
- b. A copy of the written warning is forwarded to the Registrar for placement on the student file and recording of the student's name on the misconduct register.
- c. Cases of students who deny the alleged infringement or refuse to accept the written warning should be forwarded to the Registrar for formal disciplinary action to be instituted.

## **7.3 Level Three – Consistent Minor Offences or Major Offences**

These infringements are considered major and may be related to the research proposals, theses, mini-theses, major assignments or project reports submitted by senior undergraduate or postgraduate students. Cases of students who deny level two offences are also dealt with at this level.

The alleged offence is investigated by the academic staff member and a report is submitted to the Head of Department, who will review the allegations and the evidence. Should the Head of Department be convinced that there is evidence of a major offence the report is forwarded, through the Dean, to the Registrar for disciplinary measures to be instituted under the Student Disciplinary Rules.

The Student Disciplinary Committee: Academic will hear the case and on the basis of the severity of the offence will impose penalties that may result in cancellation of registration for the course, nullification of marks, suspension or expulsion or such other penalties as may be deemed appropriate under the Student Disciplinary Rules.

The student's name is placed on the misconduct register and his/her academic record is endorsed accordingly.

## **8. COMMUNICATION OF ACADEMIC MISCONDUCT TO OTHER UNIVERSITIES**

If a student is found guilty of major academic misconduct, including plagiarism, and suspended or expelled, the Registrar, upon enquiry, advises the Registrars of all other higher education institutions for information purposes.

## **9. COMPLAINTS & OBJECTIONS**

Complaints and objections may be submitted to the Office of the Registrar.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Student Disciplinary Regulations



## SDR. STUDENT DISCIPLINARY REGULATIONS

### SDR1 GENERAL PROVISIONS

- 1.1 On signing the registration form of the University, students undertake to acquaint themselves with all relevant regulations, rules, prescriptions and legal provisions of the University. Ignorance of any such provision shall not be advanced as a defense on a charge of misconduct.
- 1.2 Words indicating the singular may also implicate the plural.
- 1.3 A student shall not formally be charged with misconduct before a written and signed statement containing a charge, complaint or allegation against the student has been handed to the accused.
- 1.4 The initiator who laid a charge may institute or have instituted a preliminary investigation into a charge, complaint or allegation which has been presented to such a person or into a student's conduct which has been such that it could possibly amount to misconduct. In the preliminary investigation, consultations may be held, or information obtained, from any person, including the student against whom the charge, accusation or allegation has been instituted.
- 1.5 The Vice-Chancellor or his/her appointee may, if in the best interest of the University, suspend a student against whom a charge, accusation or allegation has been instituted for a determined period by, i.e. prohibit the student from:
  - 1.5.1 Entering any premises or hostel of the University, or any part thereof;
  - 1.5.2 Exercising any rights or privileges a registered student enjoys.
- 1.6 The Vice-Chancellor, or his/her appointee, may at any time cancel a suspension; provided that notwithstanding such cancellation, the hearing of the charge of misconduct may be continued.
- 1.7 When the chairperson of a disciplinary committee, (before that disciplinary committee has reached a ruling on the charge against a student), is of the opinion that the relevant charge should rather be heard by a committee on another level, the hearing may be suspended and referred to the Vice-Chancellor for a ruling. The Vice-Chancellor may rule that the disciplinary committee shall continue with the hearing or that it shall be referred to another disciplinary committee. This other disciplinary committee will conduct a complete hearing.
- 1.8 If a disciplinary committee, Council, the Vice-Chancellor or a person appointed by the Vice-Chancellor, temporarily or permanently deprives a student of any rights or privileges which students enjoy, or suspends the student temporarily or expels the student, such a student shall forfeit all rights to repayment, reduction or remission of fees paid by or payable to the University.

### SDR2 DEFINITION OF MISCONDUCT

A student is guilty of misconduct when such conduct is prejudicial or could be prejudicial to the good name of the University, or the maintenance of order and discipline at the University or the proper execution of work at the University, inter alia, if such a student:

- 2.1 Infringes any act, regulation, rule, or prescription of the University, or makes an attempt to do so;
- 2.2 Refuses to comply with any rightful instruction or request by any lecturer or official of the University or acts in contradiction to such instructions or requests;
- 2.3 Wrongfully and in a blameworthy manner usurps, uses, damages, destroys or alienates any property of the University, a personnel member or a fellow student or applies or handles it in such a way that it is prejudicial or could be prejudicial to the University, a personnel member or fellow student;
- 2.4 Is on any University premises whilst under the influence of liquor or drugs (dependence-producing drugs), or without written permission from the Vice-Chancellor or authorised representative:

Brings alcoholic beverages or drugs onto the premises of the University, consumes them or has them in their possession; or serves or consumes alcoholic beverages or drugs on campus during a gathering of a student association or student body of the University or during the University's journeys, educational tours, camps, and assignments.

#### NOTE:

Proof of being "under the influence of alcohol" will be determined by the use of an appropriate breath analyser, (maximum limit is 0,08 ml of alcohol per 100 ml blood).

Proof of "under the influence of drugs" will be determined by utilising an appropriate blood test.

Refusal to undergo such a breath analyser test or blood sampling as well as refusing to be searched properly by the appropriate authorities are serious offences.

- 2.5 Intimidates whether by word or deed fellow students and staff on or off the campus.
- 2.6 Behaves in a violent, riotous, obscene or improper manner on or in any premises of the University or elsewhere during a gathering by or of the student body of the University or a portion/group thereof.
- 2.7 Behaves in an insulting, obscene or improper manner towards a fellow student or personnel member of the University, a management body or office of the University or a member of such a body or office-holder of such office;
- 2.8 Knowingly makes false or incorrect statements to any personnel member of the University; or purposefully spreads false information about the University to any person;
- 2.9 Is guilty of misconduct which is the cause of or can reasonably be the cause of any one of the following instances, either where such cause was foreseen or could have been foreseen as a reasonable possibility at the time of the poor conduct:
  - (a) Implicating the good name of the University to the disadvantage of the University
  - (b) Prejudicing or endangering the maintenance of order, discipline and safety at the University
  - (c) Prejudicing or endangering the smooth course of tuition, research, administration or general activities at the University
  - (d) Divulging confidential University information.
  - (e) Dishonoring the National Symbols of the country.

- 2.10 Organising or participating in student action, which interferes with or could interfere with the academic work of fellow students, or with the functioning of the University;
- 2.11 Bringing, possessing or handling a fire-arm or any other dangerous weapons, explosives or fuel which is not reasonably required for the operation of a machine, on campus;
- 2.12 Assisting or encouraging other students to commit an offence;
- 2.13 Injuring the dignity of or physically assaulting, or mentally wronging or humiliating any personnel member or fellow student;
- 2.14 Failing to comply with any hostel rule;
- 2.15 Let any person sleep over in their hostel rooms after 10.00 pm during weekdays or after midnight during week-ends.
- 2.16 Is dishonest or attempts to be dishonest in any test, assignment or examination.
- 2.17 Gives flat/room keys to any other person.
- 2.18 Removes furniture without the permission of his/her superintendent.
- 2.19 Commits plagiarism.

### **SDR3 CLASSIFICATION OF MISCONDUCT**

- 3.1 Depending on the seriousness or degree of misconduct, misconduct by students is divided into the following categories:
  - 3.1.1 Academic related misconduct: the Student's Disciplinary Committee: Academic, hears misconduct of an academic nature, having a bearing on the studies of a student.
  - 3.1.2 Non-academic related misconduct (serious cases): the Student Disciplinary Committee: Non-Academic, hears cases of serious misconduct.
  - 3.1.3 Non-academic related misconduct (less serious cases): the Hostel Disciplinary - or the SRC Disciplinary Committee shall hear cases of misconduct of less serious nature.
  - 3.1.4 Non-Academic related misconduct (specific to club/house/society/cultural): the Disciplinary committee of the club, houses and culture societies or association concerned shall be competent to hear less serious charges related to their specific situation.

### **SDR4 NOTIFICATION**

- 4.1 A student charged with any form of misconduct shall be notified of such complaints in writing at least seven days before the hearing by the relevant disciplinary committee; provided that any such student may waive this period.
- 4.2 Any such notice shall contain the charge in full as well as stipulating the particular disciplinary committee which will hear the charge, and the time and place of the hearing.
- 4.3 Written notice of a charge shall be regarded as being properly served if it was posted or delivered by hand to the student concerned to the address provided on the registration form.
- 4.4 In case of serious charges or where the student is a minor, a copy of the charge shall be sent to the parents of the student concerned per registered post at the address provided by the student on the registration form.
- 4.5 Any notice sent or delivered in the manner prescribed in these Regulations shall be considered as having been received by the person to whom it was addressed. Preference will be given to hand delivering such notices.
- 4.6 When students neglect or refuse to attend a hearing they can be heard in absentia and the proceedings shall not be invalid as a result of the absence of the accused person.

### **SDR5 DISCIPLINARY COMMITTEES AND THEIR FUNCTIONS**

#### **5.1 Students Disciplinary Committee: Academic**

The chairperson of the committee may apply one or more of the following disciplinary measures against a student who has been found guilty of serious misconduct:

- (a) The revocation of a qualification obtained by improper methods
- (b) The suspension as a student for a period determined by the chairperson
- (c) The cancellation of examination results
- (d) The refusal of registration for examination for a specified period
- (e) A warning
- (f) Any other measures which the chairperson deems appropriate; Provided that no such disciplinary measures shall be put into operation against a student or if such a student is a minor, the parents or guardian have been notified in writing of the alleged contravention and the student has been afforded a proper opportunity to make a written statement and to appear personally before the Students Disciplinary Committee: Academic.

#### **5.2 Students Disciplinary Committee: Non-Academic**

When the Students Disciplinary Committee: Non - Academic finds a student guilty of misconduct, one or more of the following penalties may be imposed by the chairperson:

- (a) Suspension from the University or a hostel for a period not exceeding the present academic period and one further academic year
- (b) Imposition of a fine, the student will pay or the amount of nights the person stayed over
- (c) Demanding of any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the accused
- (d) Cancellation of privileges of the student as a member of the University for not more than one year
- (e) Imposition of a specific task
- (f) Warning and/or reprimand
- (g) Recommendation to the Vice-Chancellor that the student be suspended from the University or a hostel for a period exceeding the period stated in paragraphs (a) and (d)
- (h) Any other penalty, which the Student Disciplinary Committee: Non-Academic thinks fit in the specific circumstances.



- 5.3** The accused will be informed before any hearing regarding the procedure of the Students Disciplinary Committee: Academic and the Students Disciplinary Committee: Non-Academic, as well as appeal procedures.

#### **5.4 Division of functions**

Except where the context otherwise indicates, the Registrar shall deal with matters of the Students' Disciplinary Committee: Academic and the Director of Student Services shall deal with matters of the Students Disciplinary Committee: Non-Academic.

#### **5.5 Procedure of disciplinary hearings**

- 5.5.1** The parties involved will be:  
 The accused  
 The representative of the accused  
 The chairperson (who will make the judgment) Advisors to the chairperson  
 The initiator (who will investigate and present the charge) Witnesses
- 5.5.2** If the Registrar/Director of Student Services is of the opinion that there are reasonable grounds for a charge of misconduct against a student and that the conduct of the student concerned is apparently of a serious nature, a written charge shall be formulated and a hearing shall be convened by the Students Disciplinary Committee:  
 Academic, when the charge has a bearing on the studies of the student, or when the charge does not have a bearing on the student's studies, a hearing by the Students Disciplinary Committee: Non-Academic.
- 5.5.3** The disciplinary committee concerned shall hear a student to whom proper notice has been given of the charge in accordance with section SDR4 of these Regulations at the time and place as mentioned in the notification.
- 5.5.4** At the commencement of the hearing the charge shall be put to the student who shall have the opportunity to plead to the charge, provided that such a student shall also have the right to hand in a written statement in explanation of this plea.

#### **5.6 Representation**

- 5.6.1** The accused may appoint a representative to assist him/her during the proceedings, providing the representative is a registered student and this representative should preferably be a SRC member.
- 5.6.2** The Registrar/Director of Student Services may not institute the case against the student, but a personnel member must be appointed to do so, on behalf of the University. The Vice-Chancellor must identify an alternative chairperson if the Registrar/Director of Student Services is involved in the case or institutes the case.

#### **5.7 Procedure during hearing**

- 5.7.1** The procedure to be followed during a specific hearing shall be in accordance with general disciplinary hearing principles providing the provisions of these Regulations, and although the formal rules of the Law of Evidence are not applicable to the hearing, the accused shall inter alia have the right to:
- Give evidence
  - Call witnesses or have witnesses called (also by the representative)
  - Cross-examine the witnesses who have testified against the student or have them cross-examined
  - Cross-examine own witnesses or have them cross-examined
  - After all evidence has been given, argue the case or have it argued by the representative
  - After conviction presents evidence in mitigation of punishment; If an accused student admits guilt in respect of the charge, the chairperson of the disciplinary committee may decide whether or not evidence regarding the charge is required.
- 5.7.2** The person (initiator) who cites the case against the accused inter alia may:
- Examine the person or persons who testify against the accused
  - Cross-examine the accused that has testified, as well as any person or persons who have testified for the accused
  - Argue the case after all evidence has been given but before the accused or the representative was afforded the opportunity to argue the case.
- 5.7.3** The chairperson of a disciplinary committee will be the only one making the final judgment, although he/she may be assisted with advice by the other committee members, as provided for in this document.
- 5.7.4** The Registrar/Director of Student Services shall appoint a staff member to keep a record of the proceedings at the hearing and of all evidence given there by means of a tape recording and/or in writing. Such person shall not be a member of the disciplinary committee. The minutes of the proceedings shall be kept safely for at least two years.
- 5.7.5** Unless the Chairperson of the relevant disciplinary committee determines otherwise, the hearing shall take place in camera and the proceedings of that disciplinary committee shall not be published.
- 5.7.6 Appeal**
- 5.7.7** The Vice-Chancellor shall hear the appeal cases of the students against findings of the Students Disciplinary Committees and conclude the case on behalf of Council.
- 5.7.8** A student may appeal against the conviction and/or penalty.
- 5.7.9** A student shall give the chairperson written notice of appeal not later than five (5) calendar days after being notified in writing of the decision of the disciplinary committee against which committee's decision appeal is made. In the notice of appeal, the grounds for the appeal shall be fully stated.
- 5.7.10** The student may appoint a representative to assist him/her in the formulation of grounds for appeal. (See SDR5.6.1)
- 5.7.11** On receiving the notice of appeal, the chairperson shall forward it immediately to the Vice-Chancellor, through the relevant Deputy Vice-Chancellor, who shall consider the appeal.
- 5.7.11** On considering the appeal, the Vice-Chancellor may decide which procedure s/he thinks most fit in the circumstances.
- 5.7.12** The Vice-Chancellor may in part or in whole accept, or reject or amend the conviction of the Students Disciplinary Committee: Non-Academic or the Students Disciplinary Committee: Academic and/or the sentence and may impose any of the prescribed sentences which s/he thinks fit.



## SDR6 GENERAL HOSTEL AND SRC DISCIPLINARY COMMITTEE

### 6.1 The General Hostels Disciplinary Committee

#### 6.1.1 Complaints:

Complaints about less serious misconduct (which may include repeated minor misconduct) on the hostel premises or transgression of a hostel regulation shall be taken up with or made by the Superintendent of the relevant hostel.

#### 6.1.2 Compilation of the General Hostels Disciplinary Committee:

The General Hostels Disciplinary Committee shall consist of the superintendents and the chairpersons or nominees of the Housing Committee. The Superintendent of the residence, in which the accused does not reside, will act as the Chairperson.

#### 6.1.3 Disciplinary Measures:

The General Hostels Disciplinary Committee may impose one or more of the following disciplinary measures:

- 6.1.3.1 Suspension of the student from the hostel of residence for a period not exceeding the remainder of the calendar year with or without a recommendation that the student be denied re-admission to a Namibia University of Science and Technology hostel for the following calendar year;
- 6.1.3.2 imposition of a fine not exceeding N\$1000.00;
- 6.1.3.3 demand any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the student;
- 6.1.3.4 cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year;
- 6.1.3.5 warning and/or reprimand;
- 6.1.3.6 imposition of a task; and
- 6.1.3.7 cancellation of any privileges of the student or the position held in the student community.

### 6.2 The SRC Disciplinary Committee

#### 6.2.1 Complaints:

Complaints about students' transgressions of the SRC rules shall be taken up with or made by a member of the SRC appointed by the SRC President. This initiator shall institute the charge against the student, on behalf of the SRC.

#### 6.2.2 Compilation of the SRC Disciplinary Committee:

The SRC Disciplinary Committee shall consist of the SRC President (as the chairperson of the hearing) and two other SRC members nominated by the SRC members as advisors.

#### 6.2.3 Disciplinary Measures:

The SRC Disciplinary Committee may impose one or more of the following disciplinary measures:

- 6.2.3.1 imposition of a fine not exceeding N\$300.00;
- 6.2.3.1 cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year;
- 6.2.3.2 warning and/or reprimand;
- 6.2.3.3 imposition of a task; and
- 6.2.3.4 Cancellation of a leadership position held by the student in the student community.

### Procedure of mentioned Disciplinary Committees examining misconduct:

- 6.2.4 The prescriptions of sections SDR5.7 shall mutatis mutandis be applicable to a hearing by any mentioned disciplinary committee examining misconduct.
- 6.2.5 Disciplinary measures shall take effect immediately after imposition thereof.
- 6.2.6 The accused shall have the right to appeal against a ruling of a disciplinary committee on a charge of less serious misconduct. The appeal shall be lodged in accordance with section SDR5.8.3 and the chairperson shall forward the appeal to the Director of Student Services who will initiate the Students Disciplinary Committee: Non-Academic to serve as appeal committee.
- 6.2.7 The Hostels Disciplinary Committee or SRC Disciplinary Committee shall compile and submit a report on the proceedings, the ruling of the disciplinary committee and the disciplinary measures which were imposed to the Director of Student Services in any case.
- 6.2.8 The Students Disciplinary Committee: Non-Academic, as the appeal hearing body, has power of review inter alia that he/she:
  - 6.2.8.1 may further investigate a case;
  - 6.2.8.2 may re-investigate and/or reconsider the penalty imposed;
  - 6.2.8.3 may confirm, amend or set aside any ruling and/or penalty of such a disciplinary committee and may take any steps which he/she deems fit;
  - 6.2.8.4 may, where necessary, determine the procedure to be followed at the review of a hearing or penalty; and
  - 6.3.5.5. may determine that the penalty shall not take effect prior to the review of the case.
- 6.2.9 The decision of this committee will be final.



## **SDR7 DISCIPLINARY COMMITTEE OF HOUSES, CLUBS AND CULTURAL SOCIETIES**

### **7.1.1 Functioning of the Disciplinary Committees of Houses, Clubs and Cultural Societies**

#### **7.1.2 Procedure:**

- 7.1.2.1 Complaints shall be taken up with or made by a member of the appropriate committee of a house committee or management of a hostel, house, club or cultural society;
- 7.1.2.2 the chairperson of the appropriate house, club or cultural society shall arrange a hearing by the disciplinary committee of the relevant students group. The chairperson shall also appoint a registered hostel student when applicable or a member of the specific body to institute the charge against a student (this will be the initiator);
- 7.1.2.3 the prescriptions of paragraphs SDR6.3.1 to SDR6.3.5 shall mutatis mutandis be applicable to such hearing; and
- 7.1.2.4 If a student is dissatisfied with the ruling of such a disciplinary committee, he/she may, not later than five (5) days after the announcement of the findings, appeal to the Student Disciplinary Committee: Non-Academic, which shall conclude the case in accordance with section SDR6.3.3 up to SDR6.3.6. The student will forward the appeal form to the Director of Student Services.

#### **7.1.3 Compilation:**

- 7.1.3.1 The disciplinary committee of a house, club or cultural association shall consist of the chairperson (also as chairperson for the hearing) and at least two committee members of a house, club or cultural association.

#### **7.1.4 Disciplinary measures:**

The disciplinary committee referred to in this paragraph, may impose one or more of the following disciplinary measures:

- 7.1.4.1 A fine not exceeding N\$500.00;
- 7.1.4.2 warning and/or reprimand;
- 7.1.4.3 cancellation of privileges of the student to participate in any student activity of the house, club or association for a period not exceeding the remainder of the calendar year; and
- 7.1.4.4 imposition of a task.

## **SDR8 ADMISSION OF GUILT**

### **8.1 Summary action in the case of an admission of guilt:**

- 8.1.1 When a person with whom a charge of less serious or minor misconduct has been instituted against a student, is of the opinion that the student should be given an opportunity to make an admission of guilt prior to a hearing of a disciplinary committee of the charge against such a student a report on the alleged misconduct shall be submitted to the initiator of such a case;
- 8.1.2 the initiator may decide not to afford the student such an opportunity, in which case the report shall be returned with a corresponding note to the person who instituted the charge, so that a disciplinary committee may continue with the hearing;
- 8.1.3 if the initiator decides to afford the student the opportunity to make an admission of guilt, a written notice shall be sent to the student, containing the following particulars:
  - 8.1.3.1 The time, place and nature of the alleged misconduct;
  - 8.1.3.2 that an admission of guilt may be lodged within seven days from the date of the notice and that such admission of guilt will not be weighed against the student;
  - 8.1.3.3 that the student is under no circumstances compelled to make such admission of guilt;
  - 8.1.3.4 possible measures to be imposed should an admission of guilt be made;
  - 8.1.3.5 that a failure to make an admission of guilt will not be held against the student during a possible later hearing; and
  - 8.1.3.6 the chairperson of the disciplinary committee will decide on a penalty.
- 8.1.4 The disciplinary committee will meet and decide to accept the admission of guilt and the committee has the power to impose any measures as described in appropriate sections of these regulations regarding the penalties allowed for that specific disciplinary committee.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Teaching and Learning Unit

## INTRODUCTION TEACHING AND LEARNING UNIT

- Vision -** The Teaching and Learning Unit's vision is to enhance the teaching and learning competencies of faculty and students through the use of innovative methodologies and technologies that ensure success for all.
- Mission -** The mission of the Teaching and Learning Unit is to facilitate the creation and sustenance of excellence in teaching and learning at the Namibia University of Science and Technology through support to faculty and students.
- Objectives -** Teaching and Learning Unit's Objectives are as follows:
- Develop and maintain a professional development program for faculty that promote current teaching and learning practices;
  - Develop and maintain the academic support system for students and faculty;
  - Promote collaboration and partnerships with educators and institutions locally and internationally; and
  - Promote the use of technology in teaching, learning and assessment.

### Student Support

Student Support activities provide appropriate and needed support to students in all academic disciplines of the University. They are designed and offered by the Office of the Director of Student Services together with the Teaching and Learning Unit. Student support exists of: New Student Orientation, Student Development Workshops, Student Leadership Workshops, Life Skills and Counseling, Academic Skills, and soft skills amongst others. Other tutorials are extended to Mathematics and Science, and other fields that are identified and requested by students and faculty.

### Faculty Support

All activities under faculty support are designed to transform teaching at this higher education institution to become learner centered so that they employ appropriate methods in learning, teaching and assessment to develop the necessary and required skills that students ought to obtain. Faculty support includes regular and annual workshops, specialised training, regular academic discussions, and eLearning training and support, including Turnitin and Webex.

### eLearning

The main charge of eLearning activities is to encourage the development of new teaching opportunities with technology. The increased use of eLearning components across the curriculum, promote student familiarity with technology and help manage course delivery in different ways. These eLearning components are part of classroom-based classes, blended classroom activities, or fully online courses. Training academic staff in practices related to eLearning instruction is necessary to facilitate the effective use of technology. Increased student demand for computer lab access are regularly assessed and be commensurate with the expansion of eLearning into new areas.

### Contact Persons

Maurice Nkusi (Acting Director – 2072559)  
Contact e-mail for CTL staff: [ctl@nust.na](mailto:ctl@nust.na)



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Library and Information Services





## LIBRARY AND INFORMATION SERVICES

### 1.1 General

The Library and Information Services is a social and emotionally engaging centre for learning and experience. Our vision is to provide resources that support learning, teaching, research and creative expression by providing timely and effective access to information and services to the broad University community, resulting in the improvement of institutional outcomes.

### L2 Library and Information Services Hours

Days	Semester	Vacation (June & December)
Monday - Friday	08:00 - 22:00	08:00 - 17:00
Saturday	08:00 - 17:00	Closed
Sunday	Closed	Closed
Public Holidays	Closed	Closed
<u>External Study Area 24/7</u>		

**NB:** Hours of opening vary during different times of the year. Notices communicating this information are usually displayed at the Library and Information Services entrance and on the website (<https://library.nust.na/>).

### L3 Services and Collections

The Library provides the following facilities and services:

Internet Café	Free access to the Internet for registered NUST students and is located on Level 2 of the Library. The Helpdesk at the Internet Café can assist you with access to the Wi-Fi and resetting your university passwords. Contact the Internet Café by tel. 2072608, e-mail <a href="mailto:ictsupport@nust.na">ictsupport@nust.na</a> or SMS/WhatsApp 0812475518.
Student Labs	3 Student labs are located on Level 4 of the Library, where students can do assignments. A printer is available in each lab.
Wi-Fi	Wi-Fi is available throughout the Library. The staff at the Internet Café will assist you to get access.
Group Study Areas	There are 8 group study areas on Level 2 and 4 of the Library. These venues can accommodate 4-10 students, and can be booked for 3 hours at a time. Go to <a href="http://booking.nust.na/Web/?">http://booking.nust.na/Web/?</a> to register and make your own bookings online. Keys can be collected at the Reference Desk on Level 2.
Study Carrels	The 12 study carrels are single study rooms that can be booked by postgraduate students for 1 day. Bookings can be made online and keys can be collected at the Reference Desk on Level 2.
Lockers	Lockers are available at the entrance of the Library, where students can store their personal belongings for the day. Students have to bring along their own padlocks and remove all their personal effects by the end of the day.
Prescribed Textbooks	Prescribed textbooks are available in the Short Loan Collection on Level 4 and can be borrowed for 2 hours use in the Library. These books may not leave the building.
E-journals and E-books	Thousands of e-journals and e-books can be accessed on any device with Internet connectivity. Simply log into My Library Account on the Library website with your NUST credentials. For more ways to access these resources, ask your Faculty Librarian.
Research Commons	Dedicated area where staff and students undertaking Masters and Doctoral studies can do research and receive support from a Faculty Librarian. It is located on Level 3 and its opening hours are Monday- Friday, 8:00-20:00.
Interlibrary Loans	Enables access to resources in other libraries when they are not available in your own library. This service is only available for postgraduate students and staff. Send an e-mail to <a href="mailto:interlibraryloans@nust.na">interlibraryloans@nust.na</a> to request an item or see the Librarian in the Research Commons.
Photocopying/Printing	Printers are available in the Internet Café and student labs. Photocopiers are available on Levels 2-4 of the Library. Printing/photocopying credit can be purchased at the Cashier on main campus and loaded on your account at 50c per page (black and white).
Circulation Services	Maintains the day-to-day borrowing, returning and the renewals of library materials. It upholds and enforces the rules and procedures of the Library to ensure fair access to information resources and a conducive study environment. Contact at tel. 2072022/ 2072621 or <a href="mailto:library@nust.na">library@nust.na</a> .

Faculty and Research Support Services	Supports the teaching, learning and research services of NUST by providing library and information skills training (LIST) and subject-based information services. LIST classes include how to search for, locate, retrieve, evaluate and ethically use information from various print and online sources. Ask your lecturers to arrange classes with the Faculty Librarian for your Faculty or contact your Faculty Librarian for a one-on-session. Contact: <a href="mailto:facultylibrarian@nust.na">facultylibrarian@nust.na</a> .
Online and Serials Services	Supports research and education by identifying, licensing, acquiring, and providing access to electronic and print serials, as well as relevant reference service and collection development.
Acquisitions Services	Acquires print information resources for teaching and research support. Suggest an item for purchase by sending an e-mail to <a href="mailto:acquisitions@nust.na">acquisitions@nust.na</a> .
Bibliographic Services	Ensures access to information resources by creating searchable records.
Library Tours	Library tours can be arranged with the Circulation Services Librarian on Level 3.

#### L4 Library Regulations

##### L4.1 Membership

All registered students and staff of the University are automatically members of the Library.

Registered students and staff of UNAM can also become members of the Library by producing their staff/student cards and by completing a Library registration form. UNAM undergraduate students have to pay a refundable deposit with membership registration. Deposits are refundable in part or in full, depending on whether the student has outstanding fines or books with the Library.

Students that have received professional qualifications from the University apply for Alumni Membership, a non-refundable annual fee is applicable. Alumni Members have access to the Library's e-resources, as well as Wi-Fi in the Library.

Persons not included in any of the above categories may become members of the Library, subject to the approval of the Circulation Services Librarian. They are required to complete the Library registration form and upon acceptance pay the following applicable non-refundable annual fee:

Library usage with no loan privilege	=	N\$240.00
One book per visit	=	N\$380.00
Two books per visit	=	N\$670.00
Three books per visit	=	N\$950.00
Alumni Membership	=	N\$350.00
Day visitors	=	N\$50.00

##### L4.2 Borrowing privileges

Own student/staff cards and outside user cards must be produced whenever Library materials are borrowed. No items will be issued on another person's card. The following number of items may be borrowed simultaneously:

NUST Undergraduate Students (Windhoek Campus)	6 items	14 days
NUST Postgraduate Students (Windhoek Campus)	10 items	30 days
NUST Regional Centre / Satellite Campus Students	3 items	7 days
NUST Full-time Staff	15 items	60 days
NUST Part-time Staff	3 items	14 days
Alumni Members	10 items	30 days
Outside Members	1/2/3 items	30 days
UNAM Students	3 items	14 days
UNAM Staff	3 items	30 days

The loan period may be extended twice, provided another user does not require the book. Renewals can be done by logging into My Library Account on Library's website (<https://library.nust.na/>), via e-mail ([library@nust.na](mailto:library@nust.na)), telephonically (tel. 2072022/2621) or in person. All items must be returned at the desk where it was issued from, i.e. Circulation Desk or Short Loan. Newspapers may be read in the Periodical Section and are not to be taken out.

#### L5 Further information

Further information is available on the Library website for those wishing to acquaint themselves with Library services and procedures. Librarians are also available through the Library chatbot or in person, for consultation whenever help is needed.



## L6 Library Rules

- Library patrons **must show** their student / staff / membership **cards** at the entrance, before they will be allowed to enter the Library.
- All borrowers are responsible for items checked out on their user cards.
- Using another member's user/membership card is prohibited and a serious offence.
- All library items should be returned/renewed before the end of the loan period, otherwise a fine per item per day/hour is applicable and no further loans are permitted.
- Users should ensure that all library items in their possession are issued before they leave the premises.
- **Unauthorized removal** of library items shall result in a strict disciplinary action and a large fine.
- **Short loan** items are to be used inside the library for a **two hour period** and are **not to be taken out**. A fine per item per hour (or part thereof) is applicable for late returns.
- Replacement value, as determined by the Librarian, should be paid for any lost or damaged items. An exact copy can also be submitted as replacement.
- **No** person shall make **noise** or cause a **disturbance** in the Library.
- Rude or undisciplined behaviour towards staff and security, preventing them from performing their duties, will lead to a fine and disciplinary action.
- **No smoking and eating** (including gum) are permitted in the Library.
- Users are **permitted** to bring in **closed containers for water**, but no other beverages may be brought into the Library.
- All **food and beverages**, other than water, have to be left in the **lockers** at the entrance. Please bring along your own **padlock**.
- Personal items should be removed from the lockers before the library closes for the day.
- ALL **mobile phones** must be on **silent** when entering the Library and no one is allowed to speak on the phone at any time inside the library.
- All rules for the use of library venues and equipment should be adhered to.
- Any person not adhering to the rules shall be fined.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Coorporative Education Unit

## COOPERATIVE EDUCATION UNIT (CEU)

The Cooperative Education Unit (CEU) at the Namibia University of Science and Technology serves to connect the academic programmes of the institution with the practical world of work. The Unit engages both private- and public sector institutions to provide input in the development of programmes, thereby ensuring the relevance of the curriculum content and context for the Namibian economy. The Unit also facilitates the placement of students in industry to undertake Work Integrated Learning (WIL). WIL allows students an opportunity to apply in practice what they have learnt in theory and is enabled through a practice of mentoring and coaching by an industry mentor during an internship.

### VISION AND MISSION

#### **The Vision for Cooperative Education at the Namibia University of Science and Technology**

Given the profile and mandate for career-oriented education at the Namibia University of Science and Technology, graduate outcomes and reputation for quality, CEU being the custodian of WIL complements the institutional vision and specifically the implementation of the Curriculum Framework through the application of an integrated approach to teaching and learning for the attainment of qualifications. It specifically encourages and enhances learning partnerships/relationships and collaboration between the Namibia University of Science and Technology, industry and the students, nationally and internationally.

This integrated approach to teaching and learning positions the Namibia University of Science and Technology favourably to address the challenges contained in the changing Higher Education landscape, the current dynamic socio-economic and technological advancements, and the concomitant requirements thereof. In particular, the changing profiles and demographics of students and workers, resulting in new demands, require a responsive university.

Consistent with the Namibia University of Science and Technology's vision to "be an engaged and responsive university, meeting the needs of stakeholders through excellent education, applied research, innovation and service". , It is the Cooperative Education Unit's mission to facilitate access to WIL opportunities through stakeholder engagement, collaborating and practicing innovative Cooperative Education approaches. .

Cooperative Education at the Namibia University of Science and Technology will serve as a leading model of relevant, high quality higher education through collaboration with stakeholders to actively contribute towards a skilled workforce in a future-oriented Namibia. Thus, the Namibia University of Science and Technology will educate leaders to realise Vision 2030, and lead the skills transformation for the Namibian economy.

#### **The Mission for Cooperative Education at the Namibia University of Science and Technology**

Through its innovative approach to education, the Namibia University of Science and Technology regards itself as a partner of industry (public- and private sectors) in the development and delivery of high-level Human Resources which will contribute to the Namibian economy.

Following international trends, the Cooperative Education Unit contributes to the institutional mission through its philosophy of cooperative education.

In particular, the Cooperative Education Unit is committed to the following services:

#### **Services offered by CEU:**

- Coordinates Work Integrated Learning opportunities for students;
- Creates partnerships with the public- and private sector institutions, industry and the community to satisfy the needs of all stakeholders;
- Coordinates research, development and related activities in cooperative education in order to ensure excellence in Cooperative Education at the Namibia University of Science and Technology;
- Maintains progress and benchmarks against best practices by continuous quality improvement and seeking continuous quality experiences;
- Provides Pre-WIL Work Readiness Programmes to undergraduate I students of the Namibia University of Science and Technology eligible for Work Integrated Learning;
- Provides Mentorship Training Programmes for industry partners;
- Provides support to WIL coordinators in the monitoring and evaluation of students on WIL placements;
- Coordinates multi-disciplinary student research development teams (MSRDT) in collaboration with industry partners.

#### **Cooperative Education Advantage Stakeholder engagement**

- Recognition of stakeholders support
- Stakeholder partnership profile
- Capacitate stakeholders with mentorship skills
- Students exposed to the world of work
- Coordinate and facilitate the relationship between industry, community, students and the university
- Grow and maintain the university stakeholder's partnership profile
- Conduit to expose Students to the world of work

### **Cooperative Education specialisation**

- WIL course distinctive factor for the university
- Staff experience and unit memory preserved
- Well-structured Cooperative Education framework in the institution
- WIL course embedded in the undergraduate's programme curriculum
- CEU input into the WIL curriculum
- CEU provide advice and guidance in the area of Co-op, WIL and Employability
- Facilitate placement for students
- Liaise with Industry, government and community

### **Quality Pre-WIL programme**

- Employability skills enhancement through EIP training
- Career Starter workshops in collaboration with B360
- Employability Improvement Programme
- Pre-WIL Work readiness workshops
- Career starter workshop for WIL eligible students and Alumni

### **STAFF AND CONTACT DETAILS**

#### ***Vacant***

CEU Director

Tel: +264 61 207 2866

Fax: +264 61 207 9866

Ms Martha Namutuwa

Acting Director and Industry Liaison Officer

Tel: +264 61 207 2654

E-mail: [mnamutuwa@nust.na](mailto:mnamutuwa@nust.na)

Mr Matchwell Lizazi Industry Liaison Officer

Tel: +264 61 207 2353

E-mail: [mlizazi@nust.na](mailto:mlizazi@nust.na)

Mr Khumalo Kapelwa Industry Liaison Officer

Tel: +264 61 207 2654

E-mail: [kkapelwa@nust.na](mailto:kkapelwa@nust.na)

Vacant

Industry Liaison Officer

Tel: +264 61 207 2784

E-mail:

Mr Nahum Kantene Office Administrator

Tel: +264 207 2866

E-mail: [nkatene@nust.na](mailto:nkatene@nust.na)

Visit us at the Namibia University of Science and Technology, No. 2 Haydn Street, Windhoek-West

E-mail to: [ceu@nust.na](mailto:ceu@nust.na)

Webpage: [www.ceu.nust.na](http://www.ceu.nust.na)



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Digital Transformation Business Systems

### **Mission**

The department of Digital Transformation Business Systems (DTB) provides a broad ICT service to the Namibia University of Science and Technology (NUST) Community.

Some services include:

- The operation of a central ICT system providing information processing for the following departments: Student records, academic administration, finance, human resources, space management, asset control and transport.
- Personal computers, mobile equipment, peripherals and software support.
- Computer laboratories support
- Technical validation of purchases for information technology related equipment.
- Operation of a campus wide network, offering wired as well as Wi-Fi connectivity.
- Operation of institutional websites
- Implementation of the latest information technology products, technologies and services.

### **ICT services**

Two very helpful IT services are available free of charge to all registered students: Free web-based e-mail and Student Self Help (ITS system) and MyNust.

The web-based e-mail service is not only very similar to other web-based services, it also scans all mails against viruses and filters most spam.

The Student Self Help allows each student to register online, access its student records, financial statement, examination timetable and other very useful information. Prospective students can also use this system to apply online. For instructions on how to access these two services, log on to the site: <http://students.nust.na> from any device connected to the Internet.

A fast computer network, based on a 10 Gbit / sec state-of-the-art core backbone, allows ultra fast communications within campus. Access to the Internet in general is provided by two links to Internet Service Providers.

In order to offset slow Internet access, the DICT locally hosts one of Africa's largest public download server, which can be reached at <http://download.nust.na>. It contains very useful and popular Free / Libre Open Source Software (FLOSS) packages. This server contains more than 25 Tb of applications, operating systems, entertainment software, all of them free of charge. Since this site is located within the campus core backbone, its access is extremely fast.

Students are strongly encouraged to acquire a laptop or a tablet for personal use. Please take note that DTB staff do not provide any support to private equipment. Anti-virus and latest security patches should be installed on all devices that are connected to the Wi-Fi network.

The Library is equipped with hundreds of electrical sockets to facilitate the charging of devices.

### **Computer laboratories**

A total of 71 computer laboratories host more than 1 600 PCs and terminals, all of them linked to the campus network. The library is well equipped and contains free access labs as well as an internet cafe section.

All NUST regional centres are equipped with a computer lab.

A centralised printing solution for all students is in place on campus since 2008.

### **Access to campus network**

Internet access is open to students from computer labs, while a free Wi-Fi service is also available. Setup of devices to access the campus Wi-Fi network is done by DTB officials based in the Internet cafe at the Library.

The Wi-Fi network currently covers most of campus and is regularly extended.

### **Student cards**

Student cards are provided by the card system's office on the lower ground (basement) of the Office Building. The prescribed replacement fee must be paid to the cashier prior to the issuing of a lost or stolen card.

### **Queries**

Students are welcome to direct ICT related queries to any DTB official.





NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Department of Student Services

## STUDENT SERVICES

### GENERAL INFORMATION AND STUDENT SERVICES

The Office of the Director of Student Services provides quality students services and programmes to the diverse Namibia University of Science and Technology student population. The quality of services and programmes are student-centered which provide a healthy environment to learning. These services include Health Services, Social Welfare Services, Counselling and HIV/AIDS Coordination, Job Placement Services, Accommodation, Sport and Culture, and Hostel and Kitchen Services.

Furthermore, the Office of the Director of Student Services provides leadership and supervisory support to both the Academic and Residential Sections of the Namibia University of Science and Technology. The aim is to promote services and programmes relevant to students' development throughout their academic studies, and, above all, to facilitate and encourage student extra-curricular activities, appreciation of cultural differences, and academic excellence.

### STUDENT SERVICES

#### 1 **Namibia University of Science and Technology Health Services:**

The University's Health Services provide primary health care and ensures a good quality of life for students. It focuses on the prevention of illness, promotion of a healthy life style and general hygiene. It provides the following health development workshops: (1a) Family planning (1b) Sexually Transmitted Infections (STI's). It also provides the following health development programme: (2a) First Aid Training. The Namibia University of Science and Technology Health Services are adjacent to Shangri-la student hostel. The clinic opens on Monday, Tuesday and Thursday from 9:00 to 13:00 and 14:00 to 16:00. Wednesday and Friday 08:00 to 13:00. The Health Services unit has a full-time nurse.

#### 2 **Social Welfare Services:**

The Social Welfare Services focuses on social problems and promotes good mental health for students. It provides the following social welfare development workshops: (1a) Relationships (1b) Date rape and sexual harassment (1c) Stress management and 1(d) Self-esteem. It also provides the following social welfare programmes: (2a) New student orientation (2b) Violence against women and children, (2c) Alcohol and substance abuse. Social Welfare Services also provides social and emotional support to students with disabilities.

#### 3 **Student Counseling and HIV/AIDS Coordination Services:**

The Student Counseling and the HIV/AIDS Coordination Services provides academic and HIV pre- and post test counseling. It incorporates counseling as a helping relationship and as a means of psychological interventions. It provides both individual and group counseling. It provides the following academic development workshops: (1a) Study skills and (1b) Student leadership. It also provides the following academic development programmes: (2a) HIV/AIDS Awareness Campaign (2b) HIV/AIDS peer counseling training. Counseling is therefore provided to facilitate positive growth and development amongst students.

#### 4 **Job Placement Services:**

This section provides students with career guidance counselling. It incorporates counseling as a means of psychological intervention. Job placement service provides the following career guidance development workshop: (1a) CV Writing and (1b) Job hunting skills. It also provides the following career guidance programmes: (2a) Career Fair (2b) Mock interviews, (2c) Graduate recruitment programme and (2d) Job placement of students.

#### 5 **Accommodation, Sport and Culture:**

Hostel accommodation provides quality living quarters. There are three (3) hostels with a capacity of 417 beds. There are two (2) female hostels and one (1) male hostel. The three (3) Hostel Superintendents are assisted by ten (10) Housing Committee (HC) members.

Sport activities provide students with a well balance and stimulating extra-curricular environment. It provides a platform for students to participate in a variety of sports. Students are encouraged to explore their sport talents. The trophy award ceremony recognises both sport and cultural achievements.

Cultural activities provide students with a platform to express their cultural heritage. Extra-curricular activities are vital to each student's education. The cultural festival is a week-long event of fun and entertainment, which culminates in the crowning of Miss and Mr Namibia University of Science and Technology.

#### 6 **Hostel and Kitchen Service:**

This section provides students with a wide range of nutritional meals served at breakfast, lunch and dinner. Menus are planned in conjunction with the menu committee. This section also ensures a clean living environment, maintenance of hostel and kitchen facilities. The Namibia University of Science and Technology has three residential halls. The ladies' residences are Monresa and Höpker and, the men's hostel is Shangri-La. Total accommodation of about 417 is provided. Furthermore, as far as meals are concern, residential students eat in the same dining hall which is supervised, managed and maintained by the Hostel Manager. The latter is also responsible for the overall food services and kitchen operation. The dining hall is well furnished. The kitchen is well equipped with competent kitchen staff who prepare food on a daily basis.

**7 Students' Representative Council (SRC)**

The SRC is the highest student's representative body elected annually by students in accordance with the SRC Constitution.

The aim of the SRC is to represent all sections of the student community, including full-time, part-time, and distance education students. Representation is one of the most important functions of the SRC. Students are represented on a number of Committees, such as Namibia University of Science and Technology Council, Senate, and the Boards of Studies.

Since the SRC is entrusted with issues and activities to represent students, their programme reflects a healthy balance of recreational and academic activities.

**SR: STUDENT REGULATIONS**

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

**SR1 RULES AND CONDUCT****SR1.1 Subordination to the rules**

On signing the registration form, a student binds himself/herself to obey all the legal provisions and rules of the Namibia University of Science and Technology, and it is the student's duty to become acquainted with such legal provisions and rules. Ignorance of such legal provisions shall not establish a defense. In this regard, The Namibia University of Science and Technology 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 authorised official or body are important.

**SR1.2 Conduct:****Students shall:**

- 1.2.1 pursue the mission of the Namibia University of Science and Technology;
- 1.2.2 be primarily dedicated to their studies;
- 1.2.3 refrain from acts of misconduct, as defined in the Student Disciplinary Regulations;
- 1.2.4 refrain from any conduct or action which results or may result in the inconvenience of any other students in their studies or being prejudiced in any other way;
- 1.2.5 refrain from undisciplined or improper behaviour towards personnel members;
- 1.2.6 immediately notify the Registrar in writing of any change of address (any letter, communication, parcel, etc. directed to students at their latest recorded addresses shall be deemed to have been received by the students);
- 1.2.7 comply with the rules regarding dress code;
- 1.2.8 be subject to the traffic and parking rules of the Namibia University of Science and Technology; and
- 1.2.9 refrain from smoking, eating and drinking during lectures, practical classes, examinations, tests or in any place where smoking is prohibited.

**SR2 STUDENT ACTIVITIES****SR2.1 Orientation Programme:**

- 2.1.1 An orientation programme, specifically aimed at new students on campus and in the hostel takes place at the beginning of the academic year; and
- 2.1.2 all students registered at the Namibia University of Science and Technology for the first time, are required to participate in this programme.

**SR2.2 Sports and Culture:**

- 2.2.1 In order to promote the total development of students, the Namibia University of Science and Technology facilitates sports and cultural facilities; and
- 2.2.2 the Office of the Director of Student Services is responsible for exercising control over and co-ordinating and promoting sports and culture at the Namibia University of Science and Technology as determined in the relevant Regulations.

**SR2.3 Religious or party-political associations:**

- 2.3.1 The Students Representative Council or any association or club at the Namibia University of Science and Technology shall give no official or financial support - directly or indirectly - to any political party or external religious organisation;
- 2.3.2 student association or club shall be an association or club as constituted in terms of section 4(2) of the Students Representative Council constitution;
- 2.3.3 no offices of political parties or external religious organisations shall be permitted on campus; and
- 2.3.4 subject to the provisions of paragraph SR 2.4, 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.

**SR2.4 Outside persons as speakers on campus:**

- 2.4.1 Any recognised students association or club wishing to invite external persons to speak on campus shall notify the Students Representative Council 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 of Student Services;;
- 2.4.2 the provision in SR2.4.1 shall apply mutatis mutandis in the event that the Students Representative Council wishes to invite external persons to speak on campus; and
- 2.4.3 the Director of 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 Namibia University of Science and Technology.

**SR2.5 The use of notice boards, conducting of meetings and functions and distribution of publications:**

- 1.1.1 Individual students or student associations and clubs may use notice boards and conduct meetings or gatherings on the premises of the Namibia University of Science and Technology only with the approval of the Student Representative Council, after consultation with the Officer: Accommodation, Sport, and Culture and the Director of Student Services;
- 1.1.2 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;
- 1.1.3 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 Namibia University of Science and Technology, or, using the name of the Namibia University of Science and Technology, publish, affix, display or distribute it elsewhere, or contribute towards doing so; and
- 1.1.4 no room or other terrain of the Namibia University of Science and Technology may be used for meetings or functions without prior permission from the responsible person or institution.

**SR2.6 Recreational and educational tours, and camps:**

Recreational and educational tours, and camps for which arrangements are made in the name of the Namibia University of Science and Technology, may only be organised with the permission of the Director of Student Services or respective Dean of the Faculty and for this purpose the procedures contained in the Tour Regulations must be complied with.

**SR2.7 Students Representative Council:**

- 2.7.1 the Students Representative Council is elected annually by the students of the Namibia University of Science and Technology as determined by the SRC Constitution;
- 2.7.2 the SRC, within the framework of its powers, and in collaboration with the Director of Student Services, is entrusted with matters concerning students; and
- 2.7.3 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.

**SR3 PERSONAL**

**SR3.1 Dress**

Students shall be dressed appropriately and neatly at lectures, and official gatherings on and off campus.

**SR3.2 Personal Care:**

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

**SR3.3 Pregnancy and Parenthood:**

- 3.3.1 No pregnant student is allowed to stay in the Namibia University of Science and Technology hostel from the 13th week of pregnancy;

- 3.3.2 the Namibia University of Science and Technology will not be held liable for any pregnant student; and

**Note:** Any complication and risk during the pregnancy.

Due to insufficient facilities the Namibia University of Science and Technology cannot accommodate child birth and premature labour.

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

- 3.3.3 No children of students may reside in a Namibia University of Science and Technology hostel.

**SR4 MISCELLANEOUS**

**SR4.1 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 the Namibia University of Science and Technology without any danger of contaminating others, must be submitted to the Registrar.



## **GHR GENERAL HOSTEL REGULATIONS**

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

### **GHR1 CONTROL OF HOSTELS**

- 1.1 Subject to the authority of the Vice-Chancellor, the control of hostels shall be exercised by the Director of Student Services, the relevant Superintendent of the hostel and the House Committee.
- 1.2 The powers of the House Committee and the way in which it is elected are defined in the constitution of the House Committee. The Director of Student Services shall approve the constitution of the House Committee.
- 1.3 The responsibility and complaints regarding meals and linen shall be vested in the Hostel Manager.
- 1.4 The Director of 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.

### **GHR2 ORGANISATION**

- 2.1 The organisation of the hostels is divided into supervisory and management functions.
- 2.2 The Director of Student Services, the Officer: Accommodation, Sport and Culture, the Superintendents and the House Committees shall be responsible for supervision.
- 2.3 The management of the hostels shall be done by the Hostel Manager: Hostel and Kitchen Services.
- 2.4 Through their conduct students shall maintain and extend the good reputation of the hostel.
- 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.

### **GHR3 FUNCTIONS**

- 3.1 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:
  - 3.1.1 provision of meals;
  - 3.1.2 provision of furniture and equipment; and
  - 3.1.3 rendering of cleaning and laundry services
  - 3.1.4 rendering of laundry services (tablecloths and curtains)
- 3.2 An additional function of the hostels is accommodation for delegates to congresses and vacation schools.

### **GHR4 ADMISSION TO HOSTELS**

- 4.1 The Namibia University of Science and Technology has limited residential space. Admission to the Namibia University of Science and Technology does not guarantee admission to residence.
- 4.2 All students wishing to be accommodated in residence must apply for hostel accommodation.
- 4.3 All senior hostel students must complete the blue form.
- 4.4 All non-residential senior students must complete the white form.
- 4.5 All first year students currently in the hostel must complete the pink form.
- 4.6 All forms are available at the Office of the Director of Student Services.
- 4.7 Admission for first year students (new intakes) will be handled on a first come first serve basis during first semester registration.
- 4.8 Unsuccessful applicants are advised to make alternative accommodation arrangements before travelling to Windhoek.
- 4.9 Only residents **from outside the municipal boundaries of Windhoek** will be considered for admission to residence.
- 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.
- 4.11 Residence applications will only be considered for those applicants who have been admitted for an academic programme at the Namibia University of Science and Technology.
- 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.
- 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.
- 4.14 An applicant is liable for residence fees upon admission until official cancellation thereof.
- 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 N\$1000.00, which will be levied on the student account.
- 4.16 Disappearing from the residence without checking out will result in liability for all fees charged.
- 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.
- 4.18 Final room allocations will be done during residence registration in the first semester.
- 4.19 Upon registration for the second semester:
  - Students should pass 50 % of their courses during the June Examinations.
  - Students should at least register for three full-time academic courses to qualify for accommodation.
- 4.20 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.

- 4.21 Provisional admission to the hostel is granted, pending the outcome of the December results.
- 4.22 The Namibia University of Science and Technology 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;
  - willful damage of property;
  - improper or obscene behaviour; and
  - any other grounds in the opinion of the Director of Student Services or the Vice-Chancellor.
- 4.23 Due dates for submission of application forms are 30 September. No late applications will be accepted.

#### **GHR5 PLACEMENT IN HOSTELS**

- 5.1 All requests regarding room-changes after students have been placed must be directed in writing 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.
- 5.2 Room changes will only be considered two (2) weeks after registration. Exceptional cases will be done in writing to the Superintendent.
- 5.3 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.
- 5.4 Hostel registration must be completed within two days after issuing of hostel admission forms.

#### **GHR6 FEES**

##### **6.1 Hostel fees:**

- 6.1.1 All hostel fees are payable to the Namibia University of Science and Technology. The fees are determined by Council from time to time.

##### **6.2 Hostel deposit:**

- 6.2.1 Hostel deposit and breakage fees shall be paid during registration.
- 6.2.2 The breakage fee will be refunded on a pro rata basis.

##### **6.3 Liability for fees on leaving the hostel:**

- 6.3.1 A student remaining at the Namibia University of Science and Technology, 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.
- 6.3.2 In cases of termination due to death or serious illness, provided with proof from a Doctor, fees will be levied pro rata in respect of the actual period of hostel accommodation.

#### **GHR7 BREAKAGE**

- 1.1 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 Superintendent. This is also applicable to students switching rooms changes during the course of the year.
- 1.2 **Reporting:**  
Breakage and damage to buildings and furniture must be reported immediately to the House Committee which will report it to the Superintendent. The Superintendent complete a fault report on the ITS system for repairs.
- 1.3 **Assessment of damage:**  
The Superintendent requests the Hostel Manager to assess the damage and to have it repaired, and 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.
- 1.4 **Liability for damage:**  
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.
- 1.5 **Recovery of damage:**  
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.

**1.6 Security:**

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.

**GHR8 GATE 4 (SMALL GATE TO THE LADIES HOSTEL)**

- 8.1 The smaller gate to the ladies hostel must always be manned by a security guard.
- 8.2 This gate must be opened at 07:00 and again locked at 22:00 during weekdays and until 24:00 on Saturdays and Sundays.
- 8.3 Residents of the ladies hostels are free to come in and leave the gate at all times.
- 8.4 Visitors are allowed between the opening time and closing time (07:00 until 22:00).
- 8.5 All visitors, including male hostel students, must leave by 22:00 during weekdays and 24:00 on Saturday and Sundays.
- 8.6 Students must show their student cards when visiting the ladies' residence.
- 8.7 Visitors' names must be recorded in the register. The room number to be visited must also be included.

**GHR9 CLOSING AND RE-OPENING OF HOSTELS**

- 9.1 The hostels close for the vacation after breakfast on the day after examinations ends and opens on the day of registration. All students are required to leave the hostel.
- 9.2 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.
- 9.3 A student who does not sit for any examination must leave the hostel within one day after lectures ends.
- 9.4 A student writing examinations must leave the hostel within one day after the final paper.
- 9.5 All students must vacate Namibia University of Science and Technology hostel during June and December recess. Students who fail to comply with the rules will bear the cost thereof.

**GHR10 SPECIAL ARRANGEMENTS REGARDING ACCOMMODATION**

- 10.1 No provision is made for the accommodation of semester and year students during the June and December vacations, unless otherwise approved by the Director of Student Services.
- 10.2 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 and Culture or the Director of Student Services in consultation with the Manager: Hostel and Kitchen Services.
- 10.3 During vacations, accommodation may be offered to students 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 do approved additional official duty during vacations. The direct expenditure (including additional salaries) will be calculated against the income received.
- 10.4 Only registered students of a hostel may stay in a hostel overnight.
- 10.5 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.
- 10.6 The Superintendent or an authorised person may inspect any room in a hostel at any reasonable time.

**GHR11 VACATING HOSTELS**

- 11.1 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 hostel student moves into a room, any defects must immediately be reported to the House Committee member or the Superintendents.
- 11.2 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.

**GHR12 DRESS**

- 12.1 Hostel students must always be dressed appropriately and neatly and in accordance with the internal hostel rules.
- 12.2 Property of hostel students, especially clothes, must be properly marked.

**GHR13 QUIET AND STUDY TIMES**

- 13.1 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.
- 13.2 During weekends, students are expected to conduct themselves in such way as not to offend fellow students and immediate neighbours.

**GHR14 PARKING OF VEHICLES**

- 14.1 No hostel student may keep any vehicle on the hostel premises without the written consent of the Assistant Bursar: Auxiliary Services. Parking of Vehicles is often at own risk.

**GHR15 WEAPONS**

- 15.1 No student may possess any explosives, petrol or dangerous weapons in the hostel or during Namibia University of Science and Technology recreational tours, educational tours, camps, and assignments.



#### **GHR16 CASES OF ILLNESS**

- 16.1 All cases of illness and casualties must be reported to the House Committee and the Superintendent or Matron.
- 16.2 No doctor may be sent for without the knowledge of the Superintendent, House Committee or Matron.
- 16.3 The Superintendent or Matron must report cases of contagious diseases to the Director of Student Services without delay.

#### **GHR17 MEETINGS**

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

#### **GHR18 CONDUCT TOWARDS PERSONNEL**

- 18.1 Hostel students may in no way interfere with the activities of the hostel personnel or direct requests.

#### **GHR19 MAINTENANCE AND USE OF BUILDINGS, PREMISES AND FURNITURE**

- 19.1 It is the responsibility of all resident students to keep the hostel premises and buildings clean and tidy.
- 19.2 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.
- 19.3 Students may not make any alterations to electric wiring.
- 19.4 The illicit use of fire-hoses and other firefighting apparatus in the hostel is prohibited.
- 19.5 No bicycle or parts thereof may be kept in the rooms.
- 19.6 Bulbs are kept in stock by the Superintendent and on the handing in of a fused bulb, this will be replaced.
- 19.7 Flat keys can be obtained from the Superintendent.
- 19.8 No Namibia University of Science and Technology equipment may be removed from rooms, recreation halls, dining rooms or lounges.  
Appropriate arrangements should be made by the House Committee members on occasions such as House Committee functions and meetings, as it thinks fit and on its own responsibility.
- 19.9 No food may be prepared in hostel rooms.
- 19.10 Flat occupants will be responsible for all costs resulting in drain blockages caused by food and foreign objects.
- 19.11 A student may not keep any pets or other animals in or at the hostel.
- 19.12 In addition to any disciplinary measures which may be taken, a student will forfeit the privilege of keeping a radio or similar device should its usage cause any offence.

#### **GHR20 DINING ROOMS**

- 20.1 Superintendents and House Committees are responsible for the maintenance of good order in the dining rooms.
- 20.2 Smoking is prohibited in dining rooms at all times.
- 20.3 Meals are served at the times determined by the Hostel Management Committee.
- 20.4 Furniture, food, or equipment may not be removed from the dining rooms. *A spot fine of N\$100.00 will be imposed.*
- 20.5 Only students who are practicing sport or Choir or who have to attend class at 17:00 can take their food in a foam take away container, after providing the Matrons with a letter from one of the following people: Officer: Accommodation, Sport & Culture, Choir Conductor or Respective Lecturer.
- 20.6 Damage to or loss of dining room property shall be the responsibility of the student who caused the damage or loss.

#### **GHR21 MISCONDUCT AND DISCIPLINE**

- 21.1 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.

#### **GHR22 LOSS OF PERSONAL PROPERTY**

- 22.1 The Namibia University of Science and Technology shall not accept responsibility for loss of or damage to property of hostel residents or any third party property on its premises.
- 22.2 Theft is a criminal offence and should be reported to the Namibian Police for investigation. The onus is on the owner of the lost property to report the case.
- 22.3 All students are required to declare the following equipment at the main gate upon entering the premises of the Namibia University of Science and Technology:
  - 22.3.1 computer equipment;
  - 22.3.2 printers;
  - 22.3.3 television sets;
  - 22.3.4 hi-fi sets and sound systems;
  - 22.3.5 DVD players; and
  - 22.3.6 fridges

#### **GHR23 JOURNEYS, TOURS AND CAMPS**

- 23.1 Journeys, tours, and camps held in the name of the hostel, may only be organised with the consent of the Director of Student Services.



- 23.2 The Namibia University of Science and Technology will not make any contributions towards costs in respect of excursions or weekend camps undertaken by resident students.

**GHR24 VISITORS**

- 24.1 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.
- 24.2 A resident student who permits a visitor and/or spouse to spend the night in his/her room is guilty of a transgression.
- 24.3 A spot fine of N\$ 1000.00 will be charged to the student's account.

**GHR25 INITIATION CEREMONIES AND RAIDS**

- 25.1 Initiation ceremonies and raids are strictly prohibited.

**GHR26 CLEANING SERVICES****26.1 Daily cleaning services:**

Corridors, bathrooms and student recreation halls are cleaned daily by hostel cleaning staff (ladies hostel) and contracting cleaning company (men's hostel).

**26.2 Cleaning of rooms:**

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 as determent by the Superintendent.

**26.3 Cleaning during vacations:**

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.

**GHR27 LAUNDRY**

- 27.1 Laundry is done in accordance with internal laundry procedures.

**GHR28 APPLICATION FOR ACCOMMODATION**

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

**GHR29 HANGING CLOTHES ON THE BALCONIES**

29.1 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.

**GHR30 SMOKING**

- 30.1 No smoking is allowed in any of the Namibia University of Science and Technology buildings including Namibia University of Science and Technology Hostels, this includes hablibably / hookah pipe.



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

# Awards

## **AWARDS**

### **AW 1 VICE-CHANCELLOR'S MEDAL**

#### **To qualify for the Vice-Chancellor's Medal**

- AW 1.1** A candidate should have completed his/her programme within the prescribed period of study.
- AW 1.2** He/she must have passed all courses with at least 70 %.
- AW 1.3** The overall average mark achieved by the candidate may not be less than 75 %.
- AW 1.4** Should he/she be exempted from a course(s), course mark(s) for such a course(s) shall be ignored in calculating his/her overall average mark. Courses completed in addition to the minimum requirements for a qualification shall be ignored in calculating the overall average mark.
- AW 1.5** He/she must have maintained a clean academic record throughout his/her studies at the Namibia University of Science and Technology: no repeating candidate will be eligible for selection.
- AW 1.6** Apart from receiving the Vice-Chancellor's medal and a Certificate of Congratulations, he/she shall also receive a cash award as determined by the Vice-Chancellor from time to time.
- Note:** The Vice-Chancellor's medal shall only be awarded for the highest qualification in a programme.

### **AW 2 MERIT AWARDS**

- AW 2.1** To receive a merit award, a student must obtain a minimum overall mark of 70 %.
- AW 2.2** Normally students who have repeated any course(s) at any level shall not be eligible for merit awards.
- AW 2.3** The best final year student per qualification and the best student of the Namibia University of Science and Technology awards shall be granted.
- AW 2.** Students who qualify as the best first year and the best non-final year students shall be given certificates of congratulations only.



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar  
Namibia University of Science and Technology  
Private Bag 13388  
Windhoek  
NAMIBIA

T: +264 61 207 2118  
F: +264 61 207 9118  
E: [registrar@nust.na](mailto:registrar@nust.na)

[www.nust.na](http://www.nust.na)