



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

# 2023 Yearbook - Part 2

## Faculty of Commerce, Human Sciences and Education





PAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

YEARBOOK 2023

# PART 2

Faculty of Commerce,  
Human Sciences and  
Education

(Note: The final interpretation of all regulations in this Yearbook for the *Faculty of Commerce, Human Sciences and Education* shall be vested in Council).

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## UNDERGRADUATE PROGRAMMES

### SCHOOL OF COMMERCE AND MANAGEMENT SCIENCES

#### DEPARTMENT OF ECONOMICS, ACCOUNTING AND FINANCE

##### QUALIFICATIONS OFFERED

Bachelor of Economics (Revised - Phased in 2018)	07BECO
Bachelor of Accounting (Revised - Phased in 2016)	07BOAC
Bachelor of Accounting (Chartered Accountancy) (Revised - Phased in 2016)	07BACC
Diploma in the Theory of Accounting (DTOA) (Revised - Phased in 2016)	07DTOA

#### BACHELOR OF ECONOMICS (Revised - Phased in 2018)

07BECO

**NQF Level: 7**
**NQF Credits: 340**
**NQF Identification ID: Q0285**

##### Programme Aims/Purpose

The Bachelor of Economics provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques of the economics discipline. The programme will enable students to acquire cognitive/intellectual skills, practical skills and key transferable skills and to apply these skills in solving economic problems that face the public and private sectors, as well as the overall economy.

The Bachelor of Economics specifically aims at:

- providing students with a good foundation in the fundamental concepts, theories and frameworks of economics;
- developing the ability of students to analyse information from a wide range of sources;
- equipping students with the requisite skills to work effectively as individuals and as members of teams; and,
- enabling students to communicate effectively in the workplace.

##### Admission Requirements

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of NUST Yearbook). In addition, students should have minimum "D" symbol in Grade 12/ NSSCO Mathematics.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of NUST Yearbook).

##### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who complete the Bachelor of Economics successfully will ordinarily be able to pursue further studies in Economics, or a related cognate area of learning, at NQF level 8.

## CURRICULUM

#### Year 1 (Phased in 2018)

##### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
CUS411S	Computer User Skills	None	4	10
MFES11S	Mathematics for Economists 1A	None	5	12
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
BAC1100	Business Accounting 1A	None	5	10
BMI511S	Introduction to Business Management	None	5	10

##### Semester 2

MFES12S	Mathematics for Economists 1B	None	5	12
EPR511S	English in Practice	Principles of English Language	5	12
PMA512S	Principles of Macroeconomics	None		
BAC1200	Business Accounting 1B	None	5	10
BSC410S	Basic Science	None	4	8
BBE612S	Business Ethics	None	6	10

**Year 2****Semester 3**

IMI611S	Intermediate Microeconomics	Principles of Microeconomics	6	13
SFE611S	Statistics for Economists 2A	None	6	13
MAB611S	Money and Banking	Principles of Macroeconomics	6	13
EAP511S	English for Academic Purposes	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14
EOA611S	Economics of Agriculture	Principles of Micro Economics	6	12

**Semester 4**

IMA612S	Intermediate Macro Economics	Principles of Microeconomics	6	13
SFE612S	Statistics for Economists 2A	Statistics for Economists 2A	6	13
ENS612S	Economics of Namibia and SACU Countries	None	6	13
ICT521S	Information Competence	None	6	13
LAE621S	Labour Economics	Principles of Micro Economics	6	13

**Year 3 (Phasing in 2020)****Semester 5**

ECM712S	Econometrics	Statistics for Economists 2A & 2B	7	14
INT711S	International Trade	Intermediate Microeconomics	6	14
PFN712S	Public Finance	Intermediate Microeconomics	6	14
WIL711S	Work Integrated Learning (WIL)	Pass in all core Economics courses up to semester four (4)	6	36

**Semester 6**

MEC712S	Mathematical Economics	Mathematics for Economists 1A and 1B	7	14
IFN712S	International Finance	Intermediate Microeconomics	7	14
SYD611S	Sustainability and Development	None	6	12

**Plus ONE of the Following electives**

TEC711S	Transport Economics	Intermediate Microeconomics	7	14
DEC712S	Development Economics	Intermediate Microeconomics	7	14

**Please note:**

- Contemporary Issues (CIS610S) has been replaced by Sustainability and Development (SYD611S) Academic assessor's mark

**Assessment Strategies**

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with University's policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

WIL will be assessed on the basis of the following:

- Immediate WIL supervisor's report;
- Academic assessor's mark (academic assessor to interview both the students and the WIL immediate supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the department. This report is supposed to be signed by either the supervisor or the manager at the workplace.

**Transition Arrangements**

The four-year Bachelor of Technology in Economics (old curriculum) will be phased out systematically until 2019 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme was in January 2012. Students will only be allowed to register for the 4th year of the B. Tech. programme until January 2017 to ensure they have sufficient time to complete the programme by 2019. Students who were registered in 2012 for the 1st year of the Bachelor of Technology (old curriculum), and who failed more than 50 % of the courses at the end of 2012, will be required to change their registration to the new programme and will be granted credits on a course-by- course basis in accordance with information in Table 1 below.

The revised three-year Bachelor of Economics (new curriculum) took effect from January 2013 and will be completely phased in by 2015. Courses will only be offered based on the new/revised syllabi in 2013 (1st year), 2014 (2nd year) and 2015 (3rd year). Students who are admitted into the examination for courses on the old curriculum will be granted only two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum



will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2 below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Bachelor of Technology (old curriculum) is 2019 after which students must automatically switch to the new programme and fulfill all requirements based on the new curriculum.

**Table 1: Courses to be credited**

Course Code	Bachelor of Technology in Economics (Old Courses) (Phased out end of 2019)	Course Code	Bachelor of Economics (Equivalent New/Revised Courses)
MSS111S	Mathematics for Social Sciences 1A	MFE511S	Mathematics for Economists 1A
PEC111S	Principles of Economics 1A	PMI511S	Principles of Microeconomics
MSS112S	Mathematics for Social Sciences 1B	MFE512S	Mathematics for Economists 1B
PEC112S	Principles of Economics 1B	PMI511S	Principles of Macroeconomics
CUS411S	Computer User Skills	CUS411S	Computer User Skills
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
LPB0320	Language in Practice B	EPR511S	English in Practice
BBS111S	Basic Business Statistics 1A	SFE611S	Statistics for Economists 2A
BBS112S	Basic Business Statistics 1B	SFE612S	Statistics for Economists 2B
BAC1100	Business Accounting 1A	BAC1100	Business Accounting 1A
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BAC1200	Business Accounting 1B	BAC1200	Business Accounting 1B
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
		LAE621S	Labour Economics
		MEC717S	Mathematics Economics

**Table 2: Corresponding Courses (if Failed). This is not a credit table.**

Course Code	Bachelor of Technology in Economics (Old Courses) (Phased out end of 2019)	Course Code	Bachelor of Economics (Equivalent New/Revised Courses)
MSS111S	Mathematics for Social Sciences 1A	MFE511S	Mathematics for Economists 1A
PEC111S	Principles of Economics 1A	PMI511S	Principles of Microeconomics
MSS112S	Mathematics for Social Sciences 1B	MFE512S	Mathematics for Economists 1B
PEC112S	Principles of Economics 1B	PMA512S	Principles of Macroeconomics
IME211S	Intermediate Microeconomics	IMI611S	Intermediate Microeconomics
BBS111S	Basic Business Statistics 1A	SFE611S	Statistics for Economists 2A
MAB211S	Money and Banking	MAB611S	Money and Banking
EAR212S	Economics of Agriculture and Rural Development	EOA611S	Economics of Agriculture
IME212S	Intermediate Macroeconomics	IMA612S	Intermediate Macroeconomics
BBS112S	Basic Business Statistics 1B	SFE612S	Statistics for Economists 2B
ECN411S	Economics of Namibia and SACU Countries A	ENS612S	Economics of Namibia and SACU Countries
ITT312S	International Trade	INT711S	International Trade
TEC411S	Transport Economics	TEC711S	Transport Economics
PFT312S	Public Finance and Taxation	PFN712S	Public Finance
IFN312S	International Finance	IFN712S	International Finance
ECM312S	Econometrics	ECM712S	Econometrics
EGD311S	Economics of Growth and Development	DEC712S	Development Economics

**Please Note:**

Table 2 above, only highlights new/revised core courses in Economics that should be done if courses on the old Bachelor of Technology curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The old courses listed below do not have corresponding courses in the new curriculum and will continue to be offered until the old programme is completely phased out:

- Applied Economic Policy Analysis and Managerial Economics

**Bachelor of Accounting**  
**(Revised - Phased in 2016)**

07BOAC

NQF Level: 7

NQF Credits: 398

NQF Identification: Q0300

**Description**

The Bachelor of Accounting is intended for students who wish to work as accountants in various types of businesses including pursuing further academic studies. The degree represents a coherent introduction to the broad knowledge, concepts and problem-solving techniques in the areas of Management Accounting, Financial Accounting, Taxation and Auditing. Students will have the opportunity to develop the required cognitive/intellectual skills, practical skills and key transferable skills, and apply these to complex accounting issues in the context of different business organisations. The Diploma in Accounting and Finance, as a first exit level, prepares students for self-directed application of knowledge and skills in dealing with accounting issues in different types of organisations including manufacturing concerns.

**Admission Requirements**

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology and comply with the additional requirements below:

- o a minimum of 25 points out of five (5) subjects which includes Mathematics / Accounting and English, based on the University's Admission Point System, using a combination of NSSC Ordinary Level and/or NSSC Higher Level subjects, with at least a "E" symbol at NSSC Ordinary Level in English and at least a "D" symbol at NSSC Ordinary Level in Mathematics or Accounting.

Candidates who meet the Mature Age Entry requirements of the Namibia University of Science and Technology may be considered, but will be required to comply with the additional requirements below:

- o Obtain at least 50 % for the English proficiency test and 60 % for the Mathematics proficiency test.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These regulations provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Subject to the minimum requirements, graduates of the Bachelor of Accounting will ordinarily be able to pursue further studies at NQF Level 8 by enrolling for the Postgraduate Certificate in the Theory of Accountancy (PG CTA). Other study opportunities include a Bachelor of Accounting Honours degree or admission to professional examinations for the Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Chartered Financial Analyst (CFA) and the Institute of Chartered Secretaries – Southern Africa (ICSA).

**Mode of Delivery**

The programme will be offered on the full-time, part-time and distance modes in accordance with University's rules and regulations.

**Requirements for Qualification Award**

The Bachelor of Accounting will be awarded to candidates credited with a minimum of 398 NQF credits and who have met the detailed programme/qualification requirements as set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

**Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject-specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject-specific and/or professionally/technically practical skills. This learning process will be facilitated both inside and outside the lecture room, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed. This programme also includes a component of Work Integrated Learning (WIL) that requires students to integrate and apply the knowledge obtained in the four major areas of Financial Accounting, Management Accounting, Auditing and Taxation which, together with the simulated office environment created in the Computerised Accounting laboratories.

WIL shall be offered on a 3-week continuous full-time and part-time block-release in the sixth semester. Students shall also have the opportunity to take the course through the distance mode. WIL, also referred to as Cooperative Education, is the process of integrating work experiences with learning in a way traditional education cannot do. It provides students with opportunities to:



- 0 Execute tasks associated with accounting and finance rather than just reading about them.
- 0 Network with professionals and build relationships that can assist students in their future endeavours while providing a professional environment.
- 0 Have access to companies/firms for full time positions after graduation once good working relationships have been established.
- 0 Interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.

WIL is important in improving the characteristics of the graduates to meet industry's needs in line with the University's vision and Strategic Plan (PSP-4). It offers opportunity for innovation and creativity when students are able to experiment in the work place with what they have learnt in class. This experience is enhanced through the completion of well structured, monitored and assessed industry-based accounting and finance-related assignments/projects right from their first year through to their third year.

### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations). Students will write tests/assignments and an end-of-semester examination in each course during which their knowledge and understanding of selected course content, their application of concepts and principles, as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) will be assessed. The continuous assessment is made up of at least two class tests and/ or assignments and shall depend on the mode of study. Continuous assessment and the end-of- semester examination will contribute as follows to the final mark for all core courses in Accounting and Finance:

#### Full-time and Part-time modes:

Continuous assessment: 40 % of the final mark

Final examination: 60 % of the final mark

#### Distance mode:

Continuous assessment: 40 % of the final mark

Final examination: 60 % of the final mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40 %. In order to pass a course, students need a final mark of at least 50 % subject to a sub-minimum of 40 % in the examination. Due to the highly technical/practical nature of the accounting sub-systems and the constantly changing international accounting standards, candidates will only be allowed one supplementary (2nd opportunity) examination. There will not be any further opportunities.

### Assessment for WIL

- A report shall be structured by the Departmental Co-ordinator indicating the tasks that will be performed in specific work places in collaboration with Director of the Centre for Cooperative Education (CCE) and the representative of the selected organisation.
- Students are prepared for WIL by the CCE (both the selected organisation and NUST requirements shall be discussed and agreed upon during such sessions).
- Industry visits are done by the Director and the Departmental Representative to ensure that the agreed tasks are assigned to students and also to monitor each student's progress.
- Students shall write reports that are presented to the selected organisation and NUST representatives in addition to completing the report.
- Upon completion of WIL, the assessment results shall be as follows:

Basis	%
Portfolio comprising: Self Reflection Report, Personal Dev. Plan, Log sheets & Task schedules	50
Performance Evaluation Report by Industry Mentor & Departmental representative visits	30
Presentation by Student	20
Total	100

**CURRICULUM****Year 1****Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
FAC511S	Financial Accounting 101	None	5	12
QTM511S	Quantitative Methods	None	5	12
PMI511S	Principles of Microeconomics	None	5	12
CML111S	Commercial Law 1A	None	5	12
CUS411S	Computer User Skills	None	4	10
PLU411S	Principles of English Language Use	None	4	NCB

**Semester 2**

FAC512S	Financial Accounting 102	Financial Accounting 101	5	12
CMA512S	Cost and Management Accounting 101	None	5	12
BLW512S	Business Law (Accounting and Finance)	Commercial Law 1A	5	12
PMA512S	Principles of Macroeconomics	None	5	12
EPR511S	English in Practice	Language in Practice/Principles of English Language Use or Equivalent	5	NCB
BSC410S	Basic Science	None	4	8

**Year 2****Semester 3**

FAC611S	Financial Accounting 201	Financial Accounting 101 & 102	6	13
CMA611S	Cost & Management Accounting 201	Cost & Management Accounting 201	6	13
CPL511S	Company Law	Business Law (Accounting & Fin)	5	12
IMI611S	Intermediate Microeconomics	Principles of Microeconomics/Principles of Economics 1A	6	13
EAP511S	English for Academic Purposes	English in Practice, or Equivalent	5	14
BMI511S	Introduction to Business Management	None	5	10

**Semester 4**

FAC612S	Financial Accounting 202	Financial Accounting 201 & 202	6	13
CMA612S	Cost and Management Accounting 202	Cost & Management Accounting 201 & 202	6	13
TAX621S	Taxation 202	Financial Accounting 201	6	12
AUT621S	Auditing 202	Financial Accounting 201	6	12
IMA612S	Intermediate Macroeconomics	Principles of Macroeconomics	5	13
ICT521S	Information Competence	None	5	10

**Year 3****Semester 5**

GFA711S	Financial Accounting 310	Financial Accounting 201 & 202	7	14
GMA711S	Management Accounting 310	Cost & Management Accounting 201 & 202	7	14
GTA711S	Taxation 310	Taxation 202	7	14
GAU711S	Auditing 310	Auditing 202	7	14
SYD611S	Sustainability & Development	None	6	12

**Semester 6**

GFA712S	Financial Accounting 320	Financial Accounting 201 & 202	7	14
MFN710S	Managerial Finance 320	Quantitative Methods and	7	14
CAC710S	Computerised Accounting 301	Financial Accounting 201 & 202	7	15
WGL710S	Work Integrated Learning	All core courses in Accounting and Finance up to Semester 4	7	24

**Transition Arrangements**

There is no significant transition arrangement as the review resulted in minor changes to the programme. However, students who have failed either or both of the two revised courses, Auditing 200 and Taxation 200, will have to complete the new courses.

**Please Note:**

Contemporary Issues (CIS610S) has been replaced by Sustainability and development (SYD611S)

## **BACHELOR OF ACCOUNTING (CHARTERED ACCOUNTANCY)** **(Revised - Phasing in 2016)**

**07BACC**

### **Description**

The Bachelor of Accounting (Chartered Accountancy) is intended for students who wish to pursue careers in Accounting in the public practice (chartered accountant), including auditing and taxation. The programme represents a coherent introduction to the broad knowledge, concepts and problem-solving techniques in the core areas of Management Accounting, Financial Accounting, Taxation and Auditing. Students will have the opportunity to develop the required cognitive/intellectual skills, practical skills and key transferable skills, and apply these to complex accounting issues in public practice mainly in the auditing firms.

The Bachelor of Accounting (Chartered Accountancy) specifically aims at:

- 0 providing students with a sound foundation in the fundamental concepts, theories and frameworks of the four sub-systems of accounting;
- 0 developing the ability of students to analyse information from a wide range of sources;
- 0 equipping students with the requisite skills to work effectively as individuals and as members of a team;
- 0 enabling students to communicate effectively in the workplace.

The programme also intends to provide a diverse range of skills and competencies that are both discipline-specific and job-related and facilitates the development of highly generic cognitive and intellectual skills that would enable graduates to apply their knowledge and learnt competencies to the practices of Auditing, Taxation, Financial and Management Accounting at a more complex level compared to the general programme, taking into consideration international generally accepted accounting practices. The revised programme has been endorsed by members of the Programme Advisory Committee and the Institute of Chartered Accountants in Namibia (ICAN), while tertiary institutions in the SADC region were also consulted for purposes of benchmarking (please find evidence of consultation and support attached).

### **Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions.

Subject to the minimum requirements, graduates of the Bachelor of Accounting (Chartered Accountancy) will ordinarily be able to pursue further studies at NQF Level 8 by enrolling for the Postgraduate Certificate in the Theory of Accountancy (PGCTA).

### **Mode of Delivery**

The programme will be offered on the full-time mode in the initial period of three years. Part-time and distance modes will be considered thereafter in accordance with NUST rules and regulations.

### **Requirements for Qualification Award**

The Bachelor of Accounting (Chartered Accountancy) will be awarded to candidates credited with a minimum of 397 NQF credits and who have met the detailed programme/qualification requirements as set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

Students are not expected to be on the internship (WIL) but, on completion graduates will be expected to be attached to recognised audit firms as trainees (articleship) for a minimum of three years and undergo a structured training to prepare as chartered accountants in the future.

### **Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject-specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject-specific and/or professionally/technically practical skills.

This learning process will be facilitated both inside and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, tutorials, case studies, problem-based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded, and assessed. The professional route requires a minimum of three (3) years articles, understudying a qualified chartered accountant.

### **Assessment Strategies**

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, practical structured case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations). Students will write tests/assignments and an end-of-semester examination in each course during which their knowledge and understanding of selected course content, their application of concepts and principles, as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) will be assessed. The continuous assessment is made up of at least two class tests and/or assignments including an assessment of attendance of classes and/or tutorials depending on the mode of study. More weighting is given to continuous assessments in the core courses. Continuous assessment and the end-of-semester examination will contribute as follows to the final mark for all core courses of this programme as follows:

**Full-time and Part-time modes:**

Continuous Assessment: 50 % of the final mark

Final examination: 50 % of the final mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40 %. In order to pass a course, students need a final mark of at least 50 % subject to a sub-minimum of 40 % in the examination.

Due to the highly technical/practical nature of the accounting sub-systems and the constantly changing International Accounting Standards, candidates will only be allowed one supplementary (2nd opportunity) examination. A candidate must obtain a sub-minimum of at least 40 % in the examination for all the level 7 courses in order to qualify for a 2nd opportunity examination. There will not be any further opportunities.

**Transition Arrangements**

The new Bachelor of Accounting (Chartered Accountancy) took effect from January 2016 for all first year students and will be completely phased in by 2018. There will be no intake for the Bachelor of Accounting (Chartered Accountancy- old curriculum in 2016).

Third-year students enrolled for The Bachelor of Accounting (Chartered Accountancy) – Old Programme – in 2015 will be granted time until the end of 2017 to complete the old degree. Should they fail to do so, they will be allowed to transition to the new programme, but will be required to complete the core Accounting courses listed in Table 1 below.

Students who are registered for 1st year in 2015, and have passed and meet the admission criteria for the new programme may transition to the new curriculum and will be given credits for service and institutional courses. However they will be required to take Financial Accounting 100 under the new curriculum.

Students who are registered for 1st year in 2015, and have failed and meet the admission criteria for the new programme may transition to the new curriculum and will be given credits for service and institutional courses. However they will be required to take Financial Accounting 100 under the new curriculum.

The students in the above two categories will lose credits for Financial Accounting 101 and Financial Accounting 102, should they have passed these in 2015.

Students who are registered for 2nd year in 2015, and have passed and wish to transition to the new curriculum, may apply to transition to the new curriculum subject to determination by the department on a case by case basis but will be required to take all new courses under the new curriculum with no equivalents.

**Table 1: Courses with no equivalents under the new curriculum:**

Course Code	Bachelor of Accounting (New Curriculum)
FAC501Y	Financial Accounting 100
FAC601Y	Financial Accounting 200
FAM601Y	Financial Management 200
TAX610S	Taxation 201
AUD621S	Auditing 201
FAC701Y	Financial Accounting 300
FAM701Y	Financial Management 300
AUD701Y	Auditing 300
TAX701Y	Taxation 300

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
QTM511S	Quantitative Methods	None	5	12
PMI511S	Principles of Microeconomics	None	5	12
CML111S	Commercial Law 1A	None	5	12
CUS411S	Computer User Skills	None	5	12
PLU411S	Principles of English Language Use	None	4	10
BMI511S	Introduction to Business Management	None	4	NCB

#### Semester 2

BLW512S	Business Law (Accounting and Finance)	Commercial Law 1A	5	12
PMA512S	Principles of Macroeconomics	None	5	12
EPR511S	English in Practice	Principles of English Language Use	5	12
BSC410S	Basic Science	None	5	12
ICT521S	Information Competence	None		NCB

#### Year Course

FAC501Y	Financial Accounting 100	None	4	8
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### Year 2

#### Semester 3

CPL511S	Company Law	Business law (Accounting and Finance)	6	13
IMI611S	Intermediate Microeconomics	Principles of Microeconomics)	6	13
EAP511S	English for Academic Purposes	English in Practice	5	12

#### Year Courses

FAC601Y	Financial Accounting 200	Financial Accounting 100
FAM601Y	Financial Accounting 200	None
TAX601Y	Taxation 201	None

### Year 3

#### Semester 5

CAC710S	Computerised Accounting 301	Financial Accounting 200	6	13
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#### Semester 6

SYD611S	Sustainability and Development	None
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#### Year Courses

FAC701Y	Financial Accounting 300	Financial Accounting 200
FAM701Y	Financial Management 300	Financial Management 200
AUD701Y	Auditing 300	Auditing 201
TAX701Y	Taxation 300	Taxation 201

#### Please Note:

Contemporary Issues (CIS610S) has been replaced by Sustainability and development (SYD611S)

**DIPLOMA IN THE THEORY OF ACCOUNTING (DTA)  
(Revised - Phased in 2016)****07DTOA****NQF Level: 7****NQF Credits: 120****NQF Identification: Q0251****Description**

This programme is purposefully designed to prepare students who completed their Accounting degrees (NQF Level 7 or equivalent) at institutions that are not accredited by the Institute of Chartered Accountants in South Africa (SAICA), and/or the Institute of Chartered Accountants in Namibia (ICAN), to enter a Postgraduate Certificate in the Theory of Accounting (PG CTA), which is required by SAICA and ICAN for entry to Part 1 of the Qualifying Examinations (QE1) leading to the Chartered Accountant (Namibia) (CA, NAM). Furthermore, the programme targets students who completed their Accounting degrees (NQF Level 7 or equivalent) at a SAICA/ICAN accredited tertiary institution, but did not qualify for entry into the PG CTA. Students will be equipped with the cognitive/intellectual, practical and key/ transferable skills required for admission into the PG CTA offered in South Africa at different Institutions.

**NUST Statutes and Regulations**

The programme shall be offered within the Namibia University of Science and Technology Statutes, general rules and guidelines.

**Admission Requirements**

In order to be considered for admission to this programme, students should have passed an appropriate Bachelor's degree at NQF Level 7, or equivalent, and should have passed or have been exempted from the following courses or their equivalents at NQF Level 7 within the last three years:

Financial Accounting 3  
Managerial Accounting and Finance 3 Auditing 3  
Taxation 3  
Quantitative Methods/Specialised Statistics Company Law  
Accounting Information Systems

Exceptions may be based on the Recognition of Prior Learning (RPL) and candidates must demonstrate that they possess the necessary learning abilities to succeed in the programme.

**Programme Duration**

Ordinarily the Diploma in the Theory of Accounting (DTA) programme will be covered over a minimum period of one (1) year.

**Requirements for Qualification Award**

To complete the DTA programme, students must obtain a final mark of 55 % for Advanced Financial Accounting and 50 % for all other courses in the same academic year. In addition, students must meet the administrative and financial requirements as spelled out in Part 1 of the University's Yearbook.

Students who fail an academic year, i.e. do not pass all four courses in the same academic year (including second opportunity examinations) cannot continue on the CTA route unless they register for all four courses the next year. Students who passed some courses may, however, retain the credits for such courses and re-do the outstanding courses the following year in order to obtain the ADTA qualification without CTA entrance. Students who fail two consecutive academic years will not be allowed to re-register for the programme.

The entire programme must be completed in a maximum period of three (3) years from the date of first registration.

**Fees Information**

The fees that will be charged for the Diploma in the Theory of Accounting programme cover tuition and course materials (student guides and study schedules) but do not include textbooks, accommodation and transport expenses.

**Programme Structure**

This ADTA programme includes the following year courses:

Course Code	Course Title	Pre-requisite	NQF Level	NQF Credits
AFA701Y	Advanced Financial Accounting	None	7	30
AMF701Y	Advanced Managerial Accounting & Finance	None	7	30
ADA701Y	Advanced Auditing	None	7	30
ADT701Y	Advanced Taxation	None	7	30

### Teaching and Learning

The course will be facilitated through the following learning activities:

- Comprehensive study notes for each topic which:
  - state assumed prior knowledge,
  - introduce and demonstrate new learning activities
  - specify learning outcomes
  - allow reflection on each learning activity
  - provide practical tutorials and solutions which teach students how to apply theoretical concepts, principles and techniques
- A formal self-study weekly programme allowing students to systematically complete the course content and allow adequate revision/ study time in preparation for scheduled tests and examinations.
- 40 hours of lectures spread throughout the academic year by experienced Chartered Accountants [CA (NAM)] or equivalent. of lectures spread throughout the academic year by experienced Chartered Accountants [CA (NAM)] or equivalent.
- Lecturer availability to answer student e-mail queries throughout the academic year.

### Programme Assessments

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations).

Students will write tests and examinations during the academic year through which their knowledge and understanding of selected course content, their application of concepts and principles as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) are assessed.

Students will receive the following feedback on their assessments and tutorials:

- complete suggested solutions to all tutorial questions and all tests,
- markers' comments when results are released,
- students may review their marked tests and consult lecturers to discuss their performance and find ways to solve their problems.

ICAN's open book policy will be followed which basically allows students access to the professional body's handbook, including Accounting and Auditing Statements and applicable statutes during tests and examinations.

Students' Final Marks in all four courses will comprise 70 % Examination Mark and 30 % Year Mark.

Students' Year Marks in all four courses will comprise 50 % of the formal tests written during the current academic year and 50 % of the Mid-year examination.

To obtain admission to the final examination a student must obtain a Year Mark of at least 45 % in Advanced Financial Accounting and 40 % in the other courses.

To pass a student must obtain a final mark of 50 % for Advanced Management Accounting and Finance, Advanced Tax, Advanced Auditing with a subminimum examination mark of 40 % and 55 % for Advanced Financial Accounting with a sub-minimum examination mark of 45%.

A student, who obtained admission to the year-end examination, wrote the examination and obtained a final mark of between 45 – 54 % for Advanced Financial Accounting and 40 %- 49 % for Advanced Management Accounting and Finance, Advanced Auditing, Advanced Tax may write a second opportunity examination.

### Grading Scheme

The overall performance in a module shall be graded on a percentage scale divided as follows: (ref: Part 1 of the NUST Yearbook (Gen Rules AC 4.1)

- 75 and above Distinction
- 70 – 74 Merit
- 60 – 69 Credit
- 50 – 59 Pass (55 % minimum pass requirement for Advanced Financial Accounting)
- 0 – 49 Fail

### Transfers of Credits from Other Institutions

Transfer of credits will be dealt with according to the University's regulations on recognition of prior learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions.

## Module Descriptions

### Advanced Financial Accounting - AFA701Y

Graduates must be able to prepare financial statements (primary and group) in compliance with International Financial Reporting Standards (IFRS).

### Advanced Managerial Accounting & Finance - AMF701Y

Graduates must be able to produce product costing statements and management information to facilitate decision making on issues such as performance evaluations, capital investments and valuations.

### Advanced Auditing - ADA701Y

Graduates must be able to perform financial audits in accordance with relevant legislation/regulations and prepare audit reports.

### Advanced Taxation - ADT701Y

Graduates must be able to demonstrate deepened understanding and apply fiscal legislation to calculate taxes due by a variety of entities.

## Facilities and Services

Student support at the University and the Faculty include:

- University level: the library, student services.
- Faculty level: faculty-based induction, learning support units, tutor systems and a complete set of comprehensive Study notes.
- Course level: print and electronic learning resources and tutor services.
- Email query answers provided by lecturers.
- Updated web based information will be provided.

## Programme Timetable

The programme schedule is detailed by week and modules and shows the distribution of how time will be spent on structured studies (lectures) at the University and unstructured studies required between the consecutive weeks. The following arrangement will be followed:

Lectures will be offered over weekends to both full-time and part-time students as far as possible. Tests will be conducted Fridays and Saturdays as far as possible.

## Refund Policy and Privacy Statement

(Ref. Part 1 of the NUST Yearbook (Gen. Rules F 7.1.8))

Students who wish to request a refund due to cancellation as a result of factors beyond their control may appeal to the Registrar in this regard. Such appeal must be submitted to the relevant Faculty Officer. Refunds are not guaranteed.

Claims for refunds made on official claim forms must be completed and handed in at the Student Information Desk, Ground Floor, Administration Building and will be processed twice a month.



## DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

### QUALIFICATIONS OFFERED

Bachelor of Business Management	07BBMN
Bachelor of Entrepreneurship and Innovation Management (Revised) (Phasing in 2023)	07BOEN
Bachelor of Entrepreneurship (Old) (Phasing out 2024)	07BENT
Bachelor of Human Resource Management	07HRM
Bachelor of Human Resource Management	07HRMB
Bachelor of Business and Information Administration	07BBIA
Bachelor of Public Management	07BPMA

### BACHELOR OF BUSINESS MANAGEMENT

07BBMN

(Revised - Phased in 2020)

NQF Credits: 375

#### Programme Aims/Purpose:

The Bachelor of Business Management provides a methodical and logical introduction to the broad knowledge, principles, concepts, data and theories in the business management domain. The programme exposes students to business and functional disciplines, the interdependence of these disciplines and the larger role of business in society. Students will acquire cognitive skills and key transferable skills that are necessary for addressing pressing challenges in the current Namibian market and economy. Furthermore, they will develop essential graduate attributes to enhance practical problem-solving, critical thinking, good communication, teamwork and culturally sensitive global and responsible citizenship.

The Bachelor of Business Management specifically aims at:

- Providing the theoretical and practical frameworks necessary for the commercialisation of scientific and technological products or services;
- Providing future middle managers with the tools to plan, organize, lead and evaluate an organisation's activities, as well as manage resources, identify and solve problems;
- Providing student with the understanding and know-how necessary for establishing, supporting and growing small and medium enterprises;
- Providing students with a thorough understanding and the ability to apply fundamental concepts, modern management theories, practices and techniques within the field of business management;
- Developing the ability of students to collect, analyse and interpret information from a variety of sources;
- Preparing students to add value in the workplace through individual endeavor, as well as within a team context; and,
- Preparing students to be effective communicators, critical thinkers, ethically and socially responsible, global citizens and team players.

#### Admission Requirements

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (NUST) (GI2.1 in Part 1 of the NUST Yearbook). In addition, students should have a minimum of D symbol in Grade 12/NSSCO Mathematics.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

#### Mode of Delivery

The programme will be offered on full time, part-time and distance modes of study in accordance with NUST rules and regulations.

#### Transition Arrangements

There are no significant changes between the current versions of the Bachelor of Business Management (old curriculum) and the Bachelor of Business Management (revised curriculum). The Bachelor of Business Management (old curriculum) will be phased out by 2020 with minimal disruption to existing student's learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2018.

Students who are registered in 2019 for the 1st and 2nd year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of 2019, will be required to change their registration to the Bachelor of Business Management (revised curriculum) in 2020. Students who are registered for the 1st year of the out-phasing programme (old curriculum) and who meet all the requirements of progress to 2nd year will be required to transition to the revised curriculum in 2020.

Students who are registered in 2019 for the 2nd year of the out-phasing programme (old curriculum) and who meet all the requirements to progress to 3rd year curriculum will be required to complete their studies, based on the requirements of the old curriculum. Similarly, students who are registered in 2019 for the 3rd year of the old curriculum will be required to complete their studies, based on the requirements of the old curriculum.

The Bachelor of Business Management (revised curriculum) takes effect from January 2020 with the concurrent implementation of 1st and 2nd year, while the 3rd year takes effect from 2021. Courses will only be offered based on the new/revised syllabi in 2020. Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised corresponding courses (please refer to Table 1, below, for information on the new/revised corresponding courses to be done, if courses on the old curriculum are failed). The deadline for the complete phasing out of the Bachelor of Business Management (old curriculum) is 2020, after which students must automatically change registration to the revised programme (revised curriculum) and fulfil all requirements of the new curriculum).

**Table 1: Courses to be credited**

Course Code	Bachelor of Business Management 07BBMA	Course Code	Bachelor of Business Management 07BBMN
BMI511S	Introduction to Business Management	BMI511S	Introduction to Business Management
BBE612S	Business Ethics	BBE612S	Business Ethics
BST611S	System Thinking	BST611S	System Thinking
BOP611S	Business Operations	OPM611S	Operations Management
BBF612S	Business Finance	BBF612S	Business Finance
BPM611S	Purchasing Management	PSM611S	Purchasing & Supply Management
BQM612S BBP712S	Quality Management Systems Business Process Management	BPQ712S	Business Process and Quality Management
BEM711S	Small and Medium Enterprise Management	BEM711S	Small and Medium Enterprise Management
BES712S	Small and Medium Enterprise Strategy	BSL712S	Small and Medium Enterprise Strategy and Leadership
ICE712S	Innovation, Creativity & Entrepreneurship	ICE712S	Innovation, Creativity & Entrepreneurship
BEP712S	Small & Medium Enterprise Projects	BEP712S	Small & Medium Enterprise Projects
BRM711S	Retail Management	BRM711S	Retail Management
BWI711S	Work Integrated Learning (WIL)	BWI711S	Work Integrated Learning (WIL)
None	None	DPI711S	Design Process and Innovation
None	None	BRP612S	Business Research Practice

**CURRICULUM****Year 1****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
CUS411S	Computer User Skill	None	4	10
ITM111S	Introduction to Mathematics	None	5	10
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
BAC1100	Business Accounting 1A	None	5	10
BMI511S	Introduction to Business Management	None	5	10

**Semester 2**

ICT521S	Information Competence	None		
EPR511S	English in Practice	Principles of English Language Use,	5	NCB
PMA512S	Principles of Macroeconomics	None	5	12
BAC1200	Business Accounting 1B	None	5	10
BSC410S	Basic Science	None	4	8
MPM512S	Marketing Principles	None	5	10

**Year 2****Semester 3**

BBS111S	Basic Business Statistics 1A	Introduction to Mathematics	6	12
CML111S	Commercial Law 1A	None	5	12
OPM611S	Management Operations	None	6	12
PSM611S	Purchasing and Supply Management	None	6	12
BST611S	Systems Thinking	None	6	12

**Semester 4**

CML112S	Commercial Law 1B	Commercial Law 1A	5	12
EAP511S	Basic Business Statistics 1A	Commercial Law 1B	5	12
BBF612S	Business Finance	None	6	12
BBE612S	Business Ethics	None	6	12
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
BRP612S	Business Research Practice	None	6	12

**Year3**

**Semester 5**

BEM711S	Small & Medium Enterprise Management	None	7	12
BRM711S	Retail Management	None	7	12
DPI711S	Design Process & Innovation	None	7	12
BWI711S	Work Integrated Learning (WIL)	None	7	36

**Semester 6**

ICE712S	Innovation, Creativity & Entrepreneurship	None	7	15
BSL712S	Small & Medium Strategy and Leadership	None	7	15
BEP712S	Retail Management	None	7	12
SYD611S	Sustainability & Development	None	6	12

**BACHELOR OF ENTREPRENEURSHIP AND INNOVATION MANAGEMENT**  
**(Revised - Phasing in 2023)**

07BOEN

NQF Credits: 395

**Programme Aims/Purpose:**

The Bachelor of Entrepreneurship aims at developing an entrepreneurial knowledge and culture among students. The programme is purposely designed to re-orientate students' thinking into starting and managing their own businesses, thereby creating jobs for themselves and others. The programme will provide students with a systematic and coherent introduction to the key concepts, theories and problem-solving techniques needed to conceptualise, create and manage entrepreneurial ventures.

**Admission Requirements**

Applicants will be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, a D symbol in Mathematics Grade 12/NSSC is recommended.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification. Students who complete the Bachelor of Entrepreneurship successfully will ordinarily be able to pursue further studies in Entrepreneurship, or a related cognate area of learning, at NQF level 8.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 395 NQF credits, and who have met the requirements.

**Transition Arrangements**

There are no significant changes between the current versions of the Bachelor of Entrepreneurship (old curriculum) and the Bachelor of Entrepreneurship and Innovation Management (revised curriculum). The Bachelor of Entrepreneurship (old curriculum) will be phased out by 2024 with minimal disruption to existing students' learning progression. The last intake of 1<sup>st</sup> year students for the out-phasing programme (old curriculum) was in January 2022.

Students who are registered in 2022 for the 1<sup>st</sup> year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of 2022, will be required to change their registration to the Bachelor of Entrepreneurship and Innovation Management (revised curriculum) in 2023. Students who are registered in 2022 for the 1<sup>st</sup> year of the out-phasing programme (old curriculum) and who meet all requirements to progress to 2<sup>nd</sup> year will be required to transition to the revised curriculum in 2023.

Students who are registered in 2022 for the 2<sup>nd</sup> year of the out-phasing programme (old curriculum) and who meet all requirements to progress to 3<sup>rd</sup> year curriculum will be required to complete their studies, based on the requirements of the old curriculum. Similarly, students who are registered in 2022 for the 3<sup>rd</sup> year of the old curriculum will be required to complete their studies, based on the requirements of the old curriculum.

The Bachelor of Entrepreneurship and Innovation Management (revised curriculum) takes effect from January 2023 with implementation of 1<sup>st</sup> year, while the 2<sup>nd</sup> year takes effect from 2024. Courses will only be offered based on the new/revised syllabi in 2023. Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised corresponding courses (Please refer to Table 15.1 below).

The deadline for complete phasing out of the Bachelor of Entrepreneurship (old curriculum) is 2024, after which students must automatically change registration to the revised programme (revised curriculum) and fulfil all requirements of the new curriculum.

**Table 1: Courses to be credited**

Course Code	Bachelor of Entrepreneurship (Old Courses)	Course Code	Bachelor of Entrepreneurship (Corresponding New/ Revised Courses)
ENA510S	Entrepreneurship Lab A	FOE511S	Fundamentals of Entrepreneurship and Business Innovation
ENA511S	Entrepreneurship Lab B		
NVD610S	New Venture Development	NVD611S	New Venture Development in Practice
EPE610S	Entrepreneurial Enterprises		
TML611S	Team Learning		

TBP710S	Team Business Project	TBP601Y	Team Business Project in Practice 1A
BEP712S	Small and Medium Enterprise Project		
CTP710S	Creative Thinking and Personal Growth	CTD601Y	Creative Thinking and Personal Development
SEP720S	Social Entrepreneurship	SCE711S	Social and Corporate Entrepreneurship
CEP720S	Corporate Entrepreneurship		
BOP611S	Business Operations	OPM611S	Operations Management
BPM611S	Purchasing Management		
CIS610S	Contemporary Issues	SYD611S	Sustainability and Development

**Table 2: Corresponding Courses to be done**

Course Code	Bachelor of Entrepreneurship Honours (Old Courses)	Course Code	Bachelor of Entrepreneurship (Corresponding) New/Revised Courses to be Done, if Failed
ENA510S	Entrepreneurship Lab A	FOE511S	Fundamentals of Entrepreneurship and Business Innovation
ENA511S	Entrepreneurship Lab B		
BOP611S	Business Operations	OPM611S	Operations Management
EPE610S	Entrepreneurial Enterprises	NVD611S	New Venture Development in Practice
TML611S	Team Learning	TBP601Y	Team Business Project in Practice 1A
BST611S	Systems Thinking	BST611S	Systems Thinking
NVD610S	New Venture Development	NVD611S	New Venture Development in Practice
TBP710S	Team Business Project	TBP601Y	Team Business Project in Practice 1A
BEP712S	Small and Medium Enterprise Project		
CTP710S	Creative Thinking and Personal Growth	CTD601Y	Creative Thinking and Personal Development
SEP720S	Social Entrepreneurship	SCE711S	Social and Corporate Entrepreneurship
CEP720S	Corporate Entrepreneurship		
BPM611S	Purchasing Management		

**Please Note:**

Table 2 above, only highlights new/revised core courses in the Bachelor of Entrepreneurship and Innovation Management that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

The following **Career Opportunities** for students with a Bachelor of Entrepreneurship and Innovation Management

- Owner-manager of small to medium sized enterprises, Trainers,
- Production Planners/Controllers,
- Project Administrators and Managers,
- Business Consultants,
- Business Brokers
- Business Analysts
- Junior Lecturers or Tutors

**Mode of Delivery**

This programme will be offered on the full-time mode of study in accordance with University's rules and regulations.

**CURRICULUM**
**Year 1**
**Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
CUS411S	Computer User Skills	None	4	10
ITM111S	Introduction to Mathematics	None	5	10
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
BAC1100	Business Accounting 1A	None	5	10
BMI511S	Introduction to Business Management	None	5	10
FOE511S	Fundamentals of Entrepreneurship and Business Innovation	None	5	10

**Semester 2**

ICT521S	Information Competence	None	5	12
EPR511S	English in Practice	Language in Practice	6	NCB
PMA512S	Principles of Macroeconomics	None	5	12
BSC410S	Basic Science	None	4	8
MPM512S	Marketing Principles	None	5	10
NVD611S	New Venture Development in Practice	None	5	10

**Year 2****Semester 3**

BBS111S	Basic Business Statistics 1A	Introduction to Mathematics	6	12
CML111S	Commercial Law 1A	None	5	12
PSM611S	Purchasing and Supply Management	None	6	12
OPM611S	Operations Management	None	6	12

**Semester 4**

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
BBF612S	Business Finance	None	6	12
BBE612S	Business Ethics	None	6	12
EAP511S	English for Academic Purposes	English in Practice	6	12

**Year Modules**

TBP601Y	Team Business Project in Practice	New Venture Development in Practice	6	24
CTD601Y	Creative Thinking and Personal Development	New Venture Development in Practice	6	24

**Year 3****Semester 5**

BST611S	Systems Thinking	None	6	12
MMA710S	Multimedia Applications	None	7	12
DPI711S	Design Process and Innovation	None	7	12
SCE711S	Social and Corporate Entrepreneurship	New Venture Development in Practice	6	24

**Semester 6**

SYD611S	Sustainability and Development	None	7	14
WLE712S	Work Integrated Learning	All Semester 1-4 Courses	7	36

**Year Module**

DGE701Y	Digital Entrepreneurship	Creative Thinking and Personal Development	7	24
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# BACHELOR OF ENTREPRENEURSHIP (Old Curriculum - Phasing out 2024)

07BENT

NQF Level: 7

NQF Credits: 395

NQF Identification: QO895

## Programme Aims/Purpose:

The Bachelor of Entrepreneurship aims at developing an entrepreneurial knowledge and culture among students. The programme is purposely designed to re-orientate students' thinking into starting and managing their own businesses, thereby creating jobs for themselves and others. The programme will provide students with a systematic and coherent introduction to the key concepts, theories and problem-solving techniques needed to conceptualise, create and manage entrepreneurial ventures.

## Admission Requirements

Applicants will be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, a D symbol in Mathematics Grade 12/NSSC is recommended.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

## Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Students who complete the Bachelor of Entrepreneurship successfully will ordinarily be able to pursue further studies in Entrepreneurship, or a related cognate area of learning, at NQF level 8.

## Qualification Requirements

This qualification will be awarded to people credited with a minimum of 395 NQF credits, and who have met the requirements.

## Transition Arrangements

Since no new students were enrolled in 2013 and 2014, the students from the old curriculum, who have not completed their requirements for the programme are given until 2015 to complete.

The old curriculum will be phased out in 2015. All students with outstanding Pro-learning requirements should complete them during the 2015 academic year. The concerned students will be officially informed.

Students who were registered in 2012 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50 % of the courses at the end of 2015, will be required to change their registration to the revised programme (new curriculum) and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The new intake for the Bachelor of Entrepreneurship degree starts in January 2016. The new programme is significantly different from the previous programme, both in content and methodology.

## General Transition Rules

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credits that can be granted are 50% of the credits for a qualification.

Students who complete the Bachelor of Entrepreneurship successfully will ordinarily be able to pursue further studies in Entrepreneurship, or a related cognate area of learning, at NQF level 8.

**Table 1: Courses to be credited**

Course Code	Bachelor of Entrepreneurship Honours (Old Courses)	Course Code	Bachelor of Entrepreneurship (Equivalent) New/ Revised Courses
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
CSK0420	Communication Skills	EAP511S	English for Academic Purposes
IME511S	Introduction to Marketing and Its Environment	IME511S	None
PHR511S	Introduction to Psychology of Human Resources	IOP511S	Introduction to Organisational Psychology
IHR512S	Introduction to Human Resources Management	BOP511S	Basic Organisational Psychology

BAC1100	Business Accounting 1A	BAC1100	Business Accounting 1A
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BAC1200	Business Accounting 1B	BAC1200	Business Accounting 1B
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
PCO611S	Professional Communication	PCO611S	Professional Communication
MPS512S	Marketing Principles	MPM512S	Marketing Principles

**Table 2: Corresponding Courses (if Failed). This is not a credit table.**

Course Code	Bachelor of Entrepreneurship Honours (Old Courses)	Course Code	Bachelor of Entrepreneurship (Corresponding) New/Revised Courses to be Done, if Failed
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
BSO221S	Business Operations	OPM611S	Operations Management
BFS222S	Business Finance	BBF612S	Business Finance
PSM322S	Purchasing & Supply Management	PSM611S	Purchasing and Supply Management
ENT321S	Entrepreneurship	ICE71	Innovation, Creativity & Entrepreneurship
PRM422S	Project Management	BEP712S	Project Management

**Please Note:**

Table 2 above, only highlights new/revised core courses in the Bachelor of Entrepreneurship that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The following existing core courses in the Bachelor of Entrepreneurship Honours which does not have corresponding new/revised courses in the revised curriculum, will be offered until the old curriculum is phased out completely in 2015:

- Becoming an Entrepreneur (BAE411Y)
- Project Management (MLO411Y)
- Management and Learning Organisations (CTP411Y)
- Creative Thinking and Personal Growth (MCR411Y)
- Marketing and Customer Relationship (CSE411Y)
- Organisation's Financial Management (CSE411Y)
- Research Methodology(RMA411S)
- Research Project (RPB412S)

**Mode of Delivery**

This programme will be offered on the full-time mode of study in accordance with University's rules and regulations. The programme may be offered on part-time mode of study at a later stage should there be a sustainable demand.

**CURRICULUM****Year 1****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
CUS411S	Computer User Skills	None	4	10
ITM111S	Introduction to Mathematics	None	5	10
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
BAC1100	Business Accounting 1A	None	5	10
BMI511S	Introduction to Business Management	None	5	10
ENA510S	Entrepreneurship- Lab 1A	None	5	10



## Semester 2

ICT521S	Information Competence	Principles of Microeconomics	5	12
EPR511S	Statistics for Economists 2A	Language in Practice/ Principles Economics of Namibia and SACU Countries or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4	6	NCB
PMA512S	Principles of Macroeconomics	None	5	12
BSC410S	Basic Science	None	4	8
BAC1200	Business Accounting 1B	None	5	10
MPM512S	Marketing Principles	None	5	10
ENA520S	Entrepreneurship- Lab 1B	None	5	10

## Year 2

### Semester 3

BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B Intermediate Microeconomics	6	12
CML111S	Commercial Law 1A	Mathematic	5	12
PSM611S	Purchasing & Supply Management	None	6	12
EPE610S	Entrepreneurial Enterprises	None	6	12
OPM611S	Operations Management	None	6	12
NVD610S	New Venture Development	None	6	12

### Semester 4

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
BLW512S	Business Law	Commercial Law 1A	5	12
BBF612S	Business Finance	None	6	12
BBE612S	Business Ethics	None	6	12
TML620S	Team Learning	Entrepreneurial Enterprises	6	12
WDF521S	Web Development Fundamentals	None	5	10

## Year 3

### Semester 5

BST611S	Systems Thinking	None	6	12
BLW512S	Team Business Project	Entrepreneurial Enterprises	5	12
CTP710S	Creative Thinking and Personal Growth (Seminar Type)	Entrepreneurial Enterprises	6	12
MMA710S	Multimedia Applications	None	6	12
EAP511S	English for Academic Purposes	English in Practice	6	12

### Semester 6

SEP720S	Social Entrepreneurship	New Venture Development	7	14
CEP720S	Corporate Entrepreneurship	New Venture Development	7	14
SYD611S	Sustainability and Development	None	6	12
PCO611S	Professional Communication	English for Academic Purpose	6	14
BEP712S	Small and Medium Enterprise Project	None	7	12

**BACHELOR OF HUMAN RESOURCES MANAGEMENT**  
**(Revised – Phased in 2022)**

**07HRM**

**NQF Credits:**

**Description**

The Bachelor of Human Resources Management is designed to produce professionals who can perform Human Resources Management activities effectively in the new world of work. In this context, the Bachelor of Human Resources Management has been revised in accordance with institutional policy requirements and to complement the institution's endeavours to make a significant contribution to the attainment of national development goals and Vision 2030.

**Admission Criteria**

Candidates may be admitted to the Bachelor of Human Resources Management if they meet the Namibia University of Science and Technology's General Admission Requirements as indicated in the latest version of the Yearbook.

Candidates who meet the Mature Age Entry requirements of the University will also be considered for admission.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits of for a qualification.

**Mode of Delivery**

The programme will be delivered on the full-time, part-time, distance mode of study in accordance with Namibia University of Science and Technology rules and regulations. These modes will incorporate a blended mode of study i.e. face-to-face as well as E-Learning.

**Requirements for Qualification Award**

The Bachelor of Human Resources Management will be awarded to students credited with a minimum of 385 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of the Namibia University of Science and Technology.

**Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific information items and professional/technical competencies. Thus, this qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed as follows:

- Formal face to face interactive sessions and presentations
- Tutorials and supervised self-study sessions
- Self-learning through assignments and library information search
- Team learning through group assignments
- Use of e-learning platform
- Discussions and student presentations
- Case studies
- Guest lecturers with open discussions
- Student portfolios

**Assessment Strategies**

Students will be assessed through formative and summative assessment. These assessments will focus on the achievements of competencies and take the form of problem-solving activities, individual/group assignments and presentations, case studies, report writing, practical applications of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations) at this programme level. In accordance with NUST's policy on diversified continuous assessment, each course will have a minimum of four assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term, examination must have at least two assessments.

**Work Integrated Learning (WIL) will be assessment based on the following:**

- \* WIL industry mentor/supervisor's report
- \* Academic supervisor report
- \* Reflection report
- \* Pre-WIL workshops attendance
- \* Portfolio of Evidence

### Transition Arrangements

The Bachelor of Human Resources Management (Old Curriculum) will be phased out systematically by 2026, with minimal disruption to existing students' learning progression. The last intake of 1<sup>st</sup> year students for the out-phasing programme (Old curriculum) was in January 2021. Students who are registered in 2021 for the first year of the phased-out programme (Old curriculum) and who fail more than 50% of courses at the end of 2021 will be required to change their registration to the revised programme in 2022 and will be granted credits on a course-by-course basis following information in Table 15.1 below.

Students who are registered in 2021 for the first year of the phased-out programme (old curriculum) and who meets the requirements to progress to 2<sup>nd</sup> at the end of 2021, will be required to complete their studies based on the requirements of the old curriculum in 2022. More so, students who are registered in 2<sup>nd</sup> and 3<sup>rd</sup> year of the out-phasing programme (old curriculum) in 2021 will also be required to complete their studies based on the requirements of the old curriculum in 2022 and will be granted credits on a course-by-course basis following information in Table 15.1 below.

The revised curriculum will take effect from January 2022. Courses will only be offered based on the new/revised curriculum in 2022 (1<sup>st</sup> year), 2023 (2<sup>nd</sup> year) and 2024 (3<sup>rd</sup> year). Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised corresponding courses. Please refer to Table 15.2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Bachelor of Human Resources Management (old curriculum) is 2026, after which students must automatically switch to the revised programme (new curriculum) and fulfil all requirements based on the new curriculum.

**Table 15.1: Courses to be credited**

Course Code	Bachelor of Human Resources Management (Old Courses)	Course Code	Bachelor of Human Resources Management (Equivalent New/Revised Courses)
ITM511S	Introduction to Mathematics	ITM511S	Introduction to Mathematics
BMI511S	Introduction to Business Management	BMI511S	Introduction to Business Management
PLU411S	Principles of English Language Use	PLU411S	Principles of English Language Use
CUS411S	Computer User skills	CUS411S	Computer User skills
IME511S	Introduction to Marketing and its Environment	IME511S	Introduction to Marketing and its Environment
MP5512S	Marketing Principles	MPM512S	Marketing Principles
BBE612S	Business Ethics	BBE612S	Business Ethics
ERP511S	English in Practice	ERP511S	English in Practice
ICT521S	Information Competence	ICT521S	Information Competence
BSC410S	Basic Science	BSC410S	Basic Science
CIS610S	Contemporary Issues	SYD611S	Sustainability and Development

**Table 15.2 Corresponding Courses (if failed). This is not a credit table**

Course Code	Bachelor of Human Resources Management (Old Courses)	Course Code	Bachelor of Human Resources Management (Equivalent New/Revised Courses)
IOP511S	Introduction to Organisational Psychology	BOP511S	Basic Organisational Psychology
IHR512S	Introduction to Human Resources	HRF512S	Human Resources Management Fundamentals
OSBS611S	Organisational Behaviour	OSBS611S	Organisation Behaviour
OSM612S	Organisational Management	OSM612S	Organisational Management
ODC711S	Organisational Development and Change	ODC711S	Organisational Development and Change
ETD711S	Introduction to Education Training and Development	ETD711S	Introduction to Education Training and Development
MEP711S	Managing Employee Performance	PMG612S	Performance Management
WHE721S	Employee Wellness, Health and Ergonomics	WHE721S	Employee Wellness, Health and Ergonomics
IRL712S	Industrial Relations	IRL712S	Industrial Relations
	None	CHR612S	Contemporary Issues in Human Resource Management
	None	HRS712S	Human Resource Management Simulation
PTD712S	Principles of Training and Development	TDP711S	Training and Development Practices
WIL712S	Work Integrated Learning	WIL712S	Work Integrated Learning

Table 15.2 above only highlights new/revised core courses in Human Resources Management that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The following core course(s) in Bachelor of Human Resources Management (old curriculum) which do not have corresponding new/revised courses in the revised curriculum, will be offered until the old curriculum is phased-out in 2026:

- Human Resources for Line Managers (RLM621S)

### CURRICULUM

#### Year 1

##### Semester 1

ITM111S	Introduction to Mathematics	None	5	10
BMI511S	Introduction to Business Management	None	5	10
BOP511S	Basic Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10
IME511S	Introduction to Marketing and Its Environment	None	5	10

##### Semester 2

MPM512S	Marketing Principles	None	5	10
HRF512S	Human Resources Management Fundamentals	Basic Organisational Psychology	5	12
BBE612S	Business Ethics	None	6	10
EPR511S	English in Practice	Principles of English Language Use	5	NCB
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8

#### Year 2

##### Semester 3

PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics	6	12
OSB611S	Organisational Behaviour	None	6	12
LAL111S	Labour Law 1A	None	5	12
EAP511S	English for Academic Purposes	English in Practice	5	14
BAC1100	Business Accounting 1A	None	5	10

##### Semester 4

BBS112S	Basic Business Statistics 1B	Business Accounting 1A	6	12
OSM611S	Organisational Management	None	6	12
LAL112S	Labour Law 1B	Labour Law 1A	5	12
ETD711S	Introduction to Education Training and Development	None	7	10
SYD611S	Sustainability and Development	None	7	12
BAC1200	Business Accounting 1B	None	5	10

#### Year 3

##### Semester 5

OPM611S	Operations Management	None	6	12
ODC711S	Organisational Development and Change	None	7	12
TDP711S	Training and Development Practices	Introduction to Education Training and Development	7	10
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
CHR612S	Contemporary Issues in Human Resource Mgt	None	6	12
PMG612S	Performance Management	None	6	10

##### Semester 6

WHE721S	Employee Wellness, Health and Ergonomics	None	7	12
IRL712S	Industrial Relations	Labour Law 1B	7	12
HRS712S	Human Resource Management Simulation	HRM Cognate area courses up to Semester 5	7	12
WIL712S	Work Integrated Learning	All HRM cognate area courses up to Semester 3	7	36

**BACHELOR OF HUMAN RESOURCES MANAGEMENT  
(Old Programme – Phasing out 2026)**

07HRMB

**NQF Level: 7****NQF Credits:****NQF Identification ID:****Description**

Human Resources Management is becoming increasingly important in industry to help manage employees who are the most important organisational resources in a competitive environment. In this context, the Bachelor of Human Resources Management has been revised in accordance with institutional policy requirements and to complement the institution's endeavours to make a significant contribution to the attainment of national development goals and Vision 2030.

**Admission Criteria**

Candidates may be admitted to the Bachelor of Human Resources Management if they meet the Namibia University of Science and Technology's General Admission Requirements (GI2.1 in Part 1 of the NUST Yearbook).

The University's general admission requirements are contained in the Yearbook revised periodically.

Candidates who meet the Mature Age Entry requirements of the University (GI2.2 in Part 1 of the NUST Yearbook) will also be considered for admission.

**Articulation Arrangements**

This qualification articulates horizontally with other qualifications registered at level 7 of the Namibian Qualification Framework (NQF). It also vertically articulates with Bachelor in Human Resources Management or any other equivalent/relevant qualification registered at level 7 on NQF.

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of the Bachelor of Human Resources Management will be able to pursue further studies in Human Resources Management, or a related cognate area of learning, at NQF Level 8.

**Mode of Delivery**

The programme will be delivered on the full-time, part-time, distance mode of study incorporating methodologies such as e-learning.

**Requirements for Qualification Award**

The Bachelor of Human Resources Management will be awarded to students credited with a minimum of 393 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Namibia University of Science and Technology Yearbook.

**Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific information items and professional/technical competencies. Thus, this qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed as follows:

- Formal face to face interactive sessions and presentations
- Tutorials and supervised self-study sessions
- Self-learning through assignments and library information search
- Team learning through group assignments
- Use of e-learning platform
- Discussions and student presentations
- Case studies
- Guest lecturers with open discussions
- Student portfolios

### Work Integrated Learning (WIL)

- This programme includes Work Integrated Learning (WIL) which incorporates work experience and learning in a way traditional education does not do. It provides students with opportunities for: Execution of tasks related to HRM in the workplace.
- Network with professionals and build relationships that help students in future endeavours.
- Help students articulate their areas of interest and therefore plan on goal achievement.
- Provide access to companies and showcase student abilities and talents for full-time positions.
- Interact with diverse employees and therefore develop interpersonal skills necessary for the world of work.

This programme is available for students who have passed all their second year courses. WIL placement is a team approach with student playing an active role of searching for placement opportunities, lecturer referrals and Cooperative Education Unit (CEU).

### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the University policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

Assessment for WIL is through portfolio creation, industry assessment, assessment by WIL Coordinators and final presentation before a panel of lecturers to ensure achievement of graduate attributes as prescribed in the programme. Work Integrated Learning (WIL) shall continue as a 36 credit module with evidence of various activities as indicated in the WIL guidelines. Students working in HR environment are required to portfolio arrangements with the department WIL coordinator.

### CURRICULUM

#### Year 1

##### Semester 1 Course Code

##### Course Title

##### Prerequisite

##### NQF Level

##### NQF Credit

ITM111S	Introduction to Mathematics	None	5	10
BMI511S	Introduction to Business Management	None	5	10
BOP511S	Basic Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10
IME511S	Introduction to Marketing and its	None	5	10

#### Semester 2

MPM512S	Marketing Principles	None	5	10
HRF512S	Human Resources Management Fundamentals	None	5	12
BBE612S	Business Ethics	None	6	10
EPR511S	English in Practice	Principles of English Language Use, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4	5	NCB
ICT521S	Information Competence	None	5	10
BCS410S	Basic Science	None	4	8

#### Year 2

##### Semester 3

PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol ore better in Grade 12/NSSC Maths	6	12
OSB611S	Organisational Behaviour	Introduction to Organisational Psychology Introduction to Human Resources	6	12
LAL111S	Labour Law 1A	None	5	12
EAP511S	English for Academic Purposes	English in Practice	5	14
BAC1100	Business Accounting 1A	None	5	10

**Semester 4**

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A and Introduction to Mathematics	6	12
OSM612S	Organisational Management	Introduction to Organisational Psychology and Introduction to Human Resources	6	12
LAL112S	Labour Law 1B	Labour Law 1A	5	12
RLM621S	Human Resources for Line Managers	Introduction to Organisational Psychology and Introduction to Human Resources	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14
BAC1200	Business Accounting 1B	None	5	10

**Year 3****Semester 5**

OPM611S	Operations Management	None	6	12
ODC711S	Organisational Development and Change	Organisational Behaviour and Organisational Management	7	13
ETD711S	Introduction to Education Training and Development	Organisational Behaviour and Organisational Management	7	13
ICE712S	Innovation, Creativity & Entrepreneurship	None	7	13
SYD611S	Sustainability & Development	None	6	12
MEP711S	Managing Employee Performance	Organisational Behaviour and Organisational Management	7	13

**Semester 6**

WHE721S	Employee Wellness, Health and Ergonomics	Organisational Behaviour and Organisational Management and Human Resources for Line-Managers	7	13
IRL712S	Industrial Relations	Organisational Behaviour and Organisational Management, Labour Law 1A and Labour Law 1B	7	13
PTD712S	Principles of Education, Training and Development	Organisational Behaviour and Organisational Management	7	13
WIL712S	Work Integrated Learning (HRM)	All courses up to semester 3	7	36

**BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION**  
**(Phased in 2017)**

07BBIA

**Admission Requirements**

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI 2.1 in the NUST Yearbook Part 1).

Mature Age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations as required by the Namibia University of Science and Technology (GI 2.2 in the NUST Yearbook Part 1). Applications will be scanned and possible exemption methods will be introduced for students with former knowledge of Business Applications/Information Administration.

Candidates who qualify to be exempted from Business Applications 1A will undertake a proper pre-assessment which will test their practical knowledge on the following:

- Keyboard competence and accuracy
- Speed ability of 15 w.p.m.
- Basic knowledge of MS Word

The passing mark for this assessment is 50 %.

Holders of the NUST Diploma in Office Management and Technology may be admitted into the programme with advanced standing on a course by course credit at the discretion of the Department.

**Articulation Arrangements:**

Transfer of credits will be dealt with according to the NUST regulations on Recognition of Prior Learning. These provide for course- by- course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of the Bachelor of Business & Information Administration programme will be able to pursue further studies in Business & Information Administration or related disciplines at NQF Level 8.

Students with the old National Diploma in Information Administration (07 BOMT) will obtain credit for the following courses, if they opt to register for the Bachelor degree:

OLD CURRICULUM (07BOMT)		NEW CURRICULUM (07BBIA)	
Bachelor of Office Management & Technology (Old Curriculum) 07BOMT	Course Code	Bachelor of Business & Information Administration (Corresponding New/Revised Courses to be Done, if Failed) 07BBIA	Course Code
Information Administration 1 (Practical)	IAD510S	Business Applications 1A &1B	BAP511S BAP521S
Information Administration 2 (Practical)	IAD610S & IAD620S	Business Applications 2A & 2B	BAP611S BAP621S
Information Administration 3B (Practical)	IAD720S	Business Applications 3	BAP721S
Information Administration 1 (Theory)	IAD510S & IAD520S	Business Information Systems 1A & 1B	BIS511S BIS521S
Information Administration 2 (Theory)	IAD610S & IAD620S	Business Information Systems 2A & 2B	BIS611S BIS621S
Information Administration 3B (Theory)	IAD720S	Business Information Systems 3	BIS721S
Professional Skills A & B	PFS510S & PFS520S	Administrative Management 1B	AMM521S
Event Co-ordination	EVC620	Administrative Management 1A	AMM511S
Management Principles A	MTP610S	Administrative Management 2A	AMM611S
Management Principles B	MTP620S	Administrative Management 2B	AMM621S
Administrative Management A	ADM710S	Administrative Management 3	AMM721S
Administrative Management B	ADM720S		



### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

WIL will be assessed based on the portfolio and the presentation thereof which is stipulated in the Work-Integrated Manual and is based also be taken into consideration.

### Transition Arrangements

The revised programme takes effect from January 2017. The existing 3-year Bachelor of Office Management & Technology degree programme will be phased out systematically with minimal disruption to existing students' learning progression and the deadline for complete phasing out of this programme is 2021.

The last intakes for the final year of the out-phasing programme (old curriculum/07 BOMT), will be in 2018. The last cohort of students, to be registered for the final year in 2018, would have until 2021 to complete the out-phasing programme (old curriculum/07 BOMT). Students who registered in 2016 will have until 2018 to complete the existing programme. Students who fail any of the courses in the old curriculum will be provided with two opportunities to pass the failed courses. After first and second opportunities, such failed courses in the old programme will only be offered on the new curriculum effective from January 2017.

Students who are registered in 2016 for the 1st year of the out-phasing programme (old curriculum/07 BOMT), and who fail more than 50 % of the programme at the end of the year, will be required to change their registration to the new programmes and will be granted credits on a course-by-course basis.

Students who are registered in 2016 for the 1st year of the out-phasing programme (old curriculum/07 BOMT), and who fail more than 50 % of the programme at the end of the year, will be required to change their registration to the new programmes and will be granted credits on a course-by-course basis in accordance with information in Table 1 below. Students enrolled for the existing programme may also opt to transition to the new programme, if they so wish, but will be required to make up specific deficiencies in accordance with the detailed requirements for the new curriculum. Students will be advised accordingly as to which courses to make-up based on the new curriculum. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the existing programme is 2021, after which students must automatically switch to the new programme and make up for all outstanding courses based on the requirements of the new curriculum. If a student, who is registered on the existing programme, fails more than half the work load in any particular year his/her registration will automatically be changed to the new programme. The switch will consider courses already taken and their equivalents.

The deadline for complete phasing out of the Bachelor of Office Management & Technology (old curriculum/07 BOMT) is 2021 after which students must automatically switch to the new programme and fulfil all requirements based of the new curriculum.

**Table 1: Courses to be credited**

<b>Bachelor of Office Management &amp; Technology (Old Curriculum) 07BOMT</b>	<b>Course Code</b>	<b>Bachelor of Business &amp; Information Administration (Corresponding New/Revised Courses to be Done, if Failed) 07BBIA</b>	<b>Course Code</b>
Basic Mathematics	BMS411S	Basic Mathematics	BMS411S
Language in Practice	LIP411S	Principles of English Language Use	PLU411S
Introduction to Business Management	BMI511S	Introduction to Business Management	BMI511S
Business Accounting 1A	BAC1100	Business Accounting 1A	BAC1100
Business Ethics & Leadership	BEL112S	Business Ethics	BBE612S
Basic Science	BSC410S	Basic Science	BSC410S
English in Practice	EPR511S	English in Practice	EPR511S
Business Accounting 1B	BAC1200	Business Accounting 1B	BAC1200
Information Competence	ICT521S	Information Competence	ICT521S
Introduction to Organisational Psychology	IOP511S	Basic Organisational Psychology	HRF512S

**Table 2: Corresponding Courses (to be completed if courses on the old curriculum are failed) - (Please note this is not a credit table)**

<b>Bachelor of Office Management &amp; Technology (Old Curriculum) 07 BOMT</b>	<b>Course Code</b>	<b>Bachelor of Business &amp; Information Administration (Corresponding New/Revised Courses to be Done, if Failed)</b>	<b>Course Code</b>
Information Administration 1-3 (Practical)	IAD510S & IAD520S	Business Applications 1- 3	BAP511S & BAP521S
	IAD610S & IAD620S		BPA611S & BAP621S
	IAD710S & IAD720S		BAP721S
Information Administration 1 – 3 (Theory)	IAD510S & IAD520S	Business Information Systems 1- 3	BIS511S & BIS521S
	IAD610S & IAD620S		BIS611S & BIS621S
	IAD710S & IAD720S		BIS721S
Professional Skills A	PFS510S	Administrative Management 1A	AMM511S
Professional Skills B	PFS520S	Administrative Management 1B	AMM521S
Event Co-ordination	EVC620S	Administrative Management 1A	AMM511S
Management Principles A	MTP610S	Administrative Management 2B	AMM621S
Management Principles B	MTP620S	Administrative Management 2A	AMM611S
Administrative Management A	ADM710S	Administrative Management 3	AMM721S
Administrative Management B	ADM720S	Administrative Management 3	AMM721S
Work Integrated Learning	WIO710S	Work Integrated Learning	WIO710S

**Please Note:**

Table 2, above, only highlights new/revised core courses in Bachelor of Business and Information Administration that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

All these requirements will have to be adhered to during Registration in 2017 and beyond.

**CURRICULUM**

**Year 1**

**Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>
BMS411S	Basic Mathematics	None
PLU411S	Principles of English Language Use	None
BAP511S	Business Applications 1A	None
BIS511S	Business Information Systems 1A	None
BMI511S	Introduction to Bus Management	None
AMM511S	Administrative Management 1A	None
BAC1100	Business Accounting 1A	None

**Semester 2**

BSC410S	Basic Science	None
EPR511S	English in Practice	NCB
BAP521S	Business Applications 1B	Business Applications 1A
BIS521S	Business Information Systems 1B	Business Information Systems 1A
AMM521S	Administrative Management 1B	Administrative Management 1A
BAC1200	Business Accounting 1B	None
ICT521S	Information Competence	None
BBE612S	Business Ethics	None

**Year 2**

**Semester 3**

AMM611S	Administrative Management 2A	Administrative Management 1B
EAP511S	English for Academic Purposes	English in Practice
BOP511S	Basic Organisational Psychology	None

***Plus ONE of the following strands depending on specialisation:*****Business Administration Strand**

BAP611S	Business Applications 2A	Business Applications 1B
BIS611S	Business Information Systems 2A	Business Information Systems 1B

**Or****Medical Administration Strand**

MOA611S	Medical Office Applications 2A	Business Applications 1B
MIS611S	Medical Information Systems 2A	Business Information Systems 1B

***Plus ONLY ONE of the following Electives:***

LAL111S	Labour Law 1A	None
CML111S	Commercial Law 1A	None

**Semester 4**

AMM621S	Administrative Management 2B	Administrative Management 2A
PWR611S	Professional Writing	English for Academic Purposes

***Plus ONE of the following strands depending on specialisation, and based on choice made in Semester 3*****Business Administration Strand**

BAP621S	Business Applications 2B	Business Applications 2A
BIS621S	Business Information Systems 2B	Business Information Systems 2A

**Or****Medical Administration Strand**

MOA621S	Medical Office Applications 2B	Business Applications 2A
MIS621S	Medical Information Systems 2B	Business Information Systems 2A

***Plus ONLY ONE of following corresponding courses based on Electives chosen in the previous semester:***

LAL112S	Labour Law 1B	Labour Law 1A
CML112S	Commercial Law 1B	Commercial Law 1A

**Semester 5**

WIO710S	Work Integrated Learning	A pass in all core Business and Information Administration courses up to Semester 4.
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**Semester 6**

BAP721S	Business Applications 3	Business Applications 2B/ Medical Office Applications 2B
BIS721S	Business Information Systems 3	Business Information Systems 2B/ Medical Information Systems 2B
AMM721S	Administrative Management 3	Administrative Management 2B
SYD611S	Sustainability and Development	None
PCO611S	Professional Communication	English for Academic Purposes, or Communication Skills or Module 4 or Exemption from English for Academic Purposes/Language in Practice/Principles of English Language Use

# BACHELOR OF PUBLIC MANAGEMENT (Revised - Phased in 2015)

07BPMA

NQF Level: 7

NQF Credits: 352

NQF Identification: Q0679

## Description

The Bachelor of Public Management is purposefully designed to train generalists for employment predominately in the public sector and civil society organisations; while also catering for the needs of the private sector. The programme provides a systematic and coherent introduction to the main theories, broad principles, concepts, data, and problem-solving techniques in the main cognate area of learning.

The programme's main emphasis is on governance and leadership in the varied, complex, and challenging settings of public action – such as multi-level policy, governance and management processes, hybrid social enterprises, and public-private partnerships.

On successful completion of the programme, graduates will acquire the relevant knowledge and skills in leadership, ethics, management of public and non-profit organisations, and public policy formulation.

Overall, the Bachelor of Public Management aims to enable students to:

- Gain conceptual understanding of the key theories and concepts, as well as values and principles, of public management;
- Apply advanced tools and problem-solving techniques of public management that will assist public managers in Namibia to effectively address the key development policies;
- Function effectively at an operational level not only in local and regional government in Namibia, but also in the international arena and in private and civil society organisations.

## Admission Requirements

Candidates will be considered for admission to this programme, if they meet the General Admission Requirements of NUST, (GI2.1 in Part 1 of NUST Yearbook).

Mature Age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of NUST (GI2.2 in Part 1 of NUST Yearbook). Mature Age candidates need to achieve 40% for English and Mathematics in the mature age entry examinations and have been employed for a minimum of three years in the relevant sectors.

## Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who graduate with the Bachelor of Public Management will be able to pursue further studies in Public Management, or a related field at NQF level 8.

## Mode of Delivery

This programme will be offered on the full-time, part-time and distance modes of study in accordance with the University's rules and regulations.

## Requirements for Qualification Award

The Bachelor of Public Management will be awarded to students credited with a minimum of 366 credits, and who have met the detailed requirements below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

The Bachelor of Public Management programme has one major subject/cognate area of learning, that is, Public Management, which has been developed in increasing complexity across relevant NQF levels in accordance with NQF principles.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
ITM111S	Introduction to Mathematics	None	5	10
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	5	NCB
ITS511S	Introduction to Sociology	None	4	12
ITS511S	Introduction to Public Management	None	5	12

#### Semester 2

ICT521S	Information Competence	None	5	10
EPR511S	English in Practice	None	5	NCB
PMA512S	Principles of Macroeconomics	None	5	12
PMN521S	Public Management in Namibia	Introduction to Public Management	5	12
BSC410S	Basic Science	None	4	8
ITP521S	Introduction to Political Science	None	5	12

**Year 2****Semester 3**

RLG611S	Regional and Local Government Management	None	6	13
BBS111S	Basic Business Statistics 1A	None	6	12
HPS611S	Human Resources in the Public Sector	None	6	13
EAP511S	English for Academic Purposes	English in Practice	5	14
ITP521S	Law for Public Managers 1A	None	5	12

**Semester 4**

RLN621S	Regional and Local Government in Namibia	Regional and Management	6	13
BBS112S	Basic Business Statistic 1B	Basic Business Statistics 1A	6	12
MPS621S	Financial Management for Public Sector	None	6	13
BBE612S	Business Ethics	None	6	10
LPM521S	Law for Public Managers 1B	None	5	12

**Year 3****Semester 5**

PPS711S	Public Policy Analysis	None	7	14
DMA711S	Development Management	None	7	14
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
SYD611S	Sustainability and Development	None	6	
PWR611S	Professional Writing	English for Academic Purposes	6	14

**Semester 6**

GPA621S	Governance and Politics in Africa	Introduction to Political Science	6	13
RLN621S	Regional and Local Government	Pass in all core Public Management courses up to semester five (5)	7	36

**Plus ONE of the following courses:**

DRM721S	Disaster Risk Management	Introduction to Political Science	7	14
IRD721S	International Relations and Development	Pass in all core Public Management courses up to	7	314

**Work Integrated Learning (WIL)**

This programme includes Work Integrated Learning (WIL) which integrates practical application of work experiences with academic theory. It provides students with opportunities to:

- execute tasks related to the work place as part of developing the practical interest of the student in the field of Public Management;
- enhance the employability of Public Management students;
- network with professionals and build relationships that can help students in their future endeavours;
- have access to full and part-time employment opportunities after graduation;
- interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.

A tripartite partnership will be established for the purposes of WIL among the Namibia University of Science and Technology (academic staff and students), private sector, non-governmental organisations, state-owned enterprises and the public sector at large. Students are expected to be exposed to the respective organisational departments relevant to the discipline of Public Management.

The coordination of WIL is done at institutional level by the Centre for Cooperative Education and at Departmental level by a WIL coordinator responsible for this activity. These are the two parties that liaise with students and industry to ensure that the goals of WIL are achieved. The lecturers of the Department are expected to conduct site visits at the respective organisations where students are placed.

**DEPARTMENT OF HOSPITALITY AND TOURISM**

**QUALIFICATIONS OFFERED**

Bachelor of Hospitality Management (Revised Programme 2019)	07BHOM
Bachelor of Hospitality Management (Full Time Only) (Phased in 2012)	07BHMN
Bachelor of Tourism Innovation & Development (Full-Time Only) (Phased in 2019)	07BTID
Bachelor of Tourism Management (Full-Time Only)	07BOTM
Bachelor of Culinary Arts (New Programme) (Phased in 2019) (Full-Time Only)	07BCNA

**BACHELOR OF HOSPITALITY MANAGEMENT  
(Revised - Phasing in 2019)**

**07BHOM**

**NQF Level: 7**

**NQF Credits: 350**

**NQF Qualification ID: Q1176**

**Description**

The Bachelor of Hospitality Management seeks to enable students to demonstrate a systematic, professional scientific and technical knowledge, skills, and values needed to make decisions in the hospitality industry. The revised programme, will provide a systematic introduction to the major concepts, theories and problem-solving techniques of Hospitality Management to prepare students to diverse industry positions. The focus is on applied education for specialized industry positions with the emphasis on creating an operational base for planning and developing an understanding of the managerial aspects of the hospitality and industry.

The programme enable students to exit with the Certificate in Hospitality Operations at NQF Level 5, as first exit level upon successful completion of year 1. This Certificate allows the student to perform major operational activities in the various departments of hospitality establishments with minor supervisory activities. Further, it allows the student to pursue a career at a more temperate pace and allows for both professional and academic growth and development in the industry.

Overall, the programme aims at preparing students to assume technical/professional roles at operational and mid-level management in industry, including food and beverage management, front office, housekeeping, sales and marketing, as well as personnel recruitment and training. The programme places a lot of emphasis on practical training, to give students, the necessary "hand-on" instruction, and exposure that will enrich their skills and experience in accordance with demands of the hospitality industry. Graduates of the programme will be able to take up positions in industry such as food and beverage specialists, restaurants managers, rooms' division supervisors and managers, front office supervisors, guest relations executives, to assistant hotel managers, events and conference coordinators, etc. Students may also opt to start and run their own hospitality related businesses.

The programme is revised in consultation with various stakeholders in the Hospitality and Tourism industry and endorsed by members of the Programme Advisory Committee (attached, please find evidence of consultation, benchmarking with peer universities and support letters).

**Criteria for Admission**

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (G12.1 in the Prospectus) to be considered for admission to this programme.

Graduates with a Diploma in Hotel Management from the Polytechnic of Namibia, may be admitted to the Bachelor of Hospitality Management based on advance standing. Courses completed under the Diploma in Hotel Management may be granted credits on a course-by-course basis, and students will be required to complete all outstanding courses as per the requirements of the revised Bachelor of Hospitality Management programme (kindly refer to credit transfer table below). However, acceptance of these applicants into the bachelor's degree programme would be considered on a case-by-case basis on the recommendation of the Head of Department in consultation with the Office of the Registrar.

<b>Diploma in Hotel Management (Old Courses)</b>	<b>Bachelor of Hospitality Management (Revised curriculum)</b>
Safety, Security and First Aid	Safety, Security and First Aid
Food and Beverage Operations and Management 1	Food and Beverage Operations
Food and Beverage Operations Management 2	Food and Beverage Operations
Basic Hotel Information Systems	Basic Hotel Information Systems

In addition, all candidates will be required to attend an interview as the final stage in the admissions process.

Mature age candidates, will be considered provided they meet the requirements and pass mature age entrance examinations of the Namibia University of Science and Technology (G12.2 in the Prospectus)

**Articulation Arrangements**

Transfer of credits will be dealt with according to the Namibia University of Science and Technology rules and regulations on recognition of prior learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted, is 50% of the total credits for a qualification.

Graduates of the Bachelor of Hospitality Management degree programme will be able to pursue further studies in Hospitality Management, or a related cognate area of learning, at NQF level 8.

### Mode of Delivery

This programme will be offered on the full-time mode and part time mode should the need arise and in accordance with Namibia University of Science and Technology rules and regulations.

### Requirements for Qualification Award

The Bachelor of Hospitality Management is to be awarded to students credited with a minimum of 381 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the University's Yearbook, General Information and Regulations Part 1.

This programme has a major subject/cognate area of learning, i.e. the Hospitality Management which is developed in increasing complexity and depth across the relevant NQF levels.

### Teaching, Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of face to face class, practical projects, tutorials, case studies, problem-based learning, e-learning, self-directed learning, and individual and/or group work. The progress of learning embedded in such tasks will be monitored, assessed and recorded.

### Assessment Strategies

Students will be assessed through diverse, continuous, formative, and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving and critical thinking exercises through individual/group assignments and presentations, case studies, report writing, participation in e-learning, Professional Excellence portfolio of evidence, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations).

### Transition Arrangements

The existing Bachelor of Hospitality Management programme will be phased out systematically until 2023 with minimal disruption of existing students' learning progression. The last intake of 1st year students for the existing programme was in January 2018. The last intake for the 3rd year of the existing programme will be in 2020. The cohort of students to be registered for the 3rd year in 2018, would have until 2023 to complete the out-phasing programme.

Students who are registered in 2018 for the 1st year of the current programme (old curriculum), and who fail more than 50 % of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with Information in Table 2.1, below.

**Table 2.1 Courses to be credited**

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor Hospitality Management (Equivalent New/ Revised Courses to be Credited)
IHT501S	Introduction to Hospitality and Tourism Industry	FTH510S	Foundations of Hospitality and Tourism
FPT510S	Food Production Theory	FPT510S	Food Production Theory
FPP501S	Food Production Practical	FPP501S	Food Production Practical
FBS510S	Food and Beverage Service 1	FISO570S	Food and Beverage Operations
FBS520S	Food and Beverage Service 2		
BSC410S	Basic Science	BSC410S	Basic Science
PLU411S	Principles of Language Usage	PLU411S	Principles of Language Usage
RDO510S	Rooms Division Operations 1		
RDO520S	Rooms Division Operations 2	RON520S	Rooms Division Operations
BMS411S	Basic Mathematics	BMS411S	Basic Mathematics
EPR511S	English in Practice	EPR511S	English in Practice
GER110S	Basic German 1A	GER110S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
CUS411S	Computer User Skills	CUS411S	Computer User Skills



GER110S	Basic German 1B	GER110S	German II
BAF111S	Basic French 1B	BAF111S	French II
BAP111S	Basic Portuguese 1B	BAP111S	Portuguese II
BAS111S	Basic Spanish 1B	BAS111S	Spanish II
RDO510S	Rooms Division Operations 1	RDN520S	Rooms Division Operations
RDO520S	Rooms Division Operations 2		

The revised three-year Bachelor of Hospitality Management (new curriculum) takes effect from January 2019 and will be completely phased in by 2021. Courses will only be offered based on the new/revised syllabi in 201 (1st year), 2020 (2nd year) and 2021 (3rd year). Students who are admitted into the examination but fail any of the courses in the existing curriculum will be granted one opportunity to pass such failed courses but will be required to repeat the failed courses based on the new/revised syllabi in accordance with the afore-mentioned implementation arrangements. If a student fails to pass the courses after being given the opportunities, he/she will be required to repeat the equivalent failed courses in the new curriculum. Please refer to Table 2.2, for detailed information on the new/revised courses to be done if courses on the existing curriculum are failed.

The deadline for complete phasing out of the Bachelor of Hospitality Management (old curriculum) is 2023 after which students must automatically change registration to the revised programme (new curriculum) and fulfil all requirements of the new curriculum.

**Table 22 Corresponding Courses to be Done if Failed – this is not a Credit Table**

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor Hospitality Management (Equivalent New/ Revised Courses to be Credited)
IHT510S	Introduction to Hospitality and Tourism Industry	FTH510S	Foundations of Hospitality and Tourism
FPT510S	Food Production Theory	FPT510S	Food Production Theory
FPP510S	Food Production Practical	FPP510S	Food Production Practical
BHIS520S	Basic Hotel Information Systems	BHIS520S	Basic Hotel Information Systems
CSH620S	Customer Service in the Hospitality Industry	QHT710S	Quality Management in Hospitality and Tourism
WIH620S	Work Integrated Learning 1 (WIL 1)	WHO610S	WIL 1: Internal Hotel Operations
RDO510S	Rooms Division 1	RDM710S	Rooms Division Operations
FBS510S	Food and Beverages 1	FBM710S	Food and Beverage Operations
FBS520S	Food and Beverages 2		
HTM610S	Hospitality and Tourism Marketing	HTO710S	Hospitality and Tourism Operations Management
EMN620S	Events Management	MIO620S	Meetings, Incentive, Conference and Events (MICE)
HRH610S	Human Resource Management in Hospitality and Tourism	HRH610S	Human Resource Management in Hospitality and Tourism
TEP620S	Tourism Entrepreneurship	ICE712S	Innovation, Creativity and Entrepreneurship
CAH610S	Cost and Management Accounting	CAH610S	Cost and Management Accounting for Hospitality and Tourism
RDM710S	Rooms Division Management	RDM710S	Rooms Division Management
FBM710S	Food and Beverage Management	FBM710S	Food and Beverage Management
HTL510S	Hospitality and Tourism Law	HTL510S	Hospitality and Tourism Law
HTM710S	Hospitality and Tourism Management	HTO710S	Hospitality and Tourism Operations Management
SSF710S	Safety, Security and First Aid	SSF510S	Safety, Security and First Aid
WIH720S	WIL 2	WEH720S	WIL II: External Hotel Operations



**CURRICULUM****First Year 1****Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>
FTH510S	Foundations of Tourism and Hospitality	None
FPT510S	Food Production Theory	None
FPP510S	Food Production Practical	None
BO510S	Food and Beverage Operations	None
BSC410S	Basic Science	None
PLU411S	Principles of English Language Use	None
SSF510S	Safety, Security and First Aid	None
CUS411S	Computer User Skills	None

**Semester 2**

RDN520S	Rooms Division Operations	None
EPR511S	English in Practice	Principles of English Language Use
HTL510S	Hospitality & Tourism Law	None
BVS520S	Beverage Studies	None
EDT520S	Economic Development Tourism	None
BHI520S	Basic Hotel Information Systems	None
BMS411S	Basic Mathematics	None

**Year 2****Semester 3**

WHO610S	WIL 1: Internal Hotel Operations	Pass in all cognate area courses up to Semester 2
IHA520S	Intro. to Hospitality & Tourism Accounting	None
EAP511S	English for Academic Purposes	English in Practice

**Plus the following foreign Language**

BAS111S	Spanish 1	None
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**Semester 4**

MIO620S	Meetings, Incentives, Conferences and Events Management (MICE)	None
ICT521S	Information Competence	None
PWR610S	Professional Writing	
CAH610S	Cost and Management Accounting and Tourism	
HRH610S	Human Resource Management in Hospitality and Tourism	
ICE712S	Innovation Creative and Entrepreneurship	

**Plus the following Foreign language**

BAS111S	Spanish 2	Spanish 1
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**Year 3****Semester 5**

HPM710S	Hospitality Property and Facilities Mgmt.	None
HTO710S	Hospitality and Tourism Operations Mgt	None
RDM710S	Rooms Division Management	Rooms Division Operations
FBM710S	Food & Beverage Management	Food Beverage Operations, and Food Production Theory, Food Production Practical
SYD611S	Sustainability & Development	None
QHT710S	Quality Management in Hospitality and Tourism	None

**Semester 6**

WEH720S	WIL II: External Hotel Operations	Pass in all courses up to Semester 5
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**BACHELOR OF HOSPITALITY MANAGEMENT**  
(Phasing out 2023)

07BHMN

**NQF Level: 7**

**NQF Credits: 400**

**NQF Identification ID: Q0253**

The programme comprises a series of courses leading to specific competencies and has two exit levels, namely:

**Bachelor of Hospitality Management (NQF Level 7)**

**Certificate in Hospitality Operations (NQF Level 5)**

The programme includes all courses covered in the first two semesters of the Certificate in Hospitality Operations (Level 5). At this level apart from the emphasis on technical skills and quality delivery of customer service, there is also an emphasis on written and verbal communication skills, basic computer and accounting skills. The students are therefore expected to take additional courses in English language, a foreign language, and business accounting and computer skills. In addition, the student must complete 240 credit hours of Work Integrated Learning at the commercial sector of the Hotel School and 600 credit hours of Work Integrated Learning in industry (off campus). The Work Integrated Learning exposes students to real life situations and thus prepares them for employment should they wish to exit at the certificate.

At the Bachelor's level, students are exposed to higher analytical skills and knowledge within the management domain. Focus is on service organisations. Courses such as Cost & Management Accounting for Hospitality and Tourism, Food and Beverage Management, Rooms Division Management and Hospitality and Tourism Management provide students with an opportunity to examine and be challenged by theories and practices impacting on middle to high-level managers. The programme is aimed at equipping students with the necessary advanced knowledge, expertise and skills necessary for upper-level managerial jobs, such as hotel managers and divisional managers. The students may also opt to develop and run their own hospitality businesses.

**Admission Requirements**

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook) to be considered for admission to this programme. In addition, students will be required to attend an interview as the final stage in the admissions process. Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook). In addition students will be required to attend an interview as a final stage in the admission process.

**Teaching, Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

**Assessment Strategies**

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with the University's policy on diversified continuous assessment, each course will have a minimum of six assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. In order to be admitted to the final examination in any subject, a minimum semester mark of 40 % has to be obtained. This mark is determined by continuous evaluation of a student's achievement by means of tests and/ or assignments/ seminars/ practical/tutorials. Each course is evaluated in accordance with stipulations in the syllabi. The evaluation will be either theoretical or practical or a combination thereof.

All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used in a 60/40 ratio to determine the final mark. A minimum final mark of 50 % is required to pass all courses, except Basic Hotel Information Systems (Innkeeper) where students must achieve a minimum final mark of 60 % to pass the course.

**Work Integrated Learning**

Work Integrated Learning 1 (WIL 1), which is an integral part of the Bachelor of Hospitality Management degree, is incorporated in the 2nd year of the programme, i.e. either in the third or fourth semesters on an alternate basis. Work Integrated Learning 2 (WIL 2) will be done in the third year (6th semester). Work Integrated Learning 1 constitutes 24 credits (done at the NUST Hotel School) whilst Work Integrated Learning 2 carries 60 credits, since it is a full semester course. Students will be assisted by the Departmental industry liaison person to get attachment places for WIL 2. The students will then sign an agreement form provided by the department in collaboration with the organisation offering the placement. The department will identify and appoint an industry supervisor who will work hand in hand with the department. The agreement will cover all

the departments that the student should cover. The work integrated learning should be documented throughout the placement period, reports on the students' performance will be provided outlining activities covered during WIL. At the end of the attachment, students need to provide a detailed written report that will be presented to a panel of evaluators who will determine the mark to be awarded to the student. This mark contributes towards the final semester mark for the course.

### Progression Rule

Students may not be allowed to register for the second year courses without having attempted and/or passed certain lower level courses or having the necessary course requirements, even if these courses do not have prerequisites. For example, students may not be allowed to register for Work Integrated Learning in the second year if they have not successfully completed first year courses especially in their Hospitality Management.

### Articulation Arrangements

Transfer of credits will be dealt with according to the University's rules and regulations on recognition of prior learning. These provide for course by course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50 % of the credits for a qualification.

Students who completed qualifications previously offered by the Department, e.g. Diploma in Hotel Management, who seek admission into the revised Bachelor of Hospitality Management (new curriculum) may be granted credits on a course-by-course basis as follows:

**Table: Credits transfer towards the New Bachelor of Hospitality Management programme**

Diploma in Hotel Management (Old courses)	Bachelor of Hospitality Management (New courses)
Safety, Security and First Aid	Safety, Security and First Aid
Food and Beverage Operations and Management 1	Food and Beverage service 1
Food and Beverage Operations Management 2	Food and Beverage Service 2
Basic Hotel Information Systems	Basic Hotel Information Systems
Food Production 2	Food Production Practical

### Transition Arrangements to New Curriculum

The four-year Bachelor of Hospitality Management programme (old curriculum) will be phased out systematically until 2018 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2011. The last intake for the 4th year of the out-phasing programme (old curriculum), currently only offered on the distance education mode, will be in 2016. The last cohort of students, to be registered for the 4th year in 2016, would have until 2018 to complete the out-phasing programme.

Students who were registered in 2011 for the 1st year of the out-phasing programme (old curriculum), who failed more than 50 % of the courses at the end of that year, were required to change their registration to the new programme and were granted credits on a course- by-course basis in accordance with information in Table 1 below:

The revised three-year Bachelor of Hospitality Management (new curriculum) to take effect from January 2012 and will be completely phased in by 2014. Courses will only be offered based on the new/revised syllabi in 2012 (1st year), 2013 (2nd year) and 2014 (3rd year). Students who are admitted into the examination but fail any of the courses in the old curriculum will be granted two opportunities to pass such failed courses, but will be required to repeat the failed courses based on the new/revised syllabi in accordance with the afore-mentioned implementation arrangements. If a student fails to pass the courses after being given two opportunities, he/she will be required to repeat the equivalent failed courses in the new curriculum. Please refer to Table 2, below, for detailed information on the new/revised courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Hospitality Management (old curriculum) is 2018 after which students must automatically switch to the revised programme (new curriculum) and fulfill all requirements based in the new curriculum.

**Table 1: Courses to be credited**

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor of Hospitality Management (Equivalent New/ Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	IHT110S	Introduction to Hospitality and Tourism Industry
FPT110S	Food Production and Theory	FPP510S	Food Production Practical
FBS110S	Food and Beverage Service	FBS510S	Food and Beverage Service 1
BIS311S	Basic Hotel Information Systems	BIS520S	Basic Hotel Information Systems
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
CSH110S	Customer Service in the Hospitality Industry	CSH620S	Customer Service in the Hospitality Industry

LPB0320	Language in Practice B	LPB0320	Language in Practice B/English in Practice
GER110S	Foreign Languages 1A	GER110S	Foreign Languages 1A
BAF111S		BAF111S	
BAP111S		BAP111S	
BAS111S		BAS111S	
HFB120S	Hotel Practice (PoN)	WIH620S	WIL 1
CSK0420	Communication Skills	CSK0420	Communication Skills/English for Academic Purposes
RGB 111N	Computer Usage	CUS411S	Computer User Skills
GER110S	Foreign Languages 1B	GER110S	Foreign Languages 1B
BAF111S		BAF111S	
BAP111S		BAP111S	
BAS111S		BAS111S	
HKL110S	Housekeeping and Laundry	RDO510S	Rooms Division Operations 1
FOO220S	Front Office Operations	RDO520S	Rooms Division Operations 2
HRD120S	Hotel Practice (PoN)	WIH620S	WIL 1

**Table 2: Corresponding Courses (To be completed if courses on old curriculum failed)**

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor of Hospitality Management (Equivalent New/ Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	IHT110S	Introduction to Hospitality and Tourism Industry
FPT110S	Food Production and Theory	FPP510S	Food Production Practical
BIS311S	Basic Hotel Information Systems	BIS520S	Basic Hotel Information Systems
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
CSH110S	Customer Service in the Hospitality Industry	CSH620S	Customer Service in the Hospitality Industry
LPB0320	Language in Practice B	LPB0320	Language in Practice B/English in Practice
HFB120S	Hotel Practice (PoN)	WIH620S	WIL 1
RGB111N	Computer Usage	CUS411S	Computer User Skills
HKL110S	Housekeeping and Laundry	RDO510S	Rooms Division Operations 1
FOO220S	Front Office Operations	RDO520S	Rooms Division Operations 2
HRD120S	Hotel Practice (PoN)	WIH620S	WIL 1
MAR110S	Marketing 1	HTM610S	Hospitality and Tourism Marketing
EMT201S	Events Management	EMN620S	Events Management
HRM110S	Human Resources Management (Hotel & Tourism)	HRH610S	Human Resource Management in Hospitality and Tourism
FCT2400	Financial Control	CAH610S	Cost and Management Accounting
RDM2400	Rooms Division Management	RDM710S	Rooms Division Management
FBM3500	Food and Beverage Management	FBM710S	Food and Beverage Management
HTL310S	Hospitality and Tourism Law	HTL510S	Hospitality and Tourism Law
SMS310S	Supervisory and Management Skills	HTM610S	Hospitality and Tourism Management
SSF1100	Safety, Security and First Aid	SSF710S	Safety, Security and First Aid
HMP320S	Hotel Management Practice	WIH720S	WIL 2

**Notification:****Requirement to Wear Uniform**

A prescribed uniform is compulsory for all Hospitality and Tourism students and must be worn for the duration of their studies (all 3 years). The uniform must be worn whenever the student attends either practical or theoretical classes.

**Ladies Prescribed**

White cotton blouse with button-down front (short or long sleeve)

- Flesh coloured underwear
- Black skirt (knee length or ankle length)
- Black high-waist professional trousers
- Closed black court shoes (closed toe)
- Black waistcoat in Summer
- Black jacket and/or jersey in winter
- Small earrings or studs (one per ear only)
- Prescribed Scarf

**Gentlemen Prescribed**

White collar cotton shirt with button-down front (short or long sleeve)

- Black professional trousers
- Closed black shoes
- Black Socks
- Black Waistcoat in Summer
- Black blazer and/or jersey in winter
- Prescribe Blue tie

**Strictly Not Allowed**

- T-shirt materials, printed materials of any kind
- Hipsters or any type of jeans
- Skin-tight or stretch materials of any kind
- No sweater tops or tracksuit tops of any kind
- No flip-flops, sneakers, trainers or similar footwear
- No nose rings, tongue rings, rings of any kind except wedding band

The prescribed uniforms are supplied by J Gerdes Uniwear and the costs of the uniform will be charged to the student account as listed below. Students will be notified of the uniform fitting dates during the registration process.

**Men's Uniforms proposed quantities**

Blazer Harrow Black	1
Waist Coat Pezula Black	1
Step out Trouser Black	2
Lounge Shirt SS White	2
Lounge Shirt LS White	1
Blue Tie	1

**Ladies' Uniforms proposed quantities**

Jacket Rosa Black	1
Waistcoat Kirsten Black	1
Skirt Carmen Black	2
Donna Top HS White	1
Donna Top SS White	2
Ladies' Scarf	1

**Certificate in Hospitality Operations (Phased in 2012)**
**05CHOP**
**NQF Level: 5**
**NQF Credits: 124**
**NQF Qualification ID: Q0252**
**Year 1**
**Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
FPT510S	Food Production Theory	None	5	12
FPP510S	Food Production Practical	None	5	12
IHT510S	Introduction to Hospitality and Tourism Industry	None	5	10
FBS510S	Food and Beverage Service 1	None	5	12
PLU411S	Principles in English Language Use	None	4	NCB
RDO510S	Rooms Division Operations 1	None	5	12

**Plus ONE of the following Languages**

GER110S	Basic German 1A	None	4	NCB
BAF111S	Basic French 1A	None	4	NCB
BAP111S	Basic Portuguese 1A	None	4	NCB
BAS111S	Basic Spanish 1A	None	4	NCB

**Semester 2**

EPR511S	English in Practice	Principles of English Language Use	5	NCB
RDO520S	Rooms Division Operations 2	Rooms Division Operations 1	5	12
CUS411S	Computer User Skills	None	4	10
IHA520S	Introduction to Hospitality and Tourism Accounting	None	5	12
BMS411S	Basic Mathematics	None	4	12
BSC410S	Basic Science	None	4	8
FBS520S	Food and Beverage Service 2	Food and Beverage Service 1	5	12

**Bachelor of Hospitality Management**
**NQF Level: 7**
**NQF Credits: 400**
**NQF Qualification ID: Q0252**
**Year 1**
**Semester 1**

HTL510S	Hospitality and Tourism Law	None	5	12
HTM610S	Hospitality and Tourism Marketing	None	6	12
PMI511S	Principles of Microeconomics	None	5	12
HRH610S	Human Resource Management in Hospitality and Tourism	None	6	12
EAP511S	English for Academic Purposes	English in Practice	5	14
ICT521S	Information Competence	None	5	10

**Plus ONE of the following Languages**

GER120S	Basic German 1B	Basic German 1A	4	NCB
BAF112S	Basic French 1B	Basic French 1A	4	NCB
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A	4	NCB
BAS112S	Basic Spanish 1B	Basic Spanish 1A	4	NCB

**Semester 4**

EMN620S	Events Management	None	6	12
BIS520S	Basic Hotel Information Systems	None	5	10
TEP620S	Tourism Entrepreneurship	None	6	12
CSH620S	Customer Service in the Hospitality	None	6	12
WIH620S	Work Integrated Learning 1 (WIL1)	Pass all courses Year 1, NUST (Group A & B alternate)	6	24

**Year 3**

**Semester 5**

CAH610S	Cost and Management Accounting for Hospitality and Tourism	Introduction to Hospitality and Tourism Accounting	6	12
FBM710S	Food and Beverage Management	Food and Beverage Service 1 & 2 Food Production Practical and Theory	7	12
RDM710S	Rooms Division Management	Rooms Division Operations 1 & 2	7	12
PWR611S	Professional Writing	English for Academic Purposes	6	14
SSF710S	Safety, Security and First Aid	None	4	NCB
SYD611S	Sustainability and Development	None	6	12
HTM710S	Hospitality and Tourism Management	None	7	12

## **BACHELOR OF TOURISM AND DEVELOPMENT** **(New Programme - Phased in 2019)**

**07BTID**

**NQF Level: 7**

**NQF Credits: 350**

**NQF Qualification ID: Q2135**

### **Description**

The revised programme is designed in response to industry needs in Namibia and the SADC region. A need for qualified tourism management experts in both the public and private sectors was identified and confirmed through consultation with industry key stakeholders and Programme Advisory Committee. Tourism is one of the fastest growing sectors in Namibia and highly labour intensive (see for example, Namibia's Skills Deficit Report 2010, Tourism Human Resource Strategy for Namibia, 2011, Tourism and Hospitality Sector Skills Plan, 2015 & National Human Resource Plan, 2010-2015). As Namibia strives towards its national developmental goals and the realization of vision 2030, these qualified individuals will contribute greatly to the attainment of relevant objectives pursued by both the Namibian Government and international partners. Against this background, there is a need, therefore, to develop human resource capacity to render services to this industry.

Further, the Bachelor of Tourism Innovation and Development is revised to ensure its continued relevance in terms of the national development needs as well as employment creation. The revised programme is also consistent with the vision of NUST, i.e. to be a premier university of science and technology, preparing leaders for the knowledge economy.

In addition, the program has two thematic areas, namely Travel Operations and Tour Operations. The intention is to give the students an opportunity to specialize in their area of interest.

The programme is fully compliant with requirements of NQF and the NUST Curriculum Framework.

### **Criteria for Admission**

To be considered for admission to this programme, applicants must have "C" in English language as well as meet the General Admission Requirements of the NUST (GI2.1 in Part 1 of the NUST Yearbook). In addition, applicants will be required to attend an interview as the final stage in the admissions process.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the NUST (GI.2.2 in Part 1 of the NUST Yearbook).

### **Articulation Arrangements**

The transfer of credits will be dealt with according to NUST's rules and regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50% of the credits for a qualification.

Graduates of the Bachelor of Tourism Innovation and Development will under normal circumstances be able to pursue further studies in tourism management, or a related cognate area of learning, at NQF level 8.

### **Mode of Delivery**

This programme will be offered on the full-time mode of study in accordance with NUST rules and regulations.

### **Requirements for Qualification Award**

The Bachelor of Tourism Innovation and Development will be awarded to students credited with a minimum of 409 NQF credits, and who meet the detailed requirements in the curriculum. In addition, students must meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook.

The programme has one major subject/cognate area of learning, i.e. Tourism Management, which is developed in increasing complexity and depth across relevant NQF levels.

### **Teaching and Learning strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

### **Assessment Strategies**

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations). The use of validating end of term assessment may be minimized to free students' intellectual capacity for broader cognitive development.



All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used to determine the final mark (this applies to all the core courses in Tourism Management). A minimum final mark of 50% is required to pass all courses.

### Transition Arrangements

The last intake of 1st year students for the existing programme (old curriculum) was in January 2018. The Bachelor of Tourism Management programme (old curriculum) will be phased out in 2023 with minimal disruption to existing students' learning progression. The last cohort of students, registered for in 2018, have until 2023 to complete the out-phasing programme.

Students who are registered in 2018 for the 1st year of the old curriculum (Bachelor of Tourism Management – 7BTOM) and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on course-by-course basis in accordance with information in Table 1 below.

**Table 1 First Year courses to be credited**

Course Code	Bachelor of Tourism Management (Old Courses)	Course Code	Bachelor Tourism Innovation and Development (Equivalent New/ Revised Courses to be Credited)
CIH510S	Contemporary Issues in Hospitality & Tourism	FTH510S	Foundations of Tourism and Hospitality
TGE510S	Tourism Geography	TGES10S	Tourism Geography
EDT120S	Economic Development of Tourism	EDT120S	Economic Development of Tourism
IHT110S	Introduction to Hospitality & Tourism Accounting	IHT110S	Introduction to Hospitality & Tourism Accounting
GER120S	Basic German 1A	GER120S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
PELU411S	Principles of English Language use	PELU411S	Principles of English Language use
CUS411S	Computer User Skills	CUS411S	Computer User Skills
EPR511S	English in Practice	EPR511S	English in Practice
ICT521S	Information Competence	ICT521S	Information Competence
BSC410S	Basic Science	BSC410S	Basic Science

The revised Bachelor of Tourism Innovation and Development will took effect from January 2019 and will be reviewed by 2025. Courses will only be offered based on the new/revised syllabi in 2019 (1st year), 2020 (2nd year), 2021 (3rd year). Students who are admitted into the examination but fail any for the courses on the old curriculum will only be granted two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi or new/revised corresponding courses. Please refer to Table 2, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

**Table 2 Corresponding Courses to be Done, if Failed – this is not a Credit Table**

Course Code	Bachelor of Tourism Management (Old Courses)	Course Code	Bachelor Tourism Innovation and Development (Equivalent New/ Revised Courses to be Credited)
CIH510S	Contemporary Issues in Hospitality & Tourism	FTH510S	Foundations of Tourism and Hospitality
TGE510S	Tourism Geography	TGES10S	Tourism Geography
GER120S	Basic German 1A	GER120S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
HTL510S	Hospitality & Tourism Law	HTL510S	Hospitality & Tourism Law
HTM610S	Hospitality & Tourism Marketing	HTM610S	Hospitality & Tourism Marketing
CAH610S	Cost and Management Accounting for Hospitality and Tourism	CAH610S	Cost and Management Accounting for Hospitality and Tourism
TQS710S	Tourism Quality Service Management	QHI710S	Quality Management in Hospitality and Tourism
CNH710S	Cultural & Natural Heritage Management	CNH710S	Cultural & Natural Heritage Management
EDT520S	Economic Development of Tourism	EDT520S	Economic Development of Tourism

IHA520S	Introduction to Hospitality & Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
GER120S	Basic German 1B	GER120S	German 2
BAF112S	Basic French 1B	BAF112S	French 2
BAS112S	Basic Spanish 1B	BAS112S	Spanish 2
BAP112S	Basic Portuguese 1B	BAP112S	Portuguese 2
TDM620S	Tourism Destination Management	TDM620S	Tourism Destination Management
HRH610S	Human Resource Management in Hospitality & Tourism	HRH610S	Human Resource Management in Hospitality & Tourism
TEP620S	Tourism Entrepreneurship	ICE712S	Innovation, creativity and Entrepreneurship
ECB620S	Ecotourism & Community Based Tourism	ECB620S	Ecotourism & Community Based Tourism
MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)	MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)
WIT720S	Work Integrated Learning	WIT720S	Work Integrated Learning

The deadline for complete phasing out of the existing Bachelor of Tourism Management is 2023 after which students must automatically switch to the new programme and fulfill all requirements based in the new curriculum.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite
FTH510S	Foundations of Tourism and Hospitality	None
TGE510S	Tourism Geography	None
RID510S	Regional and International Destinations	None
BSC410S	Basic Science	None
CUS411S	Computer User Skills	None
PLU411S	Principles of English Language Use	None
FCS510S	Foundations of Customer Service	None

#### Semester 2

EPR511S	English in Practice	Principles of English Language use, or Language in Practice (LIP411S), or a B for IGSCE/NSSC English as a Second Language
HTL510S	Hospitality and Tourism Law	None
EDT520S	Economic Development of Tourism	None
BMS411S	Basic Mathematics	None
ICT521S	Information Competence	None
TIS520S	Tourism Information Systems	None

### Year 2

#### Semester 3

IAS501S	Introduction to Applied Statistics	None
IHA520S	Introduction to Hospitality and Tourism Accounting	None
HTM520S	Introduction & Tourism Marketing	None
TDM620S	Tourism Destination Management	None
QHT710S	Quality Management in Hospitality and Tourism	None
EAP511S	English for Academic Purpose	English in Practice

#### Semester 4

ECB620S	Ecotourism and Community based Tourism	None
ICE712S	Innovation, Creativity and Entrepreneurship	None
HRH610S	Human Resource Management	None
MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)	None
PWR611S	Professional Writing	English for Academic Purposes
CAH610S	Cost and Management Accounting for Hospitality and Tourism	Introduction to Hospitality and Tourism Accounting

***Plus the following Foreign Language Elective course***

BAS111S	Basic Spanish 1A	None
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**Year 3**

**Semester 5**

SYD611S	Sustainability & Development	None
AMT710S	Adventure and Marine Tourism	None
SST710S	Sustainable Tourism	None

***Plus the following Foreign Language Elective course depending on the choice made in the previous semester***

BAS112S	Basic Spanish 1B	Spanish 1
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***Plus, ONE group of the following Strands depending on specialization***

**Tourism Operations Strand**

CNH710S	Cultural and Natural Heritage Management	Tourism Destination Management
WST710S	Wildlife and Safari Tourism	None
TPG710S	Tour Planning and Guiding	Tourism Geography

**Travel Operations Strand**

FST710S	Fares and Ticketing	Strand compulsory
TTA710S	Travel and Tour Agency Operations	Strand compulsory
LST710S	Logistics and Supply Chain Management in the Tourism Industry	Strand compulsory

**Semester 6**

WIT720S	Work Integrated Learning (WIL)	None
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# BACHELOR OF TOURISM MANAGEMENT (Phasing out 2023)

07BOTM

NQF Level: 7

NQF Credits: 360

NQF Identification ID: Q0319

## Description

The Namibia University of Science and Technology (NUST) offers various programmes and strives to provide much needed qualifications to the Tourism and Hospitality industry in relation to market needs. The Department of Hospitality and Tourism Management seeks, among other, to develop tourism programmes that are responsive to industry needs for specialists in Namibia and the SADC region as a whole. The Bachelor of Tourism Management seeks to equip students with broad knowledge, professional and technical skills and values to pursue a career in tourism management. The programme provides a comprehensive and systematic introduction to the major concepts, theories and problem-solving techniques of tourism management in order to prepare students for specialised industry positions. Special emphasis is placed on creating an interdisciplinary base for research, policy analysis, planning and theoretical education, and to develop understanding of the complex nature of the hospitality and tourism industry.

This programme is designed to produce graduates with knowledge and skills required to take up positions in the tourism industry such as tourism planning and project administration officers; sales and marketing personnel; guest relations, public relations and customer service personnel; information/front office personnel; events and conference coordinators, and community based tourism enterprises supervisors, etc. Students may also opt to start and run their own tourism related businesses.

## Admission Requirements

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook) in order to be considered for admission to this programme. In addition, applicants will be required to attend an interview as the final stage in the admissions process.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

## Articulation Arrangements

The transfer of credits will be dealt with according to the University's rules and regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50 % of the credits for a qualification. Graduates of the Bachelor of Tourism Management will under normal circumstances be able to pursue further studies in Tourism Management, or a related cognate area of learning, at NQF Level 8.

## Transition Arrangements

The four-year Bachelor of Travel and Tourism Management programme (old curriculum) will be phased out systematically until 2019 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the four-year programme (old curriculum) was in January 2012. The last intake for the 4th year of the out-phasing programme (old curriculum), offered on the distance education mode, will be in 2017. The last cohort of students, to be registered for the 4th year in 2017, would have until 2019 to complete the out-phasing programme (old curriculum).

Students who were registered in 2012 for the 1st year of the out-phasing programme (old curriculum), and who failed more than 50 % of the courses at the end of 2012, will be required to change their registration to the revised programme (new curriculum) and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised three-year Bachelor of Tourism Management (new curriculum) took effect from January 2013 and will be completely phased out by 2023. Courses will only be offered based on the new/revised syllabi in 2013 (1st year), 2014 (2nd year) and 2015 (3rd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/ revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Travel and Tourism Management (old curriculum) is 2019 after which students must automatically switch to the revised programme (new curriculum) and fulfil all requirements based on the new curriculum.

**Table 1: 1st Year Courses to be credited**

Course Code	Bachelor of Travel and Tourism Management (Old Courses)	Course Code	Bachelor of Tourism Management (Equivalent New/Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	CIH510S	Contemporary Issues in Hospitality and Tourism
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
LPB0320	Language in Practice B	EPR511S	English in Practice
EAP511S	English for Academic Purposes	EAP511S	English for Academic Purposes

GER110S	Foreign Languages 1A	GER110S	Foreign Languages 1A
BAF111S		BAF111S	
BAP111S		BAP111S	
BAS111S		BAS111S	
CUS411S	Computer User Skills	CUS411S	Computer User Skills
EDT120S	Economic Development of the Tourism Industry	EDT520S	Economic Development of Tourism
GER110S	Foreign Languages 1B	GER110S	Foreign Languages 1B
BAF111S		BAF111S	
BAP111S		BAP111S	
BAS111S		BAS111S	

**Table 2: Corresponding Courses (to be completed if courses on the old curriculum are failed) (Please note this is not a credit table)**

Course Code	Bachelor of Travel and Tourism Management (Old Courses)	Course Code	Bachelor of Tourism Management (Equivalent New/Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	CIH510S	Contemporary Issues in Hospitality and Tourism
TOO210S	Tourism Operations		None
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
TTP11S	Travel Theory & Practice1		None
TTP211S	Travel Theory & Practice2		None
TLE310S	Tourism and Local Economic Development		None
CUS411S	Computer User Skills	CUS411S	Computer User Skills
TDM2002S	Tourism Destination Management 2	TDM620S	Tourism Destination Management
TDM310S	Tourism Destination Management 3		None
TOG11S/ TOG211S	Tour Guiding 1 & 2		None
EDT120S	Economic Development of the Tourism Industry	EDT520S	Economic Development of Tourism
ENT201S	Entrepreneurship	TEP620S	Tourism
PRT201S	Public Relations for Tourism		None
TTP311S	Travel Theory and Practice 3		None
MAR110S	Marketing 1 (Hotel & Tourism)	HTM610S	Hospitality and Tourism Marketing
EMT201S	Events Management	MIO620S	Meeting, Incentives, Conferences and Events(MICE)
HRM110S	Human Resources Management 1 (Hospitality& Tourism)	HRH610S	Human Resource Management in Hospitality and Tourism
UTO220S	Urban Tourism	UTO710S	Urban Tourism
FCT2400	Financial Control	CAH610S	Cost and Management Accounting for Hospitality and Tourism
HTL310S	Hospitality and Tourism Law	HTL510S	Hospitality and Tourism Law
SMS310S	Supervisory and Management Skills	HTM710S	Hospitality and Tourism Management
SSF1100	Safety, Security and First Aid		None
TIS311S	Tourism In- service Training	WIT720S	Work Integrated Learning

**Please Note:**

- Table 2, above, only highlights new/revised core courses in Tourism Management that should be done if courses on the four year Bachelor of Travel and Tourism Management (old curriculum) are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.
- Courses in the old curriculum that do not have corresponding courses in the new curriculum will be taught until the old curriculum is phased out.

**CURRICULUM**
**Year 1**
**Semester 1**  
**Course Code**
**Course Title**
**Prerequisite**
**NQF**  
**Level**
**NQF**  
**Credit**

CIH510S	Contemporary Issues in Hospitality and Tourism	None	5	12
TGE510S	Tourism Geography	None	5	12
BMS411S	Basic Mathematics	None	4	10
CUS411S	Computer User Skills	None	4	10
PLU411S	Principles of English Language Use	None	4	NCB

**Plus the following Elective course**

BAS111S	Basic Spanish 1A	None	4	NCB
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**Semester 2**

EPR511S	English in Practice	Principles of English Language Use,	5	NCB
ICT521S	Information Competence	None	5	10
EDT520S	Economic Development of Tourism	Contemporary Issues in Hospitality & Tourism	5	12
IHA520S	Introduction to Hospitality & Tourism Accounting	None	5	12
BSC410S	Basic Science	None	4	8

**Plus the following Elective course**

BAS112S	Basic Spanish 1B	Basic Spanish 1A	4	NCB
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**Year 2**
**Semester 3**

HTL510S	Hospitality & Tourism Law	None	4	NCB
HTM610S	Hospitality and Tourism Marketing	None	4	NCB
PMI511S	Principles of Microeconomics	None	4	NCB
CAH610S	Cost & Management Accounting for Hospitality and Tourism	Introduction to Hospitality and Tourism Accounting	4	NCB
EAP511S	English for Academic Purpose	English in Practice	4	NCB

**Semester 4**

TDM620S	Tourism Destination Management	None	6	12
HRH610S	Human Resource Management in Hospitality and Tourism	None	6	12
TEP620S	Tourism Entrepreneurship	None	6	12
ECB620S	Ecotourism and Community-Based	None	6	12
MIO620S	Tourism Meetings, Incentives, Conferences & Events Management (MICE)	None	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14

**Year 3****Semester 5**

TDM710S	Tourism Distribution Management	None	7	12
TQS710S	Tourism Quality Service Management	None	7	12
UTO710S	Urban Tourism	None	7	12
CNH710S	Cultural and Natural Heritage Management	Tourism Destination Management	7	16
CIS610S	Contemporary Issues	None	6	12
HTM710S	Hospitality & Tourism Management	None	7	12

**Semester 6**

WIT720S	Work Integrated Learning (WIL)	Pass in all courses up to Semester 4.	7	60
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**NQF Level: 7**

**NQF Credits:250**

**NQF Qualification ID: Q1175**

### **Description**

The Bachelor of Culinary Arts to provide students with the theoretical and practical principles and aspects of culinary arts, including hot and cold kitchen, charcuterie, patisserie and kitchen management. The degree aims to equip students with knowledge, professional, scientific and technical skills and values to pursue a career in Culinary Arts. The programme provides a comprehensive and systematic introduction to the major concepts, theories and problem-solving techniques required during food preparations. The programme further prepares students for diverse industry positions. This programme provides students with an ideal way of learning the art of food preparation and presentation skills.

This programme allows students to exit with the Certificate in Hospitality Operations at NQF Level 5, as a first exit level upon successful completion of year 1. This Certificate allows the student to perform major operational activities in the various departments of hospitality establishments with minor supervisory activities. Further, it allows the students of hospitality establishments with minor supervisory activities. Further, it allows the student to pursue a career at a more temperate pace and allows for both professional and academic growth and development in the industry.

Overall, the programme aims at preparing students to assume technical/professional roles in culinary arts and kitchen management. This programme places a lot of emphasis on practical training, to give students, the necessary “hands- on” instruction, and exposure that will enrich their skills and experience in accordance with the demands of the hospitality industry, however the theoretical aspect of this course allows the student to acquire the necessary academic competencies, distinguishing this course from vocational approaches. Graduates of this programme will be able to take up positions in industry such as cooks, chefs, caterers, kitchen supervisors and managers. Students may also opt to start and run their own catering related businesses.

### **Admission Requirements**

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (G12.1 in the Prospectus) to be considered for admission to this programme. In addition, all candidates will be required to attend an interview as the final stage in the admissions process. Students could be required to provide evidence of work experience in commercial kitchen.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (G12.2 in the Prospectus).

Graduates with a Diploma in Hotel Management from Polytechnic of Namibia can be admitted to the Bachelor of Culinary Arts based on advance standing. Courses completed under the Diploma in Hotel Management may be granted credits on a course-by- course basis, and students will be required to complete all outstanding courses as per the requirements of the Bachelor of Culinary Arts.

### **Articulation Arrangements**

Graduates of the Bachelor of Culinary Arts degree program will be able to pursue further studies in Culinary Arts, or a related cognate area of learning such as the Bachelor of Hospitality and Tourism Honours at NQF level 8.

### **Mode of Delivery**

This programme will be offered on the full time mode of study in accordance with Namibia University of Science and Technology rules and regulations.

### **Requirements for Qualification Award**

The Bachelor of Culinary Arts will be awarded to students credited with a minimum of 405 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook, General Information and Regulations.

The Bachelor of Culinary Arts has one major subject/cognate area of learning, i.e. Culinary Arts, which is developed in increasing complexity and depth across the relevant NQF levels.

### **Progression Rule**

Students will only be allowed to register for Work Integrated Learning I and II courses after passing all lower level courses. Teaching, Learning Strategies The requirement of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, practical projects, tutorials, case studies, problem based learning and individual and/or group work. In addition, Module based learning will also be introduced in the 5th and 6th semesters whilst students will be busy with Applied Culinary Arts Operations. The progress of learning embedded in such tasks will be monitored, assessed and recorded.





### Assessment Strategies

Students will be assessed through diversified, continuous, formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving and critical thinking exercises through individual/group assignments and presentations, case studies, report writing, participation in e-learning, portfolio of evidence, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations). The use of validating end of term assessments may be minimised to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated, or a specific skill can be transferred. In accordance with the university's policy on diversified continuous assessment, each course will have a minimum of four assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. To be admitted to the final examination in any course, a minimum semester mark of 40% must be obtained. This mark is determined by continuous evaluation of a student's achievement by means of tests and/or assignments/seminars/ practical/tutorials/e-learning. Each course is evaluated in accordance with stipulations in the syllabi. The evaluation will be either theoretical or practical or a combination thereof.

All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used in a 40/60 ratio to determine the final mark. A minimum final mark of 50% is required to pass all courses, except Basic Hotel Information Systems where students must achieve a minimum final mark of 60% to pass the course.

### CURRICULUM

#### Year 1

##### Semester 1

Course Code	Course Title	Prerequisite
FTH510S	Foundations of Tourism and Hospitality	None
FPT510S	Food Production Theory	None
FPP510S	Food Production Practical	None
FBO510S	Food Beverage Operations	None
BSC410S	Basic Science	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None
SSF510S	Safety, Security and First Aid	None

##### Semester 2

RDN520S	Rooms Division Operations	None
EPR511S	English in Practice	Language in Practice or for Exemption Grade B in English (IGSCE or NSSC)
HTL510S	Hospitality and Tourism Law	None
BVS520S	Beverage Studies	None
EDT520S	Economic Development of Tourism	None
BHI520S	Basic Hotel Information Systems	None
BMS410S	Basic Mathematics	None

##### Semester 3

CAP610S	Culinary Arts 1: Pastry, Bakery and Desserts	Food Production Theory
ACP610S	Applied Culinary Arts 1: Pastry, Bakery and Desserts	Food Production Practical
FSM610S	Food Safety Management	Food Production Theory
IHA520S	Introduction to Hospitality & Tourism Accounting	None
EAP511S	English for Academic Purposes	English in Practice

##### Semester 4

CAK620S	Culinary Arts 2: Advanced Hot Kitchen	Food Production Theory
AAK620S	Applied Culinary Arts 2: Advanced Hot Kitchen	Food Production Practical
ICT521S	Information Competence	None
PWR611S	Professional Writing	English for Academic Purposes
HRH610S	Human Resource Management in Hospitality and Tourism	None
CAH610S	Cost and Management Accounting for Hospitality and Tourism	None
ICE712S	Innovation, Creativity and Entrepreneurship	None

### Year 3

#### Semester 5

ACK710S	Culinary Arts 3: Advanced Cold Kitchen Culinary Arts 2: Advanced Hot Kitchen	
AAC710S	Applied Culinary Arts 3: Advanced Cold Kitchen	Applied Culinary Arts 2: Advanced Hot Kitchen
KMT710S	Kitchen Management	None
WIC710S	WIL I: Internal Culinary Arts	Pass in all courses up to Semester 4
QMA710S	Quality Management in Hospitality and Tourism	None
SYD611S	Sustainability and Development	None
WEO720S	WIL II: External Hotel Operations	None

#### Notification:

##### Requirement to Wear Uniform

A prescribed uniform is compulsory for all Hospitality and Tourism students and must be worn for the duration of their studies (all 3 years). The uniform must be worn whenever the student attends either practical or theoretical classes.

##### Strictly Not Allowed:

- T-shirt materials, printed materials of any kind
- Hipsters or any type of jeans
- Skin-tight or stretch materials of any kind
- No sweater tops or tracksuit tops of any kind
- No flip-flops, sneakers, trainers or similar footwear
- No nose rings, tongue rings, rings of any kind except wedding band



## DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT

### QUALIFICATIONS OFFERED

Bachelor of Marketing (Revised Programme)	07BMAR
Bachelor of Marketing	07MARB
Bachelor of Transport Management (Revised Programme)	07BTRM
Bachelor of Transport Management (Old Curriculum)	07BTRA
Bachelor of Sport Management	07BOSM
Bachelor of Sport Management	07BSMN
Bachelor of Logistics and Supply Chain Management	07BLSM
Bachelor of Logistics and Supply Chain Management	07BLSC

### BACHELOR OF MARKETING (Phasing out 2023)

07BMAR

NQF Level 7

NQF CREDITS: 369

QUALIFICATION ID: Q0266

#### Description

The Bachelor of Marketing aims at producing marketing graduates who can competently manage marketing and management related tasks and duties as well as make marketing related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between marketing and other functional areas of management in an organisation. The programme aims at equipping students with a diverse range of skills and competencies that are marketing specific and job related. Graduates will be able to use relevant marketing information in the process of making effective and efficient marketing decisions, managing themselves and others, and providing mentorship and coaching to subordinates.

The overall purpose of this programme is to produce graduates who are competent and proficient in performing a wide spectrum of routine, complex and multi-dimensional marketing and marketing-related tasks, duties and responsibilities and achieve reliable results with minimal or no supervision.

Students who exit with a Diploma in Marketing and Sales will be able to find employment as: Sales Representatives, Marketing Assistants/Representatives, etc., while Bachelor graduates would typically be employed as; Marketing Executives, Sales Executives, Business Development Executives, etc. Students who exit the programme with a Diploma in Marketing and/or Bachelor can also follow the professional marketing route by registering with Institutions like the Chartered Institute of Marketing-London; and be a Chartered marketer, thus further enhancing his/her Marketing profile.

#### Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, Mathematics is a recommended subject. Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

Students who completed qualifications previously offered by the Department, i.e. Certificates in Sales, Business Studies and the Diploma in Marketing (phased out from 2006/07) and seek admission into this revised Bachelor of Marketing programme may be granted credits on the basis of information listed in the table below:

S/N	Certificates in Selling, Business Studies and Diploma in Marketing (old courses)	Bachelor of Marketing (new/revised equivalent courses)
1	Introduction to Mathematics	Introduction to Mathematics
2	Business Ethics and Leadership	Business Ethics and Leadership
3	Professional Writing, English Communication Module 5	Professional Writing
4	Principles of Information System 1A and Principles of Information System 1B	Computer User Skills
5	Principle of Economics 1A	Principle of Economics 1A
6	Principle of Economics 1B	Principle of Economics 1B
7	Basic Business Statistics 1A	Basic Business Statistics 1A
8	Basic Business Statistics 1B	Basic Business Statistics 1B
9	Practice of Selling 1A & 1B or Principles of Selling	Principles of Selling
10	Commercial Law 1A	Commercial Law 1A
11	Commercial Law 1B	Commercial Law 1B
12	Introduction to Marketing and its Environment	Introduction to Marketing and its Environment
13	Marketing Principles	Marketing Principles

14	Introduction to Psychology of HR	Introduction to Psychology of HR
15	Entrepreneurship	Innovation, Creativity and Entrepreneurship
16	Introduction to Business Management	Introduction to Business Management

### Assessment Strategies

#### Special Assessment Rules:

- All courses in this programme offered within the Department of Business Management (Marketing) shall have a 50-50 ratio in terms of Continuous Assessments and the final end-of-semester examination. An exception to rule is made for service courses offered by other departments.
- All courses in the programme offered by the Department have diverse assessment methods including open book tests, examinations and industry based projects.
- Assessment for Marketing-WIL: A portfolio shall be structured by the departmental coordinator indicating the tasks that will be performed in specific work places in collaboration with Director of the Centre for Cooperative Education and the company's representative.

Students are prepared for WIL by the Centre for Cooperative Education, i.e. the industry requirements and NUST requirements are discussed and agreed upon.

Industry visits are done by the Director and the Departmental Representative to ensure that the agreed tasks are assigned to students and also to monitor students' progress.

Students write reports that are presented to the Industry and PON representatives in addition to completing the portfolio. Upon completion of WIL the assessment results will be as follows:

50 % Portfolio

10 % Visit by Departmental Representative to monitor and mentor students 20 % Mentor

20 % Presentation

### Transition Arrangements

The four-year Bachelor of Marketing (old curriculum) will be phased out systematically until 2018 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2011. Students will only be allowed to register for the 4th year of the old programme until January 2016 to ensure they have sufficient time to complete the programme by 2018.

Students who registered in 2011 for the 1st year of the old programme (old curriculum), and who failed more than 50 % of the courses at the end of 2011, were required to change their registration to the new programme and were granted credits on a course-by-course basis in accordance with information in Table 1 below.

**Table 1: Courses to be credited**

Course Code	Bachelor of Marketing (Old Courses)	Course Code	Bachelor of Marketing (Equivalent New/ Revised Courses)
MAR121S	Introduction to Marketing and Its environment	IME511S	Introduction to Marketing and its Environment
MAR122S	Marketing Principles	MPS512S	Marketing Principles
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL122S	Business Ethics and Leadership	BBE612S	Business Ethics
PHR511S	Introduction to Psychology of Human Resources	IOP511S	Introduction to Organisational Psychology
CSK0420	Communication Skills	CSK0420	Communication Skills
PRW0520	Professional Writing	PRW0520	Professional Writing

The revised three-year Bachelor of Marketing (new curriculum) took effect from January 2012 and will be completely phased in by 2014. Courses are only offered based on the new/revised syllabi in 2012 (1st year), 2013 (2nd year) and 2014 (3rd year). Students who are admitted into the examination for courses on the old curriculum will be granted only two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Marketing (old curriculum) is 2018 after which students must automatically switch to the new programme and fulfil all requirements based on the new curriculum.

As from 2012, students who are registered for the 2nd and 3rd year of the out-phasing programme (old curriculum) and who opt to change registration to the 3-year Bachelor of Marketing (new curriculum) will be granted credits on a course-by-course basis, but will be required to complete Institutional core courses and other requirements based on the new c Students who are registered for the old programme (old curriculum), but have had interruptions in the progress of their studies, and would like to continue, will be evaluated on a case-by-case basis.



Course Code	Bachelor of Marketing (Old Courses)	Course Code	Bachelor of Marketing (Corresponding New/ Revised Courses to be Done, if Failed)
MAR121S	Introduction to Marketing and Its Environment	IME511S	Introduction to Marketing and Its environment
MAR122S	Marketing Principles	MPS512S	Marketing Principles
POS221S	Principles of Selling	POS611S	Principles of Selling
SSM221S	Services Marketing	SOM611S	Services and Organisation Marketing
SOM222S	Sales and Operations Management	SOT612S	Sales and Operations Management
MCS322S	Marketing Communications Strategy	MLY612S	Marketing Communications Strategy
COB321S and COB322S	Consumer & Organisation Behaviour: Introduction and Consumer & Organisation Behaviour: Analysis	CAO712S	Consumer & Organisation Buying Behaviour:
MPM322S	Marketing and Product Management	MBM712S	Marketing and Brand Management
MRI321S	Marketing Research & Market Intelligence	MRM711S	Marketing Research & Market Intelligence
EWM321S	e-Marketing & Web Management	EWB711S	Electronic & Web-Based Marketing

**Please Note:**

Table 2, above, only highlights new/revised core courses in marketing that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

**CURRICULUM****Year 1 (Phased in 2012)****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
ITM111S	Introduction to Mathematics	None	5	10
IME511S	Introduction to Marketing and Its Environment	None	5	10
BMI511S	Introduction to Business Management	None	5	10
IOP511S	Introduction to Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10

**Semester 2**

MPS512S	Marketing Principles	None	5	10
BBE612S	Business Ethics	None	6	10
EPR511S	English in Practice	Principles of English Language Use	5	NCB
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8
FAC511S	Financial Accounting 101	None	5	12

**Year 2 (Phased in 2013)****Semester 3**

PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12	6	12
SOM611S	Services & Organisation Marketing	Marketing Principles	6	10
POS611S	Principles of Selling	None	6	10
CML111S	Commercial Law 1A	None	5	12

**Semester 4**

PMA512S	Principles of Microeconomics	None	5	12
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
EAP511S	English for Academic Purposes	Language in Practice	5	14
SOT612S	Sales & Operations Management	Principles of Selling	6	12

CML112S	Commercial Law 1B	Commercial Law 1A	5	12
MLY612S	Marketing Communications Strategy	Marketing Principles	6	12

### **Year 3 (Phased in 2014)**

#### **Semester 5**

EWB711S	Electronic & Web-Based Marketing	Marketing Principles	7	12
MRM711S	Marketing Research & Market Intelligence	Introduction to Marketing and its Environment, Marketing Principles and Basic Business Statistic 1B	7	12
WOR712S	Work Integrated Learning	A pass or at least admission to the examination in all Marketing and Sales courses at Diploma level	7	36

#### **Semester 6**

CAO712S	Consumer & Organisation Buying Behaviour	Introduction to Marketing and its Environment; Marketing Principles	7	12
MBM712S	Marketing & Brand Management	Introduction to Marketing and its Environment; Marketing Principles	7	12
PPM712S	Product Pricing Management	Marketing Principles and Principles of Economics 1A	7	12
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
PWR611S	Professional Writing	English for Academic Purposes or exemption from EAP	6	14
CIS610S	Contemporary Issues	None	6	12

**BACHELOR OF MARKETING**  
**(Phased in 2020)****07MARB****NQF Level: 7****NQF Credits: 367****NQF Identification: Q0266****Purpose**

The Bachelor of Marketing programme provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques within the field of marketing. The programme has been designed to respond to both the local and international contexts as students will explore the ways in which marketing roles exist and function within Namibia and in developing societies more generally. The programme will enable students to acquire a blend of cognitive and intellectual skills, as well as more hands-on practical and key transferable skills, and to apply these competencies in addressing marketing challenges in Namibia and the international community. Students need an understanding of the complex global marketplace and its inherent technologies. This requires students to be digitally literate to operate in the highly demanding technological market place. Technology-based products are growing. Students need to fit in. Businesses organisations need graduates with the digital literacy skills to operate marketing and sales technology.

The programme aims at producing marketing graduates who are technology savvy and that can competently manage marketing and management related tasks and duties as well as make marketing related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between marketing and other functional areas of management in an organisation. The Bachelor of Marketing aims at equipping students with a diverse range of skills and competencies that are marketing specific and job related. Graduates will be able to use relevant marketing information in the process of making effective and efficient

**Criteria for Admission**

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in the Prospectus/year book). In addition, candidates are required to have passed Mathematics with at least a D-symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in the Prospectus/year book).

**Articulation Arrangements**

Transfer of credits will be dealt with according to the Namibia University of Science and Technology regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Bachelor of Marketing will ordinarily be able to pursue further studies at

**Mode of Delivery**

The programme will be offered on full-time, part-time, and distance modes in accordance with NUST rules and regulations, blended learning approaches using technology will be encouraged.

**Requirements for Qualification Award**

The Bachelor of Marketing will be awarded to students credited with a minimum of 367 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of the Namibia University of Science and Technology of Namibia.

**Teaching, Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will integrate hybrid 21st century pedagogies that will apply, inter alia, practical projects, flipped classroom technologies, blended learning approaches, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning

**Work Integrated Learning (WIL)**

This the process of integrating work experiences with class-based learning in a way traditional education cannot do. It provides students with opportunities to:

- Execute tasks associated with sales and/or marketing rather than just reading them.
- Network with professionals and build relationships that can assist students in future endeavours while providing a professional environment. Have access to marketing companies for full time positions after graduation once good working relationships have been established.
- Interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.



- WIL is important in improving the characteristics of our graduates to meet industry needs in line with the NUST Strategic Plan (NPS5 Vision and strategic plan). It offers opportunity for innovation and creativity when students can experiment with what they learn in class in the work place and/or through the completion of well structured, monitored and assessed industry- based marketing related assignments/projects.

### **Assessment Strategies**

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred.

In accordance with NUST policy on diversified continuous assessment, each course assessed by means of Continuous Assessment only will have a minimum of four assessments. Courses that are assessed using a combination of continuous assessment and a final end-of- semester examination must have at least three assessments.

### **Quality Assurance Requirements**

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiner and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator would be a Bachelor Honours degree in a related field of studies or the person must be a well-respected expert in the field in more practical areas of marketing.

Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. All courses at exit level i.e. NQF Level 7, will be externally moderated.

### **Transition Arrangements**

The Bachelor of Marketing (old curriculum), will be phased out systematically until 2023 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2018.

The last intake for the final year of the out-phasing programme (old curriculum), will be in 2019. The last cohort of students, to be registered for the final year in 2019, would have until 2023 to complete the out-phasing programme (old curriculum).

Students who are registered in 2018 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with information in Table 15.2 below. Students who are registered in 2018 for the 1st year of the out-phasing programme (old curriculum) and who meet all requirements to progress to the 2nd year in 2019 will be allowed to transition to the revised programme (new curriculum).

The revised Bachelor of Marketing (New curriculum) will take effect from January 2019 with the concurrent implementation of the 1st and 2nd year in 2019 and the implementation of the 3rd year in 2020. Courses will only be offered based on the new/ revised syllabi in 2019 (1st and 2nd year) and 2020 (3rd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses in accordance with the NUST general rules. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of new/revised corresponding courses. Please refer to Table 15.2, on the next page, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.





## CURRICULUM

## Year 1

Semester 1  
Course Code

## Course Title

## Prerequisite

## NQF Level

NQF  
Credit

ITM111S	Introduction to Mathematics	None	5	10
IME511S	Introduction to Marketing and its Environment	None	5	10
BMI511S	Introduction to Business Management	None	5	10
BOP511S	Basic Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	10
CUS411S	Computer User Skills	None	4	10

## Semester 2

MPM512S	Marketing Principles	None	5	10
BBE612S	Business Ethics	None	5	10
EPR511S	English In Practice	Principles of English Language Use,	5	NCB
			5	10
ICT521S	Information Competence	None		
BSC410S	Basic Science	None	4	8
FAC5111	Financial Accounting 101	None	4	12

## Semester 3

PMI511S	Principles of Microeconomic	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12	5	12
EAP511S	English for Academic Purposes	EPR511S, Module 4	5	10
SMK611S	Services Marketing	Marketing Principles	6	10
POS611S	Principles of Selling	None	6	10
CML111S	Commercial Law 1A	None	5	12

## Semester 4

PMA512S	Principles of Macroeconomics	None	5	12
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
SOT612S	Sales & Operations Management	Principles of Selling	6	10
CML112S	Commercial Law 1B	Commercial Law 1A	5	12
MLY612S	Marketing Communications Strategy	Marketing Principles	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14

## Year 2

## Semester 5

DSM711S	Digital and Social Media Marketing	Marketing Principles	7	12
MKM711S	Marketing Management	Marketing Principles	7	12
MRM711S	Marketing Research & Market Intelligence	Introduction to Marketing and Marketing Principles and Basic Business Statistics 1B	7	12
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
CSB711S	Consumer Behaviour	Introduction to Marketing and Its Environment; Marketing Principles	7	12
PPM712S	Product Pricing Management	Principles of Microeconomics		

## Semester 6

SYD611S	Sustainability & Development	None		
WOR712S	Work Integrated Learning	All core courses up to Semester 5	7	36

**BACHELOR OF TRANSPORT MANAGEMENT**  
(Revised - Phased in 2020)

07BTRA

**NQF Level: 7**

**NQF Credits: 390**

**NQF Identification ID: Q2094**

**Description**

The Bachelor of Transport Management programme aims at developing the student's applied and cognitive competencies in the acquisition of knowledge, interpretation, understanding, and applications of transportation management principles. Through this programme, students will be able to solve real-life transportation management problems including but not limited to road/land, air, and waterways. The programme is designed to respond to both the local and international contexts, as students will explore how transport roles and functions exist within Namibia and in developing societies.

The programme aims at producing transport graduates who can competently manage transportation tasks and duties as well as make transport-related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between transport and other functional areas of management in an organization. Graduates will be able to use relevant transport information in the process of making effective and efficient transport decisions, managing themselves and others.

On successful completion of this programme, students will be able to find employment in the public and private sectors as Road Transport Inspector, Transport & Distribution Officer, Supply Chain Officer, Retail & Warehouse officer, Transport/Fleet Officer, Freight Operations, and Transport Consultants in the various areas and modes of transport industry.

**Admission Requirements**

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, candidates are required to have passed Mathematics with at least an E-symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook). Only applicants that scored 50% and above in English and Mathematics in the Mature Age Entry Test will be considered.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning (RPL). These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credit that can be granted is 50% of the credits for a qualification.

Students who complete the Bachelor of Transport Management will ordinarily be able to pursue further studies at NQF Level 8 in Transport Management, or a related cognate area of learning.

**Mode of Delivery**

This programme will be offered on distance mode of study in accordance with NUST rules and regulations.

**Assessment Strategies**

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course assessed by means of Continuous Assessment only will have a minimum of six assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments.

WIL will be assessed on the basis of the following:

- immediate WIL supervisor's report;
- academic assessor's mark (academic assessor to interview both the student and the WIL immediate supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the department. This report is supposed to be signed by either the supervisor or the manager at the workplace.

**Transition Arrangements**

The Bachelor of Transport Management (07BTMM Phased in 2017- Old-Discontinued) curriculum has been phased-out completely in December 2019 following the directive from the NCHE. This is so to ensure continued relevance and fit for purpose.



The revised Bachelor of Transport Management replacing the old-discontinued programme will be implemented at all level i.e. Year 1, 2 and 3, at the beginning of 2020 academic year as follows: Students who were registered for the first time (1st year) to the old-discontinued curriculum in 2019 and who have failed the courses at the end of the year 2019, will required to change their registration to the revised programme and will be granted credits on a course-by-course basis as per information in Table 1.

- Students who were registered in 2019 for the 1st year of the old discontinued curriculum and who meet all requirements to progress to the 2nd year in 2020, will be required to transition to the revised programme, but stand to lose the credits for “Business Ethics”. To meet the requirements of the revised programme, students in this category, however, will be required to pick-up credits for 1st year newly introduced courses namely: Transport Policy and Planning; GIS for Transportation and CAD for Transportation.
- Similarly, students who were registered in 2019 for the 2nd year of the old discontinued curriculum and who meet all requirements to progress to the 3rd year in 2020, will be required to transition to the revised programme. To meet the requirements of the revised programme, students in this category, however, will be required to pick-up credits for a newly introduced Intelligent Transportation Systems, Transport Policy, and Planning; GIS for Transportation and CAD for Transportation course.
- Students who were registered in 2019 for the 3rd year of the old discontinued curriculum and have completed their studies, will not be affected by this review, as per NCHE recommendation.

However, students who have not completed, will be transitioned to the new revised Programme in 2020 and will be required to repeat such course/s based on the syllabi of the new revised corresponding courses as outlined in Table 2. In order to meet the requirements of the revised programme, students in this category, will be required to take the following additional courses: Intelligent Transportation Systems, Transport Policy and Planning; GIS for Transportation and CAD for Transportation course.

- Courses will only be offered based on the revised syllabi for year1, 2 and 3 in 2020. Students who fail any of the courses (old- discontinued curriculum) will be required to repeat such courses based on the syllabi of the corresponding courses in the revised curriculum. (Please refer to Table 2).
- All students transitioning from 07BTMM who have not done GIS for Transportation, CAD for Transportation, Transport Policy and Planning and Intelligent Transportation Systems will be required to complete these courses on a block session in Semester two, four, and six.

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (New/ Revised Courses)
<b>Year 1: Semester 1</b>			
ITM011S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
PLU411S	Principles of English Languages	PLU411S	Principles of English Language
CUS411S	Computer User Skills	CUS411S	Computer User Skills
<b>Year 1: Semester 2</b>			
ICT512S	Information Competence	ICT521S	Information Competence
EPR511S	English in Practice	EPR511S	English in Practice
BSC410S	Basic Science	BSC410S	Basic Science
<b>Year 2: Semester 3</b>			
EAP511S	English for Academic Purposes	EAP511S	English for Academic Purposes
FAC511S	Financial Accounting 101	BAC1100	Business Accounting
CML111S	Commercial Law 1A	CML111S	Commercial Law 1A
BBS111S	Basic Business Statistics 1A	BBS111S	Basic Business Statistics 1A
<b>Year 2: Semester 4</b>			
BBS112S	Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1B
PWR611S	Professional Writing	PWR611S	Professional Writing
<b>Year 3: Semester 5</b>			
CIS610S	Contemporary Issues	SYD611S	Sustainability and Development

**Table 2: Corresponding Courses (if Failed). This is not a credit table.**

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (Corresponding New/Revised Courses)
TIS511S	Principles of Transport Safety and Infrastructure Management	LTI611S MTS621S	Land Transport Safety & Infrastructure Considerations Maritime and Air Transport Safety & Infrastructure Considerations
SPI621S	Transport Safety Practice & Infrastructure Management	LTI611S MTS621S	Land Transport Safety & Infrastructure Considerations Maritime and Air Transport Safety & Infrastructure Considerations
PTE511S TEP521S	Principles of Transport Economics Transport Economics and Planning	TTE511S	Transport Economics
LFM711S	Logistics and Fleet Management	SFM711S	Strategic Fleet Management
ISM511S FLM521S	Introduction to Supply Chain Management Fundamentals of Logistics Management	TDM511S	Transport and Distribution Management
EMT711S	Elements of Transport Management	AMT711S	Advance Maritime Management
OTM621S	Operational Transport Management	TOC621S	Transport Operations and Costing
IRT711S	International and Regional Transport Economics	ATE711S	Advance Transport Economics
	None	TTP521S	Transport Policy and Planning
	None	GIT521S	GIS for Transportation
	None	CDT521S	CAD for Transportation
	None	ITT611S	Intelligent Transportation Systems

**NB:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course (s) in the revised curriculum.



## CURRICULUM

**Year 1****Semester 1**

Course Code	Course Title	Prerequisite
ITM111S	Introduction to Mathematics	None
FOM511S	Fundamentals of Marketing	None
TDM511S	Transport & Distribution Management	None
TTE511S	Transport Economics	None
PLU411S	Principles of Language Use	None
CUS411S	Computer User Skills	None

**Semester 2**

TEP521S	Transport Policy and Planning	None
BSC410S	Basic Science	None
ICT521S	Information Competence	None
GIT521S	GIS for Transportation	None
CDT521S	CAD for Transportation	None
EPR511S	English in Practice	Principles of English Language Use

**Semester 3**

LTI611S	Land Transport Safety & Infrastructure Considerations	None
ITT611S	Intelligent Transportation Systems	None
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics Or a B symbol or better in Grade 12
CML111S	Commercial Law 1A	None
EAP511S	English for Academic Purposes	None
BAC1100	Business Accounting 1A	None

**Semester 4**

TTL621S	Traffic and Transportation Law	Commercial Law 1 A
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A
FSM621S	Forwarding and Shipping Management	None
MTS621S	Maritime and Air Transport Safety & Infrastructure Considerations	None
TOC621S	Transport Operations and Costing Management	Principles of Transport Safety & Infrastructure Management
PWR611S	Professional Writing	Communication Skills or Module 4, or Exemption from Communication skills/Module 4

**Year 3****Semester 5**

ICE712S	Innovation, Creativity and Entrepreneurship	None
ATE711S	Advance Transport Economics	None
AMT711S	Advance of Maritime Transport	None
IMT711S	Intermodal Transportation	None
SFM711S	Strategic Fleet Management	None
LMP711S	Leading and Managing Projects	None

**Semester 6**

SYD611S	Sustainability and Development	None
WOL721S	Work Integrated Learning	All courses up to Semester 5

**BACHELOR OF TRANSPORT MANAGEMENT**  
**(Phasing out from 2017-2021) Programme extended to 2023**

**07BTRM**

**NQF Level: 7**

**NQF Credits: 390**

**NQF Identification ID: Q0458**

**Description**

The Bachelor of Transport Management programme provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques within the field of Transport. The programme has been designed to respond to both the local and international contexts as students will explore the ways in which Transport roles exist and function within Namibia and in developing societies more generally. The programme will enable students to acquire a blend of cognitive and intellectual skills, as well as more hands-on practical and key transferable skills, and to apply these competencies in addressing transport challenges in Namibia and the international community.

The programme aims at producing transport graduates who can competently manage transport and logistics related tasks and duties as well as make transport related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between transport and other functional areas of management in an organisation. The programme aims at equipping students with a diverse range of skills and competencies that are transport specific and job related. Graduates will be able to use relevant transport information in the process of making effective and efficient transport decisions, managing themselves and others, and providing mentorship and coaching to subordinates.

The overall purpose of this programme is to produce graduates who are competent and proficient in performing a wide spectrum of routine, complex and multi-dimensional transport and logistics-related tasks, duties and responsibilities and achieve reliable results with minimal or no supervision.

**Admission Requirements**

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, candidates are required to have passed Mathematics with at least an E-symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook). Only applicants that scored 50% and above in English and Mathematics in the Mature Age Entry Test will be considered.

**Mode of Delivery**

This programme will be offered on the distance mode of study in accordance with NUST rules and regulations.

**Assessment Strategies**

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course assessed by means of Continuous Assessment only will have a minimum of six assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments.

WIL will be assessed on the basis of the following:

- immediate WIL supervisor's report;
- academic assessor's mark (academic assessor to interview both the student and the WIL immediate supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the department. This report is supposed to be signed by either the supervisor or the manager at the workplace

**Transition Arrangements**

The Bachelor of Transport Management (old curriculum) will be phased out systematically by the end of 2021 in order to cause minimal disruption to existing students' learning progression. The last intake of 1st year students for the programme to be phased out (old curriculum) was in 2016.

Students who have registered in 2016 for the first year of the phased-out programme (old curriculum) and who fail more than 50% of courses at the end of 2016, will be required to change their registration to the revised programme in 2017, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised Bachelor of Transport Management programme will be implemented at the start of the 2017 academic year, and will be phased in completely by the end of the 2019 academic year. Courses will be offered based on the revised syllabi only in 2017 (1st year), 2018 (2nd year) and 2019 (3rd year). Students who fail any of the courses in the old curriculum will be required to repeat such courses based on the corresponding subjects in the revised curriculum. Please refer to Table 2 below for detailed information on the new or revised corresponding courses to be done if students fail courses in the old curriculum.



The deadline for completely phasing out the Bachelor of Transport Management (old curriculum) is the end of the 2021 academic year after which students must automatically switch to the revised programme and fulfil all requirements based on the revised curriculum.

**Table 1: Courses to be credited**

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (New/ Revised Courses)
<b>Year 1: Semester 1</b>			
ITM011S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
BSC410S	Basic Science	BSC410S	Basic Science
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
<b>Year 1: Semester 2</b>			
BMA122S	Business Ethics and Leadership	BBE612S	Business Ethics
CUS411S	Computer User Skills	CUS411S	Computer User Skills
ICT120S	Information Competence	ICT521S	Information Competence
LPBO320	Language in Practice B	EPR511S	English in Practice
TEP512S	Transport Economics & Procedures	TEP512S	Transport Economics & Planning

**Table 2: Corresponding Courses (if Failed). This is not a credit table.**

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (Corresponding New/Revised Courses)
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
TEP512S	Transport Economics & Procedures	TEP511S	Transport Economics & Planning
IRT511S	Introduction to Road Traffic and Transport Legislation	TTL621S	Traffic & Transportation Law
RTL611S	Road Traffic & Transport Legislation	TTL621S	Traffic & Transportation Law
ART612S	Advanced Road Traffic & Transport Legislation	TTL621S	Traffic & Transportation Law
LET520S	Law of Evidence and Criminal Procedure	CML111S	Commercial Law 1A
ITE611S ATE612S ATE712S	Intermodal Transport Economics Applied intermodal Transport Economics Advance Transport Economics	IMT711S	Intermodal Transportation
PRI512S	Principles of Road Safety and Infrastructure Management	TIS511S	Principles of Transport Safety and Infrastructure Management

**NB: Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the new curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the new curriculum.**

Please Note: Table 2 above, only highlights new/revised core courses in Transport Management that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. Old courses that do not have corresponding courses in the revised curriculum will continue to be offered until the old programme is completely phased out in 2021:

- Self-Development and Study Skills (SDS010S)



# CURRICULUM

## Certificate in Transport Management - Phased in 2011

NQF Level: 5

NQF Credits: 119

05CTRM

NQF Qualification ID: Q0456

### Year 1

#### Semester 1

SDS010S	Self-Development and Study Skills	None	4	NCB
PLU411S	Principles of English Language Use	None	4	NCB
ITM111S	Introduction to Mathematics	None	5	10
CUS411S	Computer User Skills	None	4	10
IRT511S	Introduction to Road Traffic and Transport Legislation	None	5	10
PTE511S	Principles of Transport Economics	None	5	10
BSC410S	Principles of Transport Economics	None	4	8
EXL511S	Experiential Learning 1 (TRANSPORT)	None	5	8

#### Semester 2

EPR511S	English in Practice	Principles of Microeconomics	5	10
BBE612S	Business Ethics	None	6	10
ICT512S	Information Competence	None	5	10
LEC212S	Law of Evidence and Criminal Procedure	None	6	10
TEP521S	Transport Economics & Planning	Principles of Transport Economics	5	10
TEP521S	Principles of Road Safety & Infrastructure Management	None	5	10
EXL512S	Experiential Learning 2 (TRANSPORT)	None	5	8
CUS411S	Computer User Skills (if not yet taken)	None	4	10
BSC410S	Basic Science (if not yet taken)	None	4	8

## Diploma in Transport Management, including credits allocated to the Certificate

NQF Level: 6

NQF Credits: 243

06DTRM

NQF Identification ID: Q0457

### Year 2 (Available on the Distance Education Mode as from 2012)

#### Semester 3

EAP511S	English for Academic Purposes	English in Practice	5	14
PLM611S	Principles of Logistics Management	None	6	12
RTL611S	Road Traffic & Transport Legislation	None	6	12
ITE611S	Intermodal Transport Economics	Transport Economics & Procedures	6	12

#### *And any ONE of the following elective courses*

RIM611S	Road Safety & Infrastructure Management	Principles of Road Safety & Infrastructure Management	6	12
TOM611S	Transport Operations Management	Principles of Road Safety & Infrastructure Management	6	12

#### Semester 4

PWR611S	Professional Writing	English for Academic Purposes	6	14
OLM612S	Operational Logistics Management	Principles of Logistics Management	6	12
ART612S	Advanced Road Traffic & Transport Legislation	Road Traffic & Transport Legislation	6	12
ATE612S	Applied Intermodal Transport Economics	Intermodal Transport Economics	6	12

#### *And any ONE of the following elective courses*

PRI612S	Practical Road Safety & Infrastructure Mgt	Road Safety & Infrastructure Mgt	6	12
PTO612S	Practical Transport Operations Management	Transport Operations Management	6	12

**Bachelor of Transport Management****07BTRM****NQF Level: 7****NQF Credits: 390****NQF Identification ID: Q0458****Semester 5**

BBS111S	Basic Business Statistics	Introduction to Mathematics	6	12
PPM411S	Project Planning & Management	None	8	15
IRT711S	International and Regional Transport Economics	Applied Intermodal Transport Ec	7	12
WOL711S	Work Integrated Learning	Pass all courses up to Semester 4	7	18

**And any ONE of the following elective courses**

RIT711S	Road Safety & Infrastructure Management Techniques	Practical Road Safety and Infrastructure	7	12
TOT711S	Transport Operations Management Techniques	Practical Transport Operations Management	7	12

**Semester 6**

BBS112S	Basic Business Statistics	Basic Business Statistics 1A	6	12
BLM322S	Business Logistics & Supply Chain Management	None	7	12
CIS610S	Contemporary Issues	None	6	12
ATI712S	Advanced Transport Economics	International & Regional Transport Economics	7	12
WOL712S	Work Integrated Learning	Completion and pass of all courses up to Semester 4	7	18

**And any ONE of the following elective courses**

ARM712S	Applied Road Safety and Infrastructure Management	Road Safety and Infrastructure Management Techniques	7	12
ATO7121S	Applied Transport Operations Management	Transport Operations Management Techniques	7	12

# BACHELOR OF SPORT MANAGEMENT (Phased in 2017)

07BOSM

NQF Level: 7

NQF Credits:367

NQF Identification: Q0960

## Description

The Bachelor of Sport Management is a three-year degree programme that aims at producing graduates who can competently manage and administer sports businesses and sport business-related tasks and duties in private and/or public establishments as well as make effective decisions within the scope of their responsibilities. Similarly, the degree will provide students with a solid foundation and diverse range of skills and competencies in sport-related business fundamentals including general management, marketing, governance, legal issues, and event and facility management, etc. Through this programme, students will be able to apply relevant sport management principles, concepts and tools to effectively and efficiently make business decisions in the areas of sport sponsorship, events management, outsourcing and insourcing of duties and responsibilities, etc., as well as, managing themselves and others, while providing mentorship and coaching to subordinates. In the same vein, students would be able to appraise and manage the synergy between sport, marketing, business, management and other functional areas of management in a sporting organisation.

## Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of NUST (GI2.1 in Part 1 of the NUST Yearbook).

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of NUST (GI2.2 in Part 1 of the NUST Yearbook)- with a minimum of 50 % in both English and Mathematics.

Applicants who have successfully completed the entire bridging programme for Sport Management offered by NUST, through CED, will also be eligible for admission into the degree.

## Mode of Delivery

The programme will be offered on full-time and part-time mode, in accordance with NUST's rules and regulations. The programme will also be available on the distance mode at a time to be determined by the Centre for Open and Life-long Learning (COLL).

## Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Bachelor of Sport Management will ordinarily be able to pursue further studies at NQF Level 8 in Sport Management or a related cognate area of learning.

## Requirements for the Qualification

The Bachelor of Sport Management will be awarded to students credited with a minimum of 362 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Yearbook of NUST.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite
BMS411S	Basic Mathematics	None
FOM511S	Fundamentals of Marketing	None
BMI511S	Introduction to Business Management	None
BAC1100	Business Accounting 1A	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None

#### Semester 2

SLR521S	Sport, Lifestyle & Recreation Sciences	None
BBE612S	Business Ethics	None
EPR511S	English in Practice	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4, or Exemption



ICT521S	Information Competence	None
SMF521S	Sport Management	Introduction to Business Management
BAC1200	Foundation Business Accounting 1B	Business Accounting 1A
<b>Year 2</b>		
<b>Semester 3</b>		
PMI511S	Principles of Microeconomics	None
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics/Basic Mathematics or a B symbol or better in Grade 12
SSP611S	Sports Sociology and Psychology	None
SMT611S	Sport Marketing	Fundamentals of Marketing
SLR611S	Sport Law and Regulations	None
EAP511S	English for Academic Purposes	None
<b>Semester 4</b>		
PMA512S	Principles of Macroeconomics	None
CSS621S	Corporate Sports and Salesmanship	Fundamentals of Marketing
SFM621S	Sport Facilities Management	None
SDC621S	Sport Didactics and Coaching	Sport Sociology and Psychology
PEM621S	Project and Events Management	None
PWR611S	Professional Writing	English for Academic Purposes, or Communication Skills, or Module 4, or Exemption from English for Academic Purposes/ Communication Skills/Module 4r
<b>Year 3</b>		
<b>Semester 5</b>		
MPR711S	Media and Public Relations	Fundamentals of Marketing
CBS711S	Consumer Behaviour in Sports	Fundamentals of Marketing
SGP711S	Sport Governance & Policy	None
ICE712S	Innovation, Creativity & Entrepreneurship	None
SYD611S	Sustainability & Development	None
BRS711S	Business Research for Sports Managers	Fundamentals of Marketing & Basic Business Statistics 1A
<b>Semester 6</b>		
WIS721S	Work Integrated Learning- Sport Management	English for Academic Purposes, or examination in all cores courses up to Semester 5 of the programme

## BACHELOR OF SPORT MANAGEMENT (Phased in 2022)

07BSMN

NQF Level: 7

NQF Credits: 364

NQF Identification: Q2312

### Description

The Bachelor of Sport Management programme aims to produce graduates who can competently manage and administer sports businesses and sport business-related tasks and duties in private and/or public establishments and make effective decisions within the scope of their responsibilities. Similarly, the degree will provide students with a solid foundation and diverse range of skills and competencies in sport-related business fundamentals, including general management, marketing, governance, legal issues, event and facility management, etc. Furthermore, this programme will equip student to apply relevant sport management principles, concepts, and tools to effectively and efficiently make business decisions in the areas of: sport sponsorship, events management, outsourcing and insourcing of duties and responsibilities, etc., and, managing themselves and others while providing mentorship and coaching to subordinates. In the same vein, students would be able to appraise and manage the synergy between sport, marketing, business, management, and other functional management areas in a sporting organization.

Students who exit with a Bachelor of Sport Management will be employable and able to find, and create employment as entrepreneurs, sporting/sport managers, sport administrators, sport marketing executives, management/marketing executives, business development executives, sporting brand managers/executives, sponsorship executives, events executives, etc., in the private sector, public sector and/or both.

### Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of NUST (GI2.1 in Part 1 of the NUST Yearbook).

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of NUST (GI2.2 in Part 1 of the NUST Yearbook)- with a minimum of 50 % in both English and Mathematics.

### Mode of Delivery

The programme will be offered in full-time, part-time, and distance mode, following NUST's rules and regulations.

### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Bachelor of Sport Management will ordinarily be able to pursue further studies at NQF Level 8 in Sport Management or a related cognate area of learning.

### Requirements for the Qualification

The Bachelor of Sport Management will be awarded to students credited with a minimum of 362 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Yearbook of NUST.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite
BMS411S	Basic Mathematics	None
FOM511S	Fundamentals of Marketing	None
BMI511S	Introduction to Business Management	None
BAC1100	Business Accounting 1A	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None

#### Semester 2

STR521S	Sport Tourism and Recreation	None
BBE612S	Business Ethics	None
EPR511S	English in Practice	Principles of English Language Use
ICT521S	Information Competence	None
PRS521S	Principles and Practice of Sport Management	Introduction to Business



BAC1200	Business Accounting 1B	Business Accounting 1A
<b>Year 2</b>		
<b>Semester 3</b>		
PMI511S	Principles of Microeconomics	None
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics/Basic Mathematics or a B symbol or better in Grade 12
SPP611S	Sports Psychology	None
SMT611S	Sport Marketing	Fundamentals of Marketing
SLR611S	Sport Law and Regulations	None
EAP511S	English for Academic Purposes	None
<b>Semester 4</b>		
PMA512S	Principles of Macroeconomics	None
CSS621S	Corporate Sports and Salesmanship	Fundamentals of Marketing
SSC621S	Sport Sociology	None
PMS621S	Project Management in Sport	None
PWR611S	Professional Writing	English for Academic Purposes
SFE621S	Sport Facilities and Events Management	None
<b>Year 3</b>		
<b>Semester 5</b>		
MPR711S	Media and Public Relations	None
CBS711S	Consumer Behaviour in Sports	Fundamentals of Marketing
SGP711S	Sport Governance & Policy	None
SYD611S	Sustainability & Development	None
RMS611S	Risk Management in Sport	None
<b>Semester 6</b>		
WIS721S	Work Integrated Learning – Sport Management	A pass or at least admission to the examination in all core courses up to semester 5 of the programme.
ICE712S	Innovation, Creativity and Entrepreneurship	None

# BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT (Phasing out from 2017 - 2023)

07BLSM

NQF Level: 7

NQF Credits: 388

NQF Identification ID: Q0275

## Description

The Bachelor of Logistics and Supply Chain Management is a three year degree programme aimed at producing graduates who can competently manage logistics and supply chain management related tasks for business competitiveness in both public and private sectors. The Bachelor of Logistics and Supply Chain Management is worth 388 credits and registered at Level 7 on the NQF.

## Admission Requirements

Candidates may be considered for admission for this programme if they meet General Admission Requirement of the Namibia University of Science and Technology (G12.1 in Part 1 of the NUST Yearbook).

## Mode of Delivery

The programme will be offered on the following modes available in the Namibia University of Science and Technology rules and regulations, Full-time, Part-time and Distance.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite
BMS411S	Basic Mathematics	None
IME511S	Introduction to Marketing and its Env.	None
BMI511S	Introduction to Business Management	None
BAC1100	Business Accounting 1A	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None

#### Semester 2

BSC410S	Basic Science	None
BBE612S	Business Ethics	None
EPR511S	English in Practice	Principles of English Language Use
ICT521S	Information Competence	None
MPS512S	Marketing Principles	None
IPS511S	Introduction to Supply Chain Mgt	None

### Year 2

#### Semester 3

EAP511S	English for Academic Purposes	English in Practice
PLM611S	Principles of Logistics Management	None
BBS111S	Basic Business Statistics 1A	Basic Mathematics
PTE511S	Principles of Transport Economics	None
BOP611S	Business Operations Management	None
MNS511S	Management Information Systems	None
OLM612S	Operational Logistics Management	None

#### Semester 4

PMA512S	Principles of Macroeconomics	None
TEP521S	Transport Economics and Planning	Principles of Transport Economics
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A
BBF612S	Business Finance	None
ESA310S	Enterprise Systems Applications	Management Information Systems
DAR611S	Data Analysis and Reporting	None





### Year 3

#### Semester 5

SCM711S	Supply Chain Management	Principles of Logistics Management
BEP712S	Small and Medium Enterprise Management	None
CIS610S	Contemporary Issues	None
ENT312S	Entrepreneurship	None
CML111S	Commercial Law 1A	None
CMS712S	Global Supply Chain Management	None

#### Semester 6

CML112S	Commercial Law 1B	Commercial Law 1A
WIG712S	Work Integrated Learning (Logistics)	Small and Medium Enterprise Management

\* This course has been replaced with Innovation, Creativity and Entrepreneurship worth 15 credits at NQF Level 7.

\*\* This course has been replaced with Enterprise Resource Planning (ERP720S).

#### Special Arrangements for Work Integrated Learning

Work Integrated Learning (WIL) is incorporated in the 6th semester, following the project management course completed in the 5th semester. The work integrated learning requires students to undertake a work/industry related project to ensure that practical experience is gained by a student on completion of the programme. The work integrated learning experience and resultant project comprises of 36 credits (360 notional hours) of the total programme.

Students with assistance from the academic supervisor will be required through-out the 5th semester to identify a placement in industry.

The student will then sign an agreement provided by the academic supervisor with the organisation that has approved the placement, and assigned an industry supervisor to the student.

The agreement will include the job description of the student, together with a project plan compiled by the student that will count towards the final mark of WIL.

Once the project plan has been approved by the academic supervisor, the work-integrated learning can commence. The work-integrated learning process through-out the 6th semester should be documented and a short report should be given to the academic supervisor on a 2 weekly basis, after approval by the industry supervisor.

The time-period for the experiential learning will span over 16 weeks, to ensure the students fulfil their requirements of 360 hours.

The student will be required to compile a final report on all activities and project during the WIL process, and produce it to the academic supervisor at the end of the semester that will count towards the final mark of WIL.

A presentation will be required by student at the end of the semester that will count towards the final mark of WIL. The final mark of the student will be calculated according to the following:

Project Plan:	10 %
2 Week Reports:	10 %
Final Report:	70 %
Presentation:	10 %

# BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT (Phased in 2017)

07BLSC

NQF Level: 7

NQF Credits: 361

NQF Identification ID: Q2094

## Description

The Bachelor of Logistics and Supply Chain Management is a three year degree programme aimed at producing graduates who can competently manage logistics and supply chain management related tasks for business competitiveness in both public and private sectors. Students will be exposed to relevant logistics and supply chain management techniques, information systems for efficient supply chain decisions in areas such as strategic sourcing, reduction of costs in local and global logistics, managing supply chain risks and timely delivery of value added products, responsive to customer specific requirements. Students will acquire both theoretical knowledge and practical application through work related and simulation programmes, including new subjects such as Environmental and Humanitarian Logistics, Global Logistics and Supply Chain Management, Procurement Management, and Information Technology in Logistics.

## Admission Requirements

Candidates may be considered for admission for this programme if they meet General Admission Requirement of the Namibia University of Science and Technology (G12.1 in Part 1 of the NUST Yearbook). In addition, candidates are required to have passed Mathematics with at least an E-Symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entry examinations of the Namibia University of Science and Technology (G12.1 in Part 1 of the NUST Yearbook).

## Mode of Delivery

The programme will be offered on full-time, part-time and distance modes in accordance with the Namibia University of Science and Technology rules and regulations.

## Transition Arrangements

The revised Bachelor of Logistics and Supply Chain Management programme will be implemented incrementally on a year by year basis. The revised programme will be phased in completely by the end of the 2019 academic year. The Bachelor of Logistics and Supply Chain Management (old curriculum) programme will be phased out systematically with minimal disruption to existing students' learning progression.

Students who are registered in 2016 for the first year of the phased-out programme (old curriculum) and who fail more than 50 % of courses at the end of 2016, will be required to change their registration to the revised programme in 2017, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below. Courses will then be offered based on the revised syllabi only in 2017 (1st year), 2018 (2nd year) and 2019 (3rd year). Students who fail any of the courses in the old curriculum will be required to repeat such courses based on the corresponding subjects in the revised programme. Please refer to Table 2 below for detailed information the new or revised corresponding courses to be done if students fail courses in the old curriculum.

The deadline for complete phasing out of the Bachelor of Logistics and Supply Chain Management (old curriculum) is 2021 after which students must automatically switch to the new programme and meet all requirements based on the new curriculum.

**Table 1: 1st Year Courses to be credited**

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Logistics and Supply Chain Management (New/ Revised Courses)
<b>Year 1: Semester 1</b>			
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
CUS411S	Computer User Skills	CUS411S	Computer User Skills
IME511S	Introduction to Marketing & its Environment	FOM511S	Fundamentals of Marketing
BMS411S	Basic Mathematics	ITM111S	Introduction to Mathematics
ISM511S	Introduction to Supply Chain Management	ISM511S	Introduction to Supply Chain Management
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
<b>Year 1, Semester 2</b>			
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
TEP512S	Transport Economics & Procedures	TEP521S	Transport Economics and Planning



EPR511S	English in Practice	EPR511S	English in Practice
ICT120S	Information Competence	ICT521S	Information Competence
BSC410S	Basic Science	BSC410S	Basic Science
PLM611S	Principles of Logistics Management	FLM521S	Fundamentals of Logistics Management

Table 2:

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Logistics and Supply Chain Management (New/ Revised Courses)
ISM511S	Introduction to Supply Chain Management	ISM511S	Introduction to Supply Chain Management
IME511S	Introduction to Marketing & its Environment	FOM511S	Fundamentals of Marketing
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
TEP512S	Transport Economics & Procedures	TEP511S	Transport Economics & Planning
OLM612S	Operational Logistics Management	OLM612S	Operational Logistics Management
DAR611S	Data Analysis and Reporting	FDA621S	Forecasting and Data Analysis
PLM611S	Principles of Logistics Management	FLM521S	Fundamentals of Logistics Management
SCM711S	Supply Chain Management	SCM711S	Supply Chain Management
		EHL621	Environmental & Humanitarian Logistics
		FSM621S	Forwarding & Shipping Management
		ITL611S	Information and Technology in Logistics
		PMM711S	Procurement Management
GSM712S	Global Supply Chain Management	GSM712S	Global Logistics and Supply Chain Management
ENT312S	Entrepreneurship	ICE712S	Innovation, Creativity and Entrepreneurship
PRM422S	Project Management	LMP711S	Leading and Managing Projects
WIG712S	Work Integrated Learning (Logistics)	WIG712S	Work Integrated Learning (Logistics)

**Requirements for Qualification Award**

The Bachelor of Logistics and Supply Chain Management will be awarded to students credited with a minimum, of 362 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the NUST Yearbook.

**CURRICULUM****Year 1****Semester 1**

Course Code	Course Title	Prerequisite
ITM111S	Introduction to Mathematics	None
FOM511S	Fundamentals of Marketing	None
ISM511S	Introduction to Supply Chain Management	None
PTE511S	Principles of Transport Economics	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None

**Semester 2**

TEP521S	Transport Economics and Planning	Principles of Transport Economics
BBE612S	Business Ethics	None
EPR511S	English in Practice	Principles of English Language Use or Language in Practice A, or Module 2, or Minimum B in English as 2nd Language
ICT521S	Information Competence	None
BSC410S	Basic Sciences	None
FLM521S	Fundamentals of Logistics Management	None

## Year 2

### Semester 3

FAC511S	Financial Accounting 101	Fundamentals of Marketing
BBS111S	Basic Business Statistics 1A	Fundamentals of Marketing
ITL611S	Information and Technology in Logistics	None
OLM612S	Operational Logistics Management	None
CML111S	Commercial Law 1A	None
EAP511S	English for Academic Purposes	English in Practice, or Language in Practice B, or Module 3, or Exemption

### Semester 4

FSM621S	Forwarding and Shipping Management	None
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A
EHL621S	Environmental and Humanitarian Logistics	None
CML112S	Commercial Law 1B	Commercial Law 1A
FDA621S	Forecasting and Data Analysis	None
PWR611S	Professional Writing	Communication Skills or Module 4, or Exemption from Communication Skills/ Module 4

## Year 3

### Semester 5

LMP711S	Leading and Managing Projects	None
GSM712S	Global Logistics and Supply Chain Management	None
ICE712S	Innovation, Creativity and Entrepreneurship	None
SCM711S	Supply Chain Management	Introduction to Supply Chain Management
PMM711S	Procurement Management	None

### Semester 6

SYD611S	Sustainability & Development	None
WIG712S	Work Integrated Learning (Logistics)	All core subjects up to Semester 5

\* This course has been replaced with Innovation, Creativity and Entrepreneurship worth 15 credits at NQF Level 7.

\*\* This course has been replaced with Enterprise Resource Planning (ERP720S).

### Special Arrangements for Work Integrated Learning

Work Integrated Learning (WIL) is incorporated in the 6th semester, following the project management course completed in the 5th semester. The work integrated learning requires students to undertake a work/industry related project to ensure that practical experience is gained by a student on completion of the programme. The work integrated learning experience and resultant project comprises of 36 credits (360 notional hours) of the total programme.

Students with assistance from the academic supervisor will be required through-out the 5th semester to identify a placement in industry.

The student will then sign an agreement provided by the academic supervisor with the organisation that has approved the placement, and assigned an industry supervisor to the student.

The agreement will include the job description of the student, together with a project plan compiled by the student that will count towards the final mark of WIL.

Once the project plan has been approved by the academic supervisor, the work-integrated learning can commence. The work-integrated learning process through-out the 6th semester should be documented and a short report should be given to the academic supervisor on a 2 weekly basis, after approval by the industry supervisor.

The time-period for the experiential learning will span over 16 weeks, to ensure the students fulfil their requirements of 360 hours.

The student will be required to compile a final report on all activities and project during the WIL process, and produce it to the academic supervisor at the end of the semester that will count towards the final mark of WIL.

A presentation will be required by student at the end of the semester that will count towards the final mark of WIL. The final mark of the student will be calculated according to the following:

Project Plan:	10 %
2 Week Reports:	10 %
Final Report:	70 %
Presentation:	10 %

The role of the student is to undergo the training, as broadly specified by the academic department and offered by the company.

**BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT****07BPSM****(Revised Programme – Phased in 2022)****NQF Level: 7****NQF Credits: 361****NQF Identification ID: Q2303****Programme Aims/Purpose**

The Bachelor of Procurement and Supply Chain Management programme provides a systematic and comprehensive introduction of principles, concepts, theories and problem-solving techniques within Procurement and Supply Chain Management. Businesses and government agencies require people skilled in supply chain and procurement management to coordinate the flow of materials, finances, and information within and between companies. Procurement and Supply chain management specialists are equipped with strategies that make business and governments competitive within a global economy, thus improving service delivery while reducing costs for employers. In the same vein, the Bachelor of Procurement and Supply Chain Management aims at producing graduates who can competently manage procurement and supply chain management tasks and duties as well as make informed decisions within the scope of their responsibilities.

The programme will further, enable students to acquire knowledge and a more hands-on practical approach and key transferable skills relevant to addressing procurement and logistics challenges in Namibia and the international community. Graduates would be able to appraise and manage the synergy between procurement, logistics, and other functional areas of supply chain management in an organisation. Upon successfully completing the programme, graduates will be able to find employment in both the private and public sectors as procurement and supply chain management practitioner or manager.

**Admission Requirements**

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in the Prospectus). In addition, candidates are required to have passed Mathematics with at least an D- symbol at NSSC Ordinary Level or grade 4 at NSSC Higher Level, or equivalent.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in the Prospectus).

**Mode of Delivery**

The programme will be offered on full-time, part-time, and distance as well as hybrid and blended learning modes following Namibia University of Science and Technology rules and regulations.

**Assessment strategies:**

Students will be assessed through continuous formative and summative assessments with the possibility of e-Assessment where applicable. These assessments will focus on the achievement of competencies and take the form of problem-solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised to free students' intellectual capacity for broader cognitive development. Assessment using tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a particular skill can be transferred, following Namibia University of Science and Technology Policy on diversified continuous assessment. Each course assessed using Diversified Continuous Assessment will have a minimum of four assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least two assessments.

Assessment for WIL will be as carry-out as follows: A portfolio shall be structured by the departmental co-ordinator indicating the tasks that will be performed in specific workplaces in collaboration with the Cooperative Education Unit and the company's representative.

**Transition Arrangements:**

The revised Bachelor of Procurement and Supply Chain Management programme takes effect from January 2022 and will be implemented incrementally on year by year basis. The revised programme will be phased in completely by the end of the 2024 academic year. The Bachelor of Logistics and Supply Chain Management (old curriculum) programme will be phased out systematically by 2025 with minimal disruption to existing students' learning progression.

Students who are registered in 2020 for the first year of the phased-out programme (old curriculum) and who fail more than 50% of courses at the end of 2020, will be required to change their registration to the revised programme in 2021 and will be granted credits on a course-by-course basis following information in Table 15.1 below. Courses will then be offered based on the revised syllabi only in 2021 (1<sup>st</sup> year), 2022 (2<sup>nd</sup> year) and 2023 (3<sup>rd</sup> year). Students who fail any of the courses in the old curriculum will be required to repeat such courses based on the corresponding subjects in the revised programme. Please refer to Table 15.2 below for detailed information on the new or revised corresponding courses to be done if students fail courses in the old curriculum.

The deadline for the complete phasing out of the Bachelor of Logistics and Supply Chain Management (old curriculum) is 2025 after which students must automatically switch to the new programme and meet all requirements based on the new curriculum.

**Table 15.1 Courses to be credited**

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Procurement and Supply Chain Management (New/Revised Courses)
<b>Year 1: semester 1:</b>			
LIP411S	Language in practice	PLU411S	Principles of English Language Use
CUS411S	Computer User Skills	CUS411S	Computer User Skills
FOM511S	Fundamentals of Marketing	FOM511S	Fundamentals of Marketing
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
<b>Year 1: semester 2:</b>			
BBE612S	Business Ethics	BBE612S	Business Ethics
EPR511S	English in Practice	EPR511S	English in Practice
BSC410S	Basic Science	BSC410S	Basic Science
<b>Year 2: semester 3:</b>			
EAP511S	English for Academic Purposes	EAP511S	English for Academic Purposes
FAC511S	Financial Accounting 101	BAC1100	Business Accounting 1A
CML111S	Commercial Law 1A	CML111S	Commercial Law 1A
BBS111S	Basic Business Statistics 1A	BBS111S	Basic Business Statistics 1A
<b>Year 2: semester 4:</b>			
BBS112S	Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1B
PWR611S	Professional Writing	PWR611S	Professional Writing
FSM621S	Forwarding and Shipping Management	FSM621S	Forwarding and Shipping Management
FDA621S	Forecasting and Data Analysis	FDA621S	Forecasting and Data Analysis
CML112S	Commercial Law 1B	CML112S	Commercial Law 1B
<b>Year 3: semester 5:</b>			
ICE712S	Innovation, Creativity, and Entrepreneurship	ICE712S	Innovation, Creativity, and Entrepreneurship
LMP711S	Leading and Managing Projects	LMP711S	Leading and Managing Projects
<b>Year 3: semester 6:</b>			
CIS610S	Contemporary Issues	SY611S	Sustainability and Development
WIG721S	Work Integrated Learning	TBC	Work Integrated Learning

**Table 15.2 Corresponding Courses (if Failed). This is not a credit table.**

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Procurement and Supply Chain Management (Corresponding New/Revised Courses)
PTE511S TEP521S	Principles of Transport Economics Transport Economics and Planning	TTE511S	Transport Economics
ISM511S	Introduction to Supply Chain Management	TBC	Introduction to Procurement and Supply Chain Management
FLM521S	Fundamentals of Logistics Management	TDM511S	Transport and Distribution Management
GSM712S SCM711S	Global Logistics and Supply Chain Management Supply Chain Management	TBC	Global Supply Chain Management
OLM612S	Operational Logistics Management	TBC	Advanced Operational Logistics Management
PMM711S	Procurement Management	TBC	Sustainable Procurement Practices
	None	TBC	Procurement and Supply Chain Risks Management
	None	TBC	Policies and Legal Framework for Public Procurement Management
	None	TBC	Contract and Performance Management
	None	TBC	Whole Life Asset Management

**Note:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the revised curriculum.



### Please Note:

Table 15.2, above highlights new/revised courses in the revised Bachelor of Procurement and Supply Chain Management that should be done if courses on the old curriculum are failed, some of the Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The following core courses in Bachelor of Logistics and Supply Chain Management (old curriculum) which do not have corresponding new/revised courses in the revised curriculum, will be offered until the old curriculum is phased out entirely in 2021:

- Information Competence (ICT521S)

### CURRICULUM

#### Year 1

##### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
CUS411S	Computer User Skills	None	4	10
FOM511S	Fundamentals of Marketing	None	5	12
IPS511S	Introduction to Procurement and Supply Chain Management	None	5	10
PLU411S	Principles of English Language Use	None	4	NCB
TDM511S	Transport and Distribution Management	None	5	10
TTE511S	Transport Economics	None	5	10

##### Semester 2

BBE612S	Business Ethics	None	6	10
BSC410S	Basic Science	None	4	8
CPM521S	Contract and Performance Management	None	8	15
EPR511S	English in Practice	Principles of English Language Use	5	NCB
ITM111S	Introduction to Mathematics	None	5	10
PSR521S	Procurement and Supply Chain Risks Mgt	None	5	10

#### Year2

##### Semester 3

BAC1100	Business Accounting	None	5	10
BBS112S	Basic Business Statistics 1A	Introduction to Mathematics	6	12
CML111S	Commercial Law 1A	None	5	12
EAP511S	English for Academic Purposes	English in Practice	5	14
ITL611S	Information and Technology in Logistics	None	6	12
WAM611S	Whole Life Asset Management	None	6	12

##### Semester 4

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
CML112S	Commercial Law 1B	Commercial Law 1A	5	12
FDA621S	Forecasting and Data Analysis	None	6	12
FSM621S	Forwarding and Shipping Management	None	6	12
PLF621S	Policies and Legal Framework for Public Procurement Management	None	6	10
PWR611S	Professional Writing	English for Academic Purposes	6	14

#### Year3

##### Semester 5

AOL711S	Advanced Operational Logistics Management	None	7	14
GSC711S	Global Supply Chain Management	None	7	14
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
LMP711S	Leading and Managing Projects	None	7	12
SPT711S	Sustainable Procurement Practices	None	7	14

##### Semester 6

SYD611S	Sustainability and Development	None	6	12
WIG712S	Work Integrated Learning	All core courses up to Semester 5	7	36



## SCHOOL OF HUMAN SCIENCES AND EDUCATION

### DEPARTMENT OF COMMUNICAITON AND LANGUAGES

#### QUALIFICATIONS OFFERED

Bachelor of Communication

07BCMM

Bachelor of English and Linguistics

07BENL

#### BACHELOR OF COMMUNICATION

07BCMM

(Revised - Phased in 2021)

**NQF Credits: 370**

#### Description

The Bachelor of Communication has been revised to ensure its continued relevance, as well as full compliance with the Curriculum Framework and National Qualifications Framework (NQF) requirements. This revised programme addresses the ongoing need for qualified communicators in both the public and private sectors.

#### Admission Requirements

Candidates will be considered for admission to this programme, if they meet the General Admission Requirements of the Namibia University of Science and Technology (NUST) (GI2.1 in Part 1 of the NUST Yearbook). In addition to General Admission Requirements (Regulation GI2.1) and Mature Age Entry Scheme (Regulation GI2.2) as contained in the N U S T Yearbook, candidates should have a minimum D- symbol in Grade 12/NSSCO English.

Candidates who meet the minimum admission requirements will be required to write a special Final Selection English test (not a placement test) which they should pass with at least 50 % to be considered for admission into the programme. Admission under Mature Age Entry Scheme shall also consider recognition of prior learning (RPL).

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that could be granted is 50 % of the credits for a qualification.

Students who graduate with the Bachelor of Communication will ordinarily be able to pursue further studies in Communication, or a related area of cognate learning at NQF Level 8.

#### Mode of Delivery

This programme will be offered on the full-time, part-time and distance modes of study, in accordance with NUST rules and regulations.

#### Requirements for Qualification Award

The Bachelor of Communication will be awarded to students credited with a minimum of 370 credits. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the Namibia University of Science and Technology Yearbook.

# CURRICULUM

## Year 1

### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
COM511S	Introduction to Communication	None	5	12
CSP511S	Communication for Specific Purposes	None	5	12
PMI511S	Principles of Microeconomics	None	5	12
BMS411S	Basic Mathematics	None	4	12
CUS411S	Computer User Skills	None	4	12

### Semester 2

OCO521S	Organisational Communication	Introduction to Communication	5	12
DCO521S	Digital Communication	None	6	13
ICC521S	Intercultural Communication	None	5	12
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8

## Year 2

### Semester 3

MDP611S	Multimedia Design and Production	None	6	13
RTC611S	Rhetorical Theory and Criticism	None	6	13
GDC611S	Group Dynamics and Communication	None	6	13
ITS511S	Introduction to Sociology	None	5	12
ITP511S	Introduction to Public Management	None	5	12

### Semester 4

GCO621S	Gender Communication	None	6	15
BCO621S	Business Communication	Communication for Specific Purposes	6	13
PSA621S	Public Speaking and Argumentation	Rhetorical Theory and Criticism	6	13
PRT721S	Public Relations Theory and Practice	None	7	14
IPS521S	Introduction to Political Science	None	5	12

## Year 3

### Semester 5

WIC711S	Work Integrated Learning	All core Courses in Communication to Sem 4		
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### Semester 6

SYD611S	Sustainability and Development	None	6	12
COT721S	Communication Theories	None	7	14
MCM721S	Mediation Communication	None	7	14
PAP721S	Persuasion and Propaganda	Rhetorical Theory and Criticism Public Speaking and Argumentation	7	14
LEC721S	Legal and Ethical Issues in Communication	None	7	14



### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, individual or group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end-of-term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with University policy on diversified continuous assessment, each course, where applicable, will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination will have at least four formal assessments.

The Work Integrated Learning component which is, for a semester, requires regular submissions during the semester and a portfolio compiled by the student. The student is monitored by an academic supervisor (lecturer) and the industry supervisor. The academic supervisor makes two visits to meet the student and his/her industry supervisor (in person, or virtually via Zoom/ WhatsApp video group call/MS Teams or other). The industry supervisor/organization commits himself by signing a contract with the Department of Communication to supervise the student as stipulated in the WIL Guide. This course requires monthly submissions for assessment throughout the semester and the submission of a portfolio at the end of the semester. Assessments are moderated by an external Moderator.

### Transition Arrangements

The Bachelor of Communication (07BACO) will be phased out systematically until 2025, with minimal disruption to existing students' learning progression.

The last intake of 1st year students for the out-phasing programme (07BACO) will be in January 2020. Students who are registered in 2020 for the 1st year of the out-phasing programme (07BACO), and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the revised programme (new curriculum), and will be granted credits on a course-by course basis in accordance with information in table below.

In addition, students who are registered in 2020 for the 1st year of the out-phasing programme (07BACO curriculum), and who meet all requirements for progression to the 2nd year in 2021, will also be required to transition to the revised programme (new curriculum) but will need exemption from two of the institutional core courses, i.e. *Information Competence (ICT521S)*, and *Basic Science (BSC410S)*. All other courses will be credited in accordance with information in Table 15.1 below.

However, students who will be registered for the 3rd year of the out-phasing programme (07BACO) in 2020 will be allowed to complete the programme based on the requirements of the old curriculum, as they stand to lose credits. They would have until 2023 to do so. The revised Bachelor of Communication (new curriculum) will take effect from July 2020. Courses will only be offered based on the new and revised syllabi in July 2020. The deadline for phasing out of the Bachelor of Communication (07BACO) is 2025, after which students must automatically switch to the revised programme and fulfil all requirements based on the new curriculum.

**Table 15.1 Courses to be credited**

Course Code	Bachelor of Communication (07BACO)	Course Code	Bachelor of Communication (Equivalent New/Revised Courses)
ICO511S	Introduction to Communication 1A	COM511S	Introduction to Communication
NVC521S	Nonverbal Communication		
ICC511S	Intercultural Communication	ICC521S	Intercultural Communication
BMS411S	Basic Mathematics	BMS411S	Basic Mathematics
CUS411S	Computer User Skills	CUS411S	Computer User Skills
PMI511S	Principles of Microeconomics	PMI511S	Principles of Microeconomics
ICO521S	Introduction to Communication 1B	COT721S	Communication Theories
SPW611S	Specialised Writing	BCO621S	Business Communication
OCO521S	Organisational Communication	OCO521S	Organisational Communication
GDC611S	Group Dynamics and Communication	GDC611S	Group Dynamics and Communication
ICT521S	Information Competence	ICT521S	Information Competence
BSC410S	Basic Science	BSC410S	Basic Science

**Table 15.2 Corresponding courses**

ICO511S	Introduction to Communication 1A	COM511S	Introduction to Communication
NVC512S	Nonverbal Communication		
		CPSS511S	Communication for Specific Purposes
ICC512S	Intercultural Communication	ICO512S	Intercultural Communication
ICO112S	Introduction to Communication 1B	COT721S	Communication Theories
		DCO521S	Digital Communication
OCO512S	Organisational Communication	OCO521S	Organisational Communication
MCO721S	Management Communication		
GDC612S	Group Dynamics and Communication	GDC612S	Group Dynamics and Communication
GCO612S	Gender Communication	GCO612S	Gender Communication
RTC611S	Rhetorical Theory and Criticism	RTC611S	Rhetorical Theory and Criticism
WCO612S	Web Communication	MDP611S	Multimedia Design and Production
SPW611S	Specialised Writing	BCO621S	Business Communication
PSA612S	Public Speaking and Argumentation	PSA612S	Public Speaking and Argumentation
WIC711S	Work Integrated Learning	WIC711S	Work Integrated Learning
LEC712S	Legal and Ethical Issues in Communication	LEC712S	Legal and Ethical Issues in Communication
PAP712S	Persuasion and Propaganda	PAP721S	Persuasion and Propaganda
MCM712S	Mediation Communication	MCM712S	Mediation Communication

**Please Note:**

The tables above highlight new and revised core courses in Communication. The courses include those that need to be taken if a student fails and newly introduced courses. The institutional core courses and service courses from other departments are excluded, but the rules of respective departments apply to this programme as well.

**Career Opportunities:**

Holders of the Bachelor of Communication degree will find career opportunities in the following subfields of Communication:

- Corporate Communication Practitioners
- Public Information Officer
- Public Relations Practitioner
- Media and Press Liaison Officer
- Negotiation and Mediation Officer
- News writing and presenting
- Market Researcher
- Media Analyst
- Community Affairs Liaison
- Corporate Social Media Manager
- Communication and Media consultant
- Academic



**BACHELOR OF ENGLISH AND LINGUISTICS**  
(Revised - Phased in 2021)

**07BENL**

**NQF Credits: 382**

**Description**

The Bachelor of English and Linguistics provides a methodical and logical introduction to the broad knowledge, principles, concepts, data, theories and problem-solving techniques in the language domain. The programme will enable students to acquire transferable language skills.

Overall the Bachelor of English and Linguistics aims at: providing students with a sound foundation in the fundamental concepts and theories of English and Linguistics; developing the ability of students to analyse information from a wide range of sources; promoting national development through the teaching of English and Linguistics; aligning English teaching standards at the tertiary level with Information Communication Technology produced by the Ministry of Education; producing professionals in the field of English who are competent in linguistics and literature. The revised Bachelor of English and Linguistics programme addresses the critical need for professionals who can contribute to nation building.

The current Bachelor of English and Linguistics programme is revised to ensure that the programme is fully compliant with requirements of the National Qualifications Framework (NQF) and the Namibia University of Science and Technology (NUST) Curriculum Framework.

**Admission Requirements**

Candidates may be admitted to the Bachelor of English and Linguistics Degree programme if they meet the University's General Admission Requirements (GI2.1 in Part 1 of the Yearbook). In addition to General Admission Requirements (Regulations GI2.1) and Mature Age Entry Scheme (Regulation GI2.2) as contained in the Yearbook of Namibia University of Science and Technology, students shall have symbol D in Grade 12/NSSCO or better in English.

Students will be required to write a special English test (not a placement test) which they should pass with at least 60% to be admitted into the programme. Admission under Mature Age Entry Scheme shall also consider recognition of Prior Learning (RPL).

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Students who complete the Bachelor of English and Linguistics successfully will ordinarily be able to pursue further studies in English or a related cognate area of learning, at NQF level 8.

**Mode of Delivery**

The intention is to offer the programme on the full-time, part-time and distance modes of study in accordance with the University rules and regulations.

**Requirements for Qualification Award**

The Bachelor of English and Linguistics degree will be awarded to students credited with a minimum of 377 NQF credits. In addition, students should meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook.

**CURRICULUM**

**Note:** The sequences of these courses may differ for the different cohorts.

**Year 1**

<b>Semester 1 Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
ILG511S	Introduction to Linguistics	None	5	10
ILT511S	Introduction to Literature 1A	None	5	10
ILS511S	Introduction to Language in Society	None	5	10
BMS411S	Basic Mathematics	None	4	8
CUS411S	Computer User Skills	None	4	10
WSP511S	Writing for Specific Purposes	None	5	10

## Semester 2

IPP521S	Introduction to Phonetics and Phonology	Introduction to Linguistics and Language Technology	5	10
ILT521S	Introduction to Literature 1B	Introduction to Communication 1A	5	10
NLI521S	Namibian Literature	None	5	10
IDH521S	Introduction to Digital Literature Digital Humanities	None	5	10
BMS411S	Basic Mathematic	None	4	8

## Year 2

### Semester 3

EMP511S	English Morphology	Introduction to Linguistics; and Introduction to Phonetics and Phonology	5	12
TPP611S	Theory and Practice of World Poetry 2A	None	6	12
LTD611S	Literary Drama	None	6	12
LTP611S	Literary Prose	None	6	12
ICC511S	Intercultural Communication	None	5	12

### Semester 4

SOS721S	Study of Semantics	None	7	
TPP621S	Theory and Practice of World Poetry 2B	Theory and Practice of World Poetry 2A	6	12
LRC621S	Literary Criticism	None	6	12
ESY611S	English Syntax	None	6	12
RTC621S	Rhetorical Theory and Criticism	None	5	13

## Year 3

### Semester 5

WIE711S	Work Integrated Learning	All core courses up to Semester 4	5	12
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### Semester 6

SAL721S	Southern African Learning	All core courses up to Semester 4	7	14
SLA721S	Second Language Acquisition	None	6	12
SYD611S	Sustainability and Development	None	5	13
PSA621S	Public Speaking & Argumentation	None	6	13

### Plus one of the following Electives:

AFL721S	African Literature	All core courses up to Semester 4	6	12
PRG721S	Pragmatics	All core courses up to Semester 4	7	14

## Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercisers, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and tests and/or examinations. The use of validating end of term assignments may be minimized in order to free student's intellectual capacity for broader cognitive development. Assessment by means of tests and /or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the University policy on diversified continuous assessment, each course will have a minimum of six assessment events.

Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments.

Work Integrated Learning (WIL) will be assessed on the basis of the following:

- WIL (Industry) supervisor's report;
- Academic assessor's mark (academic assessor to interview both the students and the WIL industry supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the Department. This report should be signed by either the industry supervisor or the manager;
- Student attendance of the Pre-WIL workshops
- Portfolio of Evidence





### Transition Arrangement

The Bachelor of English (old curriculum) will be phased out systematically until 2023 with minimal disruption to existing student's learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in 2020.

Students who are registered in 2020 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of 2020, will be required to change their registration to the revised programme (new curriculum) in 2021, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

Additionally, students who are registered in 2020 for the 1st year of the out-phasing programme (old curriculum), and who meet all the requirements for progression to 2nd year in 2021, will be required to change their registration to the revised programme (new curriculum) in 2021, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

Students, however, who were registered for 2nd year of the out-phasing programme (old curriculum) in 2020 and who meet the all the requirements or progression to 3rd year in 2021, will be allowed to complete their studies based on the requirements of the old curriculum.

The revised Bachelor of English and Linguistics (new curriculum) will take effect from January 2021 with concurrent implementation of year 1 and 2 (2021) while the implementation of 3rd year is scheduled for 2022. Courses will only be offered based on the new/revised syllabi in 2021 (1st and 2nd year) and 2022 (3rd year). Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised correspondence courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Bachelor of English (old curriculum) is 2023 after which students must automatically switch to the revised programme and fulfil all requirements based on the new curriculum.

The revised Bachelor of English and Linguistics (new curriculum) will take effect from January 2021 with concurrent implementation of year 1, 2 and 3. Courses will only be offered based on the new/revised syllabi in 2021 (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year). Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised corresponding courses. Please refer to table 15.2, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Bachelor of English (old curriculum) is 2021 after which students must automatically switch to the revised programme and fulfil all requirements based on the new curriculum.

**Table 15.1 Courses to be credited**

Course code	Bachelor of English (Old courses)	Course code	Bachelor of English and Linguistics (Equivalent new/revised Courses)
ILG511S	Introduction to Linguistics	ILG511S	Introduction to Linguistics
ILT511S	Introduction to Literature 1A	ILT511S	Introduction to Literature 1A
LAT511S	Language and Technology	ILS511S	Introduction to Language in Society
IDL521S	Introduction to Digital Literature	IDH521S	Introduction to Digital Literature and Humanities
EDP711S	English Digital Project		
IPP521S	Introduction to Phonetics and Phonology	IPP521S	Introduction to Phonetics and Phonology
ILT521S	Introduction to Literature 1B	ILT521S	Introduction to Literature 1B
NLI521S	Namibian Literature	NLI521S	Namibian Literature

**Table 15.2 Corresponding courses (if failed). This is not a credit table**

Course code	Bachelor of English (Old courses)	Course code	Bachelor of English and Linguistics (Corresponding new/revised Courses)
EMP511S	English Morphology	EMP511S	English Morphology
	None	WSP511S	Writing for Specific Purposes
TPP611S	Theory and Practice of World Poetry 2A	TPP611S	Theory and Practice of World Poetry 2A
LTD611S	Literary Drama	LTD611S	Literary Drama
LTP611S	Literary Prose	LTP611S	Literary Prose
ICC511S	Intercultural Communication	ICC511S	Intercultural Communication
SOS721S	Study of Semantics	SOS721S	Study of Semantics
TPP621S	Theory and Practice of World Poetry 2B	TPP621S	Theory and Practice of World Poetry 2B
LRC621S	Literary Criticism	LRC621S	Literary Criticism
ESY621S	English Syntax	ESY621S	English Syntax
IDL521S	Introduction to Digital Literature	IDH521S	Introduction to Digital Literature and Humanities
EDP711S	English Digital Project		
RTC621S	Rhetorical Theory and Criticism	RTC621S	Rhetorical Theory and Criticism
WIE711S	Work Integrated Learning	WIE711S	Work Integrated Learning
SAL721S	Southern African Literature	SAL721S	Southern African Literature
SLA721S	Second Language Acquisition	SLA721S	Second Language Acquisition
AFL721S	African Literature	AFL721S	African Literature
MC0721S	Management Communication		None
	None	PSA612S	Public Speaking and Argumentation
	None	PRG721S	Pragmatics

**NB:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the revised curriculum.

**Please Note:**

The course, *Management Communication*, does not have a corresponding course in the revised curriculum. Any student who failed this course will be required to register for it from the Bachelor of Communication. Such students have until 2021 to complete this course, thereafter, would have to register for available courses on the revised curriculum.

**Career Opportunities:**

Graduates of this programme will be able to find employment in the economy by taking up jobs in the public and private sectors of Namibia. Alumni of this programme have found employment at primary and secondary schools across Namibia. Additionally, they have been employed by media outlets, non-governmental organisations, the National Theatre, College of the Arts, various governmental ministries, and corporations within the private sector.



## DEPARTMENT OF SOCIAL SCIENCE

### QUALIFICATIONS OFFERED

Bachelor of Criminal Justice in Correctional Management (Revised -Phased in 2021)

07BCOR

Bachelor of Criminal Justice in Policing (Revised - Phased in 2015)

07BCJP

In addition, the Department also offers many law courses, i.e. service courses, to other departments across Faculties.

### BACHELOR OF CRIMINAL JUSTICE IN CORRECTIONAL MANAGEMENT (Revised - Phased in 2021)

07BCOR

**NQF Credits: 361**

#### Description

The Bachelor of Criminal Justice in Correctional Management compare penal and correctional systems from global perspective. Students examine current issues and gain advanced knowledge of the philosophies and theories that guide correctional systems, policies, structures and functions.

Overall, the Bachelor of Criminal Justice in Correctional Management aims at: Providing students with a diverse range skills and competencies which are both discipline-specific and job related, and facilitating the development of highly generic cognitive and intellectual skills, enabling a graduate to adapt in a continuously changing Criminal Justice System; fostering an understanding of how learned academic knowledge and skills interact and inform the development of professional correctional practices across communities and criminal justice sectors, taking into consideration international best practices and standards.

The Certificate in Criminal Justice (Level 5), as a first exit level, is designed to equip students with the requisite knowledge and skills in dealing with criminal justice issues in different organisations, including state and private security agencies, and to provide the basis for further learning. The certificate will provide students with the fundamentals of the criminal justice system, juvenile justice, crime and criminal behavior. Students who exit with a Certificate in Criminal Justice (Level 5) will be employed in the public and private sectors as correctional, police, judiciary, and security officers at entry level. Bachelor degree holders will find employment as correctional practitioners in the public and private sectors.

#### Admission Requirements

Candidates may be admitted to the Bachelor of Criminal Justice in Correctional Management programme if they meet the General Admission Requirements of the University (GI2.1 in Part 1 of the NUST Yearbook).

Mature Age candidates will be considered provided they meet the requirements of the University (GI2.2 in Part 1 of the Yearbook).

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in Criminal Justice, or a related cognate area of learning, at NQF Level 8.

#### Mode of Delivery

This programme is offered on the full time and part time modes in accordance with the University's rules and regulations.

Depending on the availability of funds, a blended mode of study utilizing flexible delivery strategies, including the use of block courses, blended learning, and e-learning will be introduced, combining shorter periods (up to four weeks a semester) of face-to-face tuition.

#### Requirements for Qualification Award

The Bachelor of Criminal Justice in Correctional Management will be awarded to candidates credited with a minimum of 361 NQF credits, while the Certificate in Criminal Justice (Level 5) will be credited with a minimum of 112 NQF credits and who have met the detailed programme/qualification requirements set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

# CURRICULUM

## Year 1

### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
ICR511S	Introduction to Criminology	None	5	12
ICS511S	Introduction to Criminal Justice Studies	None	5	12
ADR511S	Introduction to Alternative Dispute Resolution	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10
BMS411S	Basic Mathematics	None	4	12

### Semester 2

PTP521S	Introduction to Policing – Theory and Practice	None	5	12
HCI521S	Human Rights for Criminal Justice	None	5	12
CTP521S	Introduction to Correction – Theory and Practice	None	5	12
EPR511S	English in Practice	Principles of English Language Use, or Language In Practice or a B for IGCSE as a Second Language	5	NCB
ICT521S	Information Competence	None	5	10
BSC411S	Basic Science	None	4	8

## Year 2

### Semester 3

EAP511S	English for Academic Purposes	English in Practice	5	14
LPM511S	Law for Public Managers 1A	None	5	12
IOP511S	Introduction to Organisational Psychology	None	5	12
CML611S	Criminal Law 1	None	6	12

### Semester 4

CML621S	Criminal Law 2	Criminal Law 1	6	12
COM612S	Correctional Management 1	None	6	12
COT612S	Correctional Treatment	None	6	12
SYD611S	Sustainability and Development	None	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14

## Year 3

### Semester 5

PCO611S	Professional Communication	Professional Writing	6	14
ECJ711S	Ethics for Criminal Justice Professionals	None	7	12
PRC711S	Practical Research for Criminal Justice	None	7	12
CPM711S	Correctional Project Planning and Management	None	7	12
COM711S	Correctional Management 2	Correctional Management 1	7	12

### Semester 6

EBC712S	Evidence-Based Corrections	Correctional Treatment	6	14
LCJ721S	Leadership in Criminal Justice	None	7	12
WCM721S	Work Integrated Learning (WIL)	Research Practical for Criminal Justice	7	12



### The WIL component will be assessed as follows:

The WIL will be supervised by an institutional supervisor in consultation with the WIL coordinator. A student has to obtain a final mark of 50% to successfully complete the WIL.

### Quality Assurance

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiner and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator should be a Bachelor Honours degree in a related field of studies or the person must be a well-respected expert in the field. Lecturing staff will set and mark the required assessments which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purposes, therefore, ensuring quality of the assessment and the qualification as a whole. All exit level courses for this programme, i.e. courses at NQF level 7, will be externally moderated.

As a quality assurance measure, the use of Turnitin will apply to all written assignments and research projects in all the courses to prevent plagiarism and create a culture of ethics and integrity in academic writing especially in the era of remote and e-learning.

### Transition Arrangements

The Bachelor of Criminal Justice in Correctional Management (old curriculum) will be phased out systematically until 2025 with minimal disruption to existing student's learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2020.

Students who are registered in 2020 for the 1st year of the out-phasing programme (old curriculum), and who fail any of the courses of the curriculum at the end of the year, will be required to change their registration to the revised programme (new curriculum) in 2021. Students will be granted credits on a course-by-course basis in accordance with the information in Table 1.

The revised Bachelor of Criminal Justice in Correctional Management (new curriculum) will take effect from January 2021 and will be completely phased in by 2024. Courses will only be offered based on the revised syllabi in 2021 (1st year), 2022 (2nd year) and 2023 (3rd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses in accordance with NUST's general rules. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of revised corresponding courses as detailed in Table 2.

The deadline for complete phasing out of the Bachelor of Criminal Justice in Correctional Management (old curriculum) is 2025, after which students must automatically switch to the new programme and fulfil all requirements based on the new curriculum.

**Table 1: Courses to be credited**

Course code	Bachelor of Criminal Justice (Correctional Management) (Old Courses)	Course code	Bachelor of Criminal Justice in Correctional Management (New/Revised Equivalent Courses) – Revised Curriculum
CJS511S	Criminal Justice Studies 1	ICR511S	Introduction to Criminal Justice Studies
CJS512S	Criminal Justice Studies 2		
INP511S	Introduction to Policing	PTP521S	Introduction to Policing – Theory and Practice
ITC521S	Introduction to Correction	CTP521S	Introduction to Corrections – Theory and Practice
COT612S	Correctional Treatment	COT612S	Correctional Treatment
LIC712S	Leadership in Corrections	LCJ721S	Leadership in Criminal Justice

**Table 2: Corresponding courses(if failed). This is not a credit table**

Course Code	Bachelor of Criminal Justice (Correctional Management) (Old Courses)	Course Code	Bachelor of Criminal Justice in Correctional Management (Corresponding New/Revised Courses to be done, if failed)
ICR611S	Introduction to Criminology	ICR511S	Introduction to Criminology
CJS511S	Criminal Justice Studies 1	ICS511S	Introduction to Criminal Justice Studies
CJS512S	Criminal Justice Studies 2		
ADR511S	Introduction to Alternative Dispute Resolution	ADR511S	Introduction to Alternative Dispute Resolution
HCI521S	Human Rights for Criminal Justice	HCI521S	Human Rights for Criminal Justice
INP511S	Introduction to Policing	PTP521S	Introduction to Policing – Theory and Practice
ITC521S	Introduction to Corrections	CTP521S	Introduction to Corrections – Theory and Practice
CML611S	Criminal Law 1	CML611S	Criminal Law 1
CML621S	Criminal Law 2	CML621S	Criminal Law 2
COT612S	Correctional Treatment	COT612S	Correctional Treatment
COM612S	Correctional Management 1	COM612S	Correctional Management 1
COM711S	Correctional Management 2	COM711S	Correctional Management 2
ECJ711S	Ethics for Criminal Justice Professionals	ECJ711S	Ethics for Criminal Justice Professionals
PRC711S	Practical Research for Criminal Justice	PRC711S	Practical Research for Criminal Justice
CPM711S	Correctional Project Planning and Management	CPM711S	Correctional Project Planning and Management
EBC712S	Evidence-Based Corrections	EBC712S	Evidence-Based Corrections
LIC712S	Leadership in Corrections	LIC721S	Leadership in Criminal Justice
WCM721S	Work Integrated Learning	WCM721S	Work Integrated Learning

**Please Note:**

Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the revised curriculum.

Table 2 highlights core courses in the Bachelor of Criminal Justice in Correctional Management programme that should be done if courses are failed. Service courses delivered by other Faculties and Departments are excluded, but the rules of relevant Faculties and Departments apply to this programme as well.

**BACHELOR OF CRIMINAL JUSTICE IN POLICING  
(Revised - Phased in 2021)****NQF Credits: 361****NQF Identification: Q0114****NQF Level: 7****Description**

The Bachelor of Criminal Justice in Policing is purposefully designed to provide students with a coherent and systematic introduction to the broad concepts, principles, theories, and problem-solving techniques within the field of criminal justice with specific emphasis on competencies and standards for effective policing. Students will be equipped with essential theoretical knowledge as well as analytical and practical skills of police operations, administration, and management within the context of the criminal justice system in Namibia and beyond. Furthermore, the programme will enable students to demonstrate an in-depth understanding of the role of policing as a sub-system of the criminal justice system in a modern society, as well as that of other law enforcement agencies such as the Namibian Correctional Service, Municipal Police, Immigration Services, Namibian Defence Force, Security Institutions, Banking and Insurance Sectors (Forensic Investigators).

Overall, the Bachelor of Criminal Justice in Policing aims at:

- Providing students with a diverse range of competencies and skills which are both discipline-specific and job-related, enabling students to adapt in a continuously changing professional policing environment throughout the criminal justice system;
- Fostering an understanding of how learned academic knowledge and skills interact and inform the development of professional policing and law enforcement practice across communities and criminal justice sectors, considering international best practices and standards; and
- Producing qualified graduates who can manage crime and advise government on criminal justice policy issues.

Bachelor's degree holders will find employment as police, security, forensic and correctional professionals in the public and private sectors.

The Certificate in Criminal Justice (Level 5), as a first exit level, is designed to equip students with the requisite knowledge and skills in dealing with criminal justice issues in different organisations, including state and private security agencies, and to provide the basis for further learning. The certificate will provide students with the fundamentals of the criminal justice system, juvenile justice, crime, and criminal behavior and policing. Students who exit with a Certificate in Criminal Justice (Level 5) will be employed in the public and private sectors as police officers, safety and security officers and correctional officers at entry level.

The revised programme has been endorsed by members of the Programme Advisory Committee (PAC) and has also been benchmarked with other institutions of higher learning. (Please find attached evidence of consultation and supporting documents).

**Admission Requirements**

Candidates may be admitted to the Bachelor of Criminal Justice in Policing programme if they meet the General Admission Requirements of the NUST (GI2.1 in Part 1 of the NUST Yearbook).

Mature Age candidates will be considered provided they meet the requirements of the NUST (GI2.2 in Part 1 of the Yearbook).

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in Criminal Justice, or a related cognate area of learning, at NQF Level 8.

**Mode of Delivery**

This programme is offered on the full time and part time modes in accordance with the University's rules and regulations.

Depending on the availability of funds, a blended mode of study utilizing flexible delivery strategies, including the use of block courses, blended learning, and e-learning will be introduced, combining shorter periods (up to four weeks a semester) of face-to-face tuition.

**Requirements for Qualification Award**

The Bachelor of Criminal Justice in Policing will be awarded to candidates credited with a minimum of 361 NQF credits, while the Certificate in Criminal Justice (Level 5) will be credited with a minimum of 112 NQF credits and who have met the detailed programme/qualification requirements set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
ICR511S	Introduction to Criminology	None	5	12
ICS511S	Introduction to Criminal Justice Studies	None	5	12
ADR511S	Introduction to Alternative Dispute Resolution	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10

#### Semester 2

PTP521S	Introduction to Policing – Theory and Practice	None	5	12
HCI521S	Human Rights for Criminal Justice	None	5	12
CTP521S	Introduction to Correction – Theory and Practice	None	5	12
EPR511S	English in Practice	Principles of English Language Use, or Language In Practice or a B for IGCSE as a Second Language	5	NCB
ICT521S	Information Competence	None	5	10
BSC411S	Basic Science	None	4	8

### Year 2

#### Semester 3

EAP511S	English for Academic Purposes	English in Practice	5	14
LPM511S	Law for Public Managers 1A	None	5	12
POP611S	Police Operations	None	5	12
CML611S	Criminal Law 1	None	6	12
CIP611S	Crime Investigation Principles	None	6	12
CIP611S	Crime Investigation Principles	None	6	12

#### Semester 4

CML621S	Criminal Law 2	Criminal Law 1	6	12
PID621S	Policing in Democracy	None	6	12
CIT621S	Crime Investigation Techniques	None	6	12
LED621S	Law of Evidence and Criminal Procedure	None	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14

### Year 3

#### Semester 5

PCO611S	Professional Communication	Professional Writing	6	14
SYD611S	Sustainability and Development	None	7	12
ECJ711S	Ethics for Criminal Justice Professionals	None	7	12
POS711S	Police Organisation	Policing Democracy	7	15
PGA711S	Police Intelligence Gathering and Analysis	Crime Investigation Techniques	7	15

#### Semester 6

CIM721S	Crime Investigation Management	Police Intelligence Gathering and Analysis	7	15
LCJ721S	Leadership in Criminal Justice	None	7	15
WCM721S	Work Integrated Learning (WIL)	Research Practical for Criminal Justice	7	36





The WIL will be supervised by an institutional supervisor in consultation with the WIL coordinator. A student has to obtain a final mark of 50% to successfully complete the WIL.

### Transition Arrangements

There are no significant changes between the Bachelor of Criminal Justice in Policing (old curriculum) and Bachelor of Criminal Justice in Policing (revised curriculum). The Bachelor of Criminal Justice in Policing (old curriculum) will be phased out completely by end of the 2020. The last intake of 1<sup>st</sup> year students for the out-phasing programme (old curriculum) was in January 2020.

Students who are registered in 2020 for the 1<sup>st</sup> year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with information in Table 15.1 below.

Additionally, students who are registered in 2020 for the 1<sup>st</sup> year of the out-phasing programme (old curriculum) and who meet all requirements to progress to 2<sup>nd</sup> year by end of the year 2020, will be required to transition to the revised curriculum in 2021. Such students, however, will be required to register for the 1<sup>st</sup> year course **Introduction to Criminology** (ICR511S) in addition to 2<sup>nd</sup> year courses. This is important to ensure that such students meet the minimum credits as required by the programme.

Students registered in 2020 for the 2<sup>nd</sup> year of the out-phasing programme (old curriculum) and who meet all requirements to progress to 3<sup>rd</sup> year by end of the year 2020, will also be required to transition to the revised curriculum in 2021. Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted an opportunity to pass such courses in accordance with the NUST general rules.

The revised Bachelor of Criminal Justice in Policing (new/revised curriculum) will take effect from January 2021 with concurrent implementation of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of revised corresponding courses as detailed in Table 15.2.

The deadline for complete phasing out of the Bachelor of Criminal Justice in Policing (old curriculum) is 2020, after which students must automatically switch to the new programme and fulfil all requirements based on the new curriculum.

**Table 15.1: Courses to be credited**

Course code	Bachelor of Criminal Justice (Policing) (Old Courses)	Course code	Bachelor of Criminal Justice in Policing (New/Revised Equivalent Courses)
CJS511S	Criminal Justice Studies 1	ICR511S	Introduction to Criminal Justice Studies
CJS512S	Criminal Justice Studies 2		
INP511s	Introduction to Policing	PTP521S	Introduction to Policing: Theory and Practice
ITC521S	Introduction to Corrections	CTP521S	Introduction to Corrections: Theory and Practice
HCI521S	Human Rights for Criminal Justice	HCI521S	Human Rights for Criminal Justice
LPM511S	Law for Public Managers 1A	LPM511S	Law for Public Managers 1A
CML611S	Criminal Law 1	CML611S	Criminal Law 1
CIG611S	Crime Investigation 2A	CIP611S	Crime Investigation Principles
CIG621S	Crime Investigation 2B	CIT621S	Crime Investigation Techniques

CIG711S	Crime Investigation 3A	PGA711S	Police Intelligence Gathering and Analysis
POL721S	Police Leadership	LCJ721S	Leadership in Criminal Justice
CIG721S	Crime Investigation 3B	CIM721S	Crime Investigation Management
WCJ721S	Work Integrated Learning (WIL)	WCJ721S	Work Integrated Learning (WIL)

**Table 15.2: Corresponding courses (if failed). This is not a credit table.**

Course code	Bachelor of Criminal Justice (Policing) (Old Courses)	Course code	Bachelor of Criminal Justice in Policing (Corresponding courses)
CJS511S	Criminal Justice Studies 1	ICS511S	Introduction to Criminal Justice Studies
CJS512S	Criminal Justice Studies 2		
ADR511S	Introduction to Alternative Dispute Resolution	ADR511S	Introduction to alternative Dispute Resolution
INP511S	Introduction to Policing	PTP521S	Introduction to Policing: Theory and Practice
ITC521S	Introduction to Corrections	CTP521S	Introduction to Corrections: Theory and Practice
HCI521S	Human Rights for Criminal Justice	HCI521S	Human Rights for Criminal Justice
CML611S	Criminal Law 1	CML611S	Criminal Law 1
CML621S	Criminal Law 2	CML621S	Criminal Law 2
POP611S	Police Operations	POP611S	Police Operations
CIG611S	Crime Investigation 2A	TBC	Crime Investigation Principles
PID621S	Policing in Democracy	PID621S	Policing in Democracy
CIG621S	Crime Investigation 2B	CIT621S	Crime Investigation Techniques
LEC612S	Law of Evidence and Criminal Procedure	LEC621S	Law of Evidence and Criminal Procedure
ECJ711S	Ethics for Criminal Justice Professionals	ECJ711S	Ethics for Criminal Justice Professionals
ICR611S	Introduction to Criminology	ICR511S	Introduction to Criminology
POS711S	Police Organisation	POS711S	Police Organisation
CIG711S	Crime Investigation 3A	PGA711S	Police Intelligence Gathering and Analysis
POL721S	Police Leadership	LCJ721S	Leadership in Criminal Justice
CIG721S	Crime Investigation 3B	CIM721S	Crime Investigation and Management
WCJ721S	Work Integrated Learning (WIL)	WCJ721S	Work Integrated Learning (WIL)



**NOTE:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is to be replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the revised curriculum.

Table 15.2 only highlights new/revised core courses in the Bachelor of Criminal Justice in Policing that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Faculties and Departments apply to this programme as well.

#### **16. Career Opportunities:**

The Bachelor of Criminal Justice in Policing degree provides knowledge and skills that would enable graduates, after the successful completion of this programme, to work as Police Officers, Defence Force Officers, Correctional Officers, Security Industry Officers, and Immigration Officers, Investigators in Bank or Insurance Industry, and Youth Programme Officers.

## DEPARTMENT OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

### QUALIFICATIONS OFFERED

Diploma in Technical and Vocational Education and Training: Trainer (Revised - Phasing in from 2020)	06DTVT
Diploma in Technical and Vocational Education and Training: Management	06DTVM

**Diploma in Technical and Vocational Education and Training: Trainer (Revised - Phasing in from 2020)** **06DTVT**

**NQF Level: 6**

**NQF Credits: 251**

**NQF Identification ID: Q0143**

### Description

This programme aims to equip in-service and pre-service vocational trainers with instructional competencies required for a career as a Trainer in a Technical and Vocational Education and Training (TVET) environment. The programme recognises the major attributes that a TVET trainer must possess at a foundational level that would enable him/her to transfer knowledge and skills to vocational trainees in a student-centred manner. The programme provides an opportunity for artisans who wish to pursue further studies in the field of TVET and become competent trainers in their respective occupations. Additionally, students will be able to demonstrate the skills and knowledge relevant to facilitate competency-based training to individuals as well as groups, work effectively within the legislative and regulatory imperatives applicable to education and training in Namibia, and comply with the requirements of competency-based assessment. Upon completion, graduates should be able to participate actively in instructional activities and assessment of performance standards within a formal training environment such as Vocational Training Centres (VTCs) and, thereby, make a contribution to the development of the national economy.

### Admission Requirements

Applicants will be considered for admission to this programme provided they meet the General Admission Requirements of the Namibia University of Science and Technology (NUST) (GI2.1 in Part 1 of the Yearbook).

Mature age applicants will be considered provided they meet the requirements and pass the mature age entry examinations of NUST (GI2.2 in Part 1 of the Yearbook).

Additionally, potential candidates must be qualified in a designated trade with at least three years of relevant industrial experience. Prerequisites for admission to this programme must first be obtained before registration for the programme can take place. In addition to the above-mentioned requirements, potential candidates who wish to study in the distance education mode must be employed in a training environment to be considered for the study programme. Final selection into the programme will be determined by interviews conducted by the Department with the shortlisted students.

### Articulation Arrangements

Transfer of credits will be dealt with according to the NUST Regulations on Recognition of Prior Learning (RPL). These provide for the course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credits that can be granted are 50% of the credits for a qualification.

### Mode of Delivery

This programme will be offered on full-time, part-time and distance modes of study in accordance with NUST rules and regulations.

### Requirements for Qualification Award

The Diploma in Technical and Vocational Education and Training: Trainer (NQF Level 6) will be awarded to candidates credited with a minimum of 251 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Yearbook (Part 1) of NUST.

### CURRICULUM

#### Year 1

##### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
PLU411S	Principles of English Language Usage	None	4	NCB
CUS411S	Computer User Skills	None	4	10
FTA510S	Fundamentals of TVET Assessment and Moderation	None	5	15
HTV510S	History of TVET	None	5	12
PSL510S	Psychology of Learning A	None	5	12
MCT510S	Microteaching A	None	5	12

##### Semester 2

MTV620S	Management of TVET	None	6	15
PSL620S	Psychology of Learning B	Psychology of Learning A	6	10
ESD620S	Education for Sustainable D	None	6	15



## Development (ESD) A

TCP520S	Teaching Practice A	Microteaching A	5	12
<b>Year 2</b>				
<b>Semester 3</b>				
PDP610S	Professional Development and Practice	None	4	15
EPR511S	English in Practice	Principles of English Language Usage	4	NCB
CWM510S	Classroom and Workshop Management in TVET	None	5	15
EDT510S	Educational Technology	Computer User Skills	5	15
RTP610S	Reflective Teaching and Practice	None	5	12
MCB510S	Microteaching B	Teaching Practice A	5	12
<b>Semester 4</b>				
CCG620S	Counselling and Career Guidance	None	6	15
ICS620S	Introduction to Curriculum Studies	None	6	10
ESB620S	Education for Sustainable Development (ESD) B	Education for Sustainable Development (ESD) A	6	15
TCP620S	Teaching Practice B	Microteaching B	5	12

**Quality Assurance**

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiners and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator should be a Bachelor degree in a related field of study, or the person must be a well-respected expert in the field. Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purposes; thereby, ensuring the quality of the assessment and the qualification as a whole. All courses at exit level, i.e. NQF Level 6, will be externally moderated.

**Transition Arrangements**

The Diploma in Technical, Vocational Education, and Training: Trainer (NQF Level 6) is a revised programme replacing the Certificate in Vocational Education and Training: Trainer (NQF Level 4) and the Certificate in Vocational Education and Training (NQF Level 5)- formerly the Higher Certificate in Vocational Education and Training (NQF Level 5). The revised Diploma will be implemented at the start of the 2020 academic year.

Students who were registered in 2019 for the Certificate in Vocational Education and Training: Trainer (NQF Level 4) (old curriculum), who failed more than 50% of the courses at the end of the year 2019, will be required to change their registration to the revised programme namely the Diploma in Technical, Vocational Education, and Training: Trainer (NQF Level 6). The students will be accorded credits on a course-by-course basis in accordance with the information in Table 1 below. Students in this category may lose credits.

Students who were registered in 2019 for the Certificate in Vocational Education and Training: Trainer (NQF Level 4) (old curriculum), and who have met the requirements to progress to the Certificate in Vocational Education and Training (NQF Level 5)- formerly the Higher Certificate in Vocational Education and Training (NQF Level 5), will be allowed to register for the 2nd year Diploma in TVET: Trainer (NQF Level 6). Students who fall in this category will be allowed to take the following first year second semester courses: Management of TVET and Education for Sustainable Development (ESD) A in the first semester of the second year. The reason for this arrangement is because Management of TVET and Education for Sustainable Development (ESD) A have no equivalent courses in the revised programme.

Students who were registered in 2019 for the Higher Certificate in Vocational Education and Training (NQF Level 5) will also be required to complete the programme based on the requirements of the old curriculum (currently the Certificate in Vocational Education and Training (NQF Level 5)).

The deadline for the complete phasing out of the Certificate in Vocational Education and Training: Trainer (NQF Level 4) and the Certificate in Vocational Education and Training (NQF Level 5) is 2022, after which students must automatically change their registration to the revised Diploma and fulfil all requirements of the Diploma.

Certificate in Vocational Education and Training (Level 5) (Old Courses) Formerly the Higher Certificate in Vocational Education and Training (NQF Level 5) (Old Course)		Diploma in Technical and Vocational Education and Training: Trainer (NQF Level 6)	
Course Code	Course Name	Course Code	Course Name
PLU411S	Principles of English Language Use	PLU411S	Principles of English Language Use
CUS411S	Computer User Skills	CUS411S	Computer User Skills

Certificate in Vocational Education and Training (Level 5) (Old Courses) Formerly the Higher Certificate in Vocational Education and Training (NQF Level 5) (Old Course)		Diploma in Technical and Vocational Education and Training: Trainer (NQF Level 6)	
Course Code	Course Name	Course Code	Course Name
CBA410S	Competency-based Assessment A	FTA510S	Fundamentals of TVET Assessment and Moderation
CBA420S	Competency based Assessment B		
ETP410S	Education Theory and Practice A	MCT510S	Micro-Teaching A
ETP410S	Education Theory and Practice B	TCP520S	Teaching Practice B
ILS410S	Instructional Learning Strategies A	PSL510S	Psychology of Learning A
ILS410S	Instructional Learning Strategies B	PSL610S	Psychology of Learning B
IAS420S	ICT Application Skills	EDT510S	Education Theory and practice
PDP410S	Professional Development and Practice A	PDP610S	Professional Development and Practice
PDP410S	Professional Development and Practice B		
IVT420S	Introduction to VET	HTV510S	History of TVET
ASS510S	Assessment in VET A	FTA510S	Fundamentals of TVET Assessment and Moderation
ASS520S	Assessment in VET B	FTA510S	Fundamentals of TVET Assessment and Moderation
ETP510S	Education Theory and Practice A	MCB510S	Microteaching B
ETP520S	Education Theory and Practice B	TCP620S	Teaching Practice B
LCS520S	Language and Communication Strategies		Removed from Diploma
ITE510S	ICT for Education A	EDT510S	Educational Technology
ITE520S	ICT for Education B	EDT510S	Educational Technology
TVT510S	Training in VET		Removed from Diploma
RPV520S	Research Principles in VET		

**NB:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the new curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the new curriculum.

**Please Note:** Tables 15.2 above only highlights new/revised cognate area courses in the revised Diploma programme that should be done if a student has failed courses in the old curriculum. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. Old courses that do not have corresponding courses in the revised curriculum will continue to be offered until the old programmes are completely phased out in 2022.

**Certificate in Vocational Education and Training: Trainer (NQF Level 4): Old courses that do not have corresponding courses in the revised curriculum:**

- Occupational Health and Safety (OHS420S)

**Higher Certificate in Vocational Education and Training: Trainer (NQF Level 5) (currently Certificate in Vocational Education and Training: Trainer (NQF Level 5)): Old courses that do not have corresponding courses in the revised curriculum:**

- Language and Communication Strategies (LCS520S)
- Training in VET (TVT510S)
- Research Principles in VET (RPV520S)

**Please Note:** Courses in the phasing out programmes that do not have corresponding courses in the revised Diploma will be offered only on Distance Mode through the Centre for Open and Lifelong Learning (COLL).


**Diploma in Technical and Vocational Education and Training: Management  
(Revised - Phasing in year one from 2020 and phasing in year two from 2021)**

06DTVM

NQF Level: 6

NQF Credits: 241

NQF Identification: Q2018

**Description**

The programme targets current management cadre who do not possess formal management qualifications and those who aspire to become managers within the Technical and Vocational Education and Training (TVET) sector. The knowledge embedded in

this programme enables students to develop competencies and skills in this domain in a more conducive and focused manner. The programme recognises the major attributes that TVET Management must possess to be able to lead and manage staff, to perform their functional tasks in a goal-directed manner while demonstrating initiative and responsibility in management within a TVET environment. Upon completion of the programme, the students should be able to actively participate in leadership and management activities in a formal training environment such as Vocational Training Centres (VTCs), Community Skills Development Centres (COSDECs) and any other TVET organisation, and especially those using Competency-Based Education and Training (CBET) methods of instruction.

**Admission Requirements**

Potential candidates must meet the General Admission Requirements of NUST (as outlined in the Prospectus) and be qualified in a designated trade, and a minimum of one year of managerial experience in a VTC/COSDEC/TVET institution before registration for the programme can take place.

Alternatively, applicants who have completed the Certificate in Technical and Vocational Education and Training: Trainer (Level 5) and/ or Diploma in Technical and Vocational Education and Training: Trainer (Level 6) and/or similar qualifications are eligible to apply for this programme.

Mature age applicants will be considered provided they meet the requirements and pass the mature age entry examinations of NUST (GI2.2 in Part 1 of the Yearbook).

**Articulation Arrangements**

Transfer of credits will be dealt with according to NUST's regulations on Recognition of Prior Learning (RPL). These requirements provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credit that can be granted is 50 % of the credits for a qualification.

**Mode of Delivery**

This programme will be offered on full-time, part-time and distance modes of study in accordance with NUST rules and regulations

**Requirements for Qualification Award**

The Diploma in Technical and Vocational Education and Training: Management (Level 6) will be awarded to candidates credited with a minimum of 241 NQF credits and who have met the detailed requirements as set out below. In addition, students must meet the administrative and financial requirements as spelt out in the Yearbook (Part 1) of NUST.

**CURRICULUM**
**Year 1**
**Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
PLU411S	Principles of English Language Usage	None	4	NCB
CUS411S	Computer User Skills	None	4	10
HRV610S	Human Resources Management	None	6	15
QAM610S	Quality Management Systems A	None	6	10
SML610S	Strategic Management and Leadership A	None	6	15
BEC610S	Business Ethics	None	6	10

**Semester 2**

EPR511S	English in Practice	Principles of English Language Use	5	NCB
IED620S	ICT for Educational Management	Computer User Skills	6	12
MOD620S	Management of Organisational Development and Learning	Human Resources Management	6	15
QMS620S	Quality Management Systems B	Quality Management Systems A	6	10
SML620S	Strategic Management and Leadership B	Strategic Management and Leadership A	6	10
BMT620S	Budget and Asset Management	None	6	15

## Year 2 (Phasing in 2021)

### Semester 3

EAP511S	English for Academic Purposes	English in Practice	5	14
PDT610S	Policy Development	None	6	10
ARC610S	Design-Based Research	None	6	10
CMV620S	Conflict Management	None	6	10
MVT610S	Marketing A	None	6	10

### Semester 4

PWR611S	Professional Writing	Principles of English Language Usage	5	14
SYD610S	Sustainability and Development	Computer User Skills	6	10
ENI610S	Entrepreneurship and Innovation	Human Resources Management	6	10
PMV630S	Project Management	Quality Management Systems A	6	10
MVT620S	Marketing B	Strategic Management and Leadership A	6	10

### Quality Assurance

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiners and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator is a bachelor's degree in the same or a related field of study, or the person must be a well-respected expert in the field.

Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purposes; therefore, ensuring the quality of the assessment and the qualification as a whole. All courses at the exit level will be externally moderated.

### Transition Arrangements

The Diploma in Technical and Vocational Education and Training: Management (Level 6) is a revised programme replacing the existing Diploma in Vocational Education and Training (VET) Management (Level 6) qualification. The last intake of 1st-year students for the out-phasing programme (old curriculum) was in January 2019. The revised Diploma will be implemented at the start of the 2020 academic year.

Students who were registered in 2019 for the first year Diploma in Vocational Education and Training (VET) Management (Level 6) qualification (old curriculum), who failed more than 50% of the courses at the end of the year 2019, will be required to change their registration to the revised Diploma. The students will be accorded credits on a course-by-course basis in accordance with the information in Table 1 below. Students in this category may lose credits.

Students who are registered in 2019 for the 1st year of the out-phasing programme (old curriculum) and who meet all requirements to progress to the 2nd year in 2020 will be required to complete their studies, based on the requirements of the old curriculum. Courses will only be offered based on the new/revised syllabi in 2020 (1st year), 2021 (2nd year).

The deadline for the complete phasing out of the Diploma in Vocational Education and Training (VET) Management (Level 6) qualification (old curriculum) is 2022, after which students must automatically change their registration to the revised Diploma and fulfil all requirements of the Diploma.

**Table 1: Courses to be credited**

Certificate in Vocational Education and Training (Level 5) (Old Courses) Formerly the Higher Certificate in Vocational Education and Training (NQF Level 5) (Old Course)		Diploma in Technical and Vocational Education and Training: Trainer (NQF Level 6)	
Course Code	Course Name	Course Code	Course Name
CIS610S	Contemporary Issues	SYD611S	Sustainability and Development



**Table 2: Corresponding Courses (If Failed). This is not a credit table.**

Certificate in Vocational Education and Training (Level 5) (Old Courses) Formerly the Higher Certificate in Vocational Education and Training (NQF Level 5) (Old Course)		Diploma in Technical and Vocational Education and Training: Trainer (NQF Level 6)	
Course Code	Course Name	Course Code	Course Name
HRV610S	Human Resources Management in VET	HRV610S	Human Resources Management
QAM610S	Quality Assurance Management A	QAM610S	Quality Management Systems A
SMV610S	Strategic Management in VET	SML610S	Strategic Management and Leadership A
MVT610S	Marketing in VET A	CMV620S	Conflict Management
CMV620S	Conflict Management in a VET Environment	CMV620S	Quality Management Systems B
QAM620S	Quality Assurance Management B	QMS620S	Strategic Management and Leadership B
SMV620S	Strategic Management in VET B	SML620S	
SMV630S	Strategic Management in VET C		Marketing B
MVT620S	Marketing in VET B	MVT620S	Design-Based Research
RVT630S	Research in VET A		
RVT640S	Research in VET B	ARC610S	Asset and Budget Management
BVT630S	Management of Budget in VET		
AMT630S	Asset Management	MVT620S	
PMV630S	Project Management within the VET Environment	PMV630S	Project Management
MCV640S	Managing Contracts in VET	MOD620S	Management of Organisational Development and Learning
TNA610S	Training Needs Analysis		
TNS630S	Training Management Skills A		
TMS640S	Training Management Skills B		
CMSV640S	Monitor Staff Performance in a VET Environment		

**NB:** Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the revised curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the revised curriculum.

Table 2, above, only highlights new/revised courses in the Diploma in Technical and Vocational Education and Training: Management (Level 6) that should be done if courses on the Diploma in Vocational Education and Training: Management (Level 6) (old curriculum) are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

Courses in the old curriculum that do not have corresponding courses in the new curriculum will be taught until the old curriculum is phased out. These are:

Course Code	Course Name
MCA610S	Moderation of Competency-based Assessment A
DLV610S	Distance Learning in VET
DDT620S	Design and Deliver Training Packages
MCA620S	Moderation of Competency based Assessment B
ELV620S	E-Learning in VET
QAM620S	Quality Assurance Management B

## **INSTITUTIONAL CORE COURSES**

### **Notes**

Please refer any OTHER CONCERNS (also foreign courses) to the Department at Ext. 2443.

If no English courses were completed in the past eight [8] years, the grade 12 results would be used to place the student. The student may approach the Department to request for a possible exemption. Students who have done English courses Modules 1 – 6 at NUST / Poly, and their results are eight (8) years and older, have to write a placement test or a Mature Age Test.

### **EUROPEAN LANGUAGES**

French 1A (BAF111S) and 1B (BAF112S) Basic German 1A (GER110S) and 1B (GER120S) Basic Portuguese 1A (BAP111S) and 1B (BAP112S) Basic Spanish 1A (BAS111S) and 1B (BAS112S). The Department of Technical and Vocational Education and Training shall offer basic European language courses in French, German, Portuguese and Spanish as required by various degree programmes

### **FOREIGN AND NATIONAL LANGUAGES (NON-FORMAL)**

In addition to the English Communication/Service courses offered for formal qualifications, non-formal language proficiency courses in, for example, English, Afrikaans, French, German, Spanish, Portuguese and Oshikwanyama, Oshindonga and Otjiherero shall be offered on a regular basis. Other languages shall be accommodated subject to certain limitations. Tailor-made courses in Language and Communication in any of the languages taught by the faculty may be negotiated for closed groups. The languages shall be offered at different levels, depending on the students' knowledge and/or proficiency in the language. The duration of each level shall be 75 hours. Classes are normally presented after hours in two two-hour sessions per week, provided there are at least ten registered students per course. At the end of each 75-hour course (4 months), students sit for oral and written examinations. Certificates are issued to students who: a. attend regularly, and achieve a minimum mark of 50 %. Registration fees are included in the course fees.

For details, contact the Co-ordinator, Ms J. Hunter, or the Administrator, Ms Monica Mundjindi, Foreign and National Languages, Department of Technical and Vocational Education and Training.

### **COMPUTER USER SKILLS (CUS411S) AND INFORMATION COMPETENCE (ICT521S)**

#### **General**

Provided there is adequate registration of students in a course, both courses shall be offered every semester.

#### **Mode of Studies**

Full-time / Part-time / Distance

#### **Attendance**

80% attendance of lectures is compulsory. Failure to attend 80 % of the lectures without prior notification and arrangement with the relevant lecturer can result in failure of the course. Each week, full-time and part-time students shall be required to attend classes as stipulated in the course outline of each course. As proof of attendance, students shall be required to sign an attendance list.

#### **Exemption**

Students who have successfully completed a computer literacy or equivalent course at an institution recognised by Namibia University of Science and Technology shall be exempted from CUS411S.

Should a student not have a formal report from a recognised institution but wishes to be exempted by writing a test, such a student may apply for an exemption test. The following are CUS411S exemption test rules:

A student may only attempt the exemption test once. No repetition will be allowed.

A student does not qualify to take the test if the student had previously registered for the courses Computer User Skills or Principles of Information Systems. Only in special conditions approved by the Head of Department will the student be allowed.

#### **Assessment**

(a) Full-time, Part-time and Distance students

Continuous Assessment for both courses. A minimum of 6 assessment tasks must be completed for each course. A student needs to obtain a minimum of 50 % for each assessment task set.

**In the Languages Section, the following are offered:**

### **ENGLISH COMMUNICATION SERVICE COURSES**

- Principles of English Language Use (PLU411S);
- English in Practice (EPR511S);
- English for Academic Purposes (EAP511S);
- Professional Writing (PWR611S);
- Professional Communication (PCO611S).



### General

Provided there is adequate registration of students in a course, all courses shall be offered every semester.

Except for Principles of English Language Use (PLU411S- institutional core course), all English service courses shall have prerequisites and/or relevant exemptions.

Students who have English qualifications from other institutions and those with qualifications from institutions where English was the language of instruction may be required to write a special test before registering for an English course.

### Exemptions – English Service Courses

Note this matrix does not replace the rules in the Prospectus					
The [x] indicates the English course the student should be registered for.					
	PLU 411S	EPR511S	EAP511S	PWR611S	PCO611S
Various English Results/ Courses	Principles of Language Use	English in Practice	Eng. Acad. Purposes	Prof Writing	Prof Communication
NSSC/HIGCSE					
English First Lang. Gr. 1, 2, 3, 4	Exempted	Exempted	X		
NSSC/HIGCSE					
English Second Lang. Gr. 1, 2, 3	Exempted	Exempted	X		
Gr. 4	Exempted	X			
NSSC/IGCSE					
English First Lang. Gr. A, B, C	Exempted	Exempted	X		
Gr. D and below	Exempted	X			
NSSC/IGCSE					
English Second Lang. Gr. A+, A, B	Exempted	X			
Gr. C and below	X				
NSSCAS					
English First Lang. Gr. a, b, c, d, e	Exempted	Exempted	X		
NSSCAS					
English Second Lang. Gr. A+, A, B, C	Exempted	X			
Gr. D and below	X				
NSSCO					
English First Lang. Gr. A+, B, C	Exempted	Exempted	X		
Gr. D and below	Exempted	X			
NSSCO					
English Second Lang. Gr A+, A, B	Exempted	X			
Gr. C and below	X				
NAMCOL (Certificate in English Communication)	Exempted	X			
(B. Trans.& Log) Foundation Eng.	Exempted	Exempted	X		
UNAM (2010-2021)					
ACB2151 (Eng. & Com Skills)	Exempted	X			
UCG/ULEG/ULGE/ULCE	Exempted	X			
UCE/ULCA English Com. & Study					

<b>Skills 1, 2 &amp; 3</b>	Exempted	Exempted	Exempted	X	X
<b>UCA/ULEA (Eng. For Ac. Purpose)</b>	Exempted	Exempted	Exempted	X	X
<b>Intro to Communication 1 &amp; 2</b>	Exempted	X			
<b>ICC0101-0103 (Intro. Com. 1,2,3)</b>	Exempted	Exempted	X		
<b>AEC2341 (Com &amp; Info Systems) AND</b>					
<b>ACB2151 (Eng. &amp; Com Skills)</b>	Exempted	Exempted	X		
<b>Mature Age Test</b>	40-59%	60-69%	70-90%		
<b>Placement Test</b>	40-59%	60-69%	70-79%	80% +	

#### Notes:

- Please refer any OTHER CONCERNS (also foreign courses) to the Department at Ext. 2443.
- If no English courses were completed in the past eight [8] years, the grade 12 results will be used to place the student. The student MAY approach the Department, to request for possible exemptions.
- Students who have done English courses Modules 1 – 6 at NUST / Poly, and their results are 8 years and older, have to write a placement test or a Mature Age Test.

**ANYTHING NOT SHOWN on this matrix must be referred to the Department.**

All other students should be registered accordingly.

#### Exit Level English Communication Service Courses

The English Communication/Service courses offered by the Department of Technical and Vocational Education and Training are exit level courses, subject to the requirements of the respective programmes across the institution.

Exit level service courses offered in this department are:

- English for Academic Purposes (EAP511S)
  - Professional Writing (PWR611S)
  - Professional Communication (PCO611S)
1. On condition there is a sufficient number of registered students in a course, a course shall be offered every semester. A limited number of students shall be registered every semester for each class, subject to the availability of staff.
  2. The English Communication exit level service courses Professional Communication (PCO611S) and Professional Writing (PWR611S) require a pass in English for Academic Purposes (EAP511S) and/or relevant exemption.
  3. Students who have English qualifications from other institutions and those with qualifications from institutions where English was the language of instruction are required to consult the department before registering for an English service course in this department.
  4. English for Academic Purposes (EAP511S) is compulsory, subject to the provisions for exemption.
  5. Professional Writing (PWR611S) and Professional Communication (PCO611S) are compulsory, subject to the requirements of the respective degree programmes across the institution.
  6. Professional Writing (PWR611S) and Professional Communication (PCO611S) may be taken in any order or simultaneously depending on the student's load and major programme or orientation.

#### Progression Rule:

A student shall not be allowed to register for a higher English Communication Service course unless s/he has taken and passed a lower course or has been exempted from it. In addition, students are requested to familiarise themselves with requirements of the programme they register for as the progression rule may vary.

#### Attendance:

80 % attendance of lectures is compulsory. Failure to attend 80 % of the lectures without prior notification and arrangement with the relevant lecturer can result in failure of the course. Each week, full-time and part-time students shall be required to attend lectures and tutorial and web-based learning hours as stipulated in the course outline of each course. As proof of attendance, students shall be required to sign an attendance list.

#### Assessment:

- a. Full-time and Part-time Students

Continuous Assessment/Evaluation: 60 % of the Final Mark Final Examination: 40 % of the Final Mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40 %. In order to pass the subject, a student needs a final mark of at least 50 %. A student needs to obtain a minimum of 40 % for the examination paper.

- b. Distance Education Students
- c. Continuous Assessment/Evaluation: 30 % of the Final Mark Final Examination: 70 % of the Final Mark
- d. A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40 %. In order to pass the subject, a student needs a final mark of at least 50 %
- e. A student needs to obtain a minimum of 40 % for the examination paper.

Students who have completed the English Communication and Study Skills 1, 2, and 3 courses (over three semesters) or the UCA

#### **FOREIGN LANGUAGES (credit-bearing)**

Basic French 1A (BAF111S) and 1B (BAF112S)

Basic German 1A (GER110S) and 1B (GER120S)

Basic Portuguese 1A (BAP111S) and 1B (BAP112S)

Basic Spanish 1A (BAS111S) and 1B (BAS112S)

The Department of Technical and Vocational Education and Training shall offer basic foreign language courses in French, German, Portuguese and Spanish as required by various degree programmes.

The foreign language courses shall consist of two modules, 1A and 1 B, offered during the 1st and 2nd semester of each academic year.

Each course shall consist of 100 hours per semester. Contact hours for these courses shall be conducted in two two-hour sessions per week. At the end of each course, students shall sit for a written examination

The language proficiency of the foreign languages modules 1A and 1B shall correspond to the A1.1 and A1.2 levels respectively as defined in the "Common European Framework of Reference for Languages" (CEFR).

#### **FOREIGN AND NATIONAL LANGUAGES (NON-FORMAL)**

In addition to the English Communication/Service courses offered for formal qualifications, non-formal language proficiency courses in, for example, English, Afrikaans, French, German, Spanish, Portuguese and Oshikwanyama, Oshindonga and Oshihherero shall be offered on a regular basis.

Other languages shall be accommodated subject to certain limitations. Tailor-made courses in Language and Communication in any of the languages taught by the faculty may be negotiated for closed groups.

The languages shall be offered at different levels, depending on the students' knowledge and/or proficiency in the language. The duration of each level shall be 75 hours

Classes are normally presented after hours in two two-hour sessions per week, provided there are at least ten registered students per course. At the end of each 75-hour course (4 months), students sit for oral and written examinations. Certificates are issued to students who:

1. attend regularly, and
2. achieve a minimum mark of 50 %.

Registration fees are included in the course fees. For details, contact the FNL Co-ordinator, Ms J. Hunter, or the FNL Administrator, Ms Monica Mundjindi, Foreign and National Languages.

#### **TECHNICAL AND VOCATIONAL EDUCATION**

The Certificate, Higher Certificate in Vocational Education and training (VET): Trainer and Diploma: Vocational Education and Training Management are qualifications based on unit standards. These qualifications provide opportunities to individuals with industrial experience who want to make a career change or develop a career in VET. In-service individuals in Vocational Education and Training can also advance their training and management competencies in a professional career orientated manner.

#### **Admission Requirements**

##### **Certificate in Vocational Education and Training: Trainer**

In order to gain admittance to the programme, applicants should have:

- 25 points in five (5) subjects including an E-symbol in English on NSSC (O) level or Entry through mature age test

Final selection into the programmes will be determined by interviews conducted by the faculty with the short listed students. In addition, applicants must:

- be qualified in a designated trade,
- have at least three years relevant and valid industrial experience after the completion of their training period at vocational training centres, and
- have completed the prerequisites for admission to this programme.

### **The Certificate in Vocational Education and Training: Trainer**

Students must have:

- a qualification aligned with the Certificate in Vocational Education and Training: Trainer (Level 4) or equivalent from another qualification framework in a relevant occupation or technical domain; and
- a minimum of 3 years work/industrial experience in the relevant occupational domain

### **Diploma in Vocational Education and Training Management**

It is a requirement that students who are admitted to this programme must have completed the Higher Certificate in Vocational Education and Training: Trainer (Level 5), or equivalent qualifications with the necessary knowledge and skills, and should have gained at least one year practical experience in the facilitation of vocational education and training.

### **Mode of Studies**

Full-time. Programmes can also be presented on a part-time and distance mode for in-service VET Trainers and managers. TAKE NOTE: Students who want to follow the programme on distance mode must be in a training environment.

Presentation of programmes on part-time and distance Modes depends on student numbers.

### **Progression Rule**

A student shall not be allowed to register for a second semester course which requires a prerequisite as indicated in the curriculum of a particular qualification. Students are requested to familiarise themselves with the particular requirements of the programme.

Students are not automatically promoted to the next programme. They must apply for each programme, and will only be accepted if they meet the admission requirements for the programme

## POSTGRADUATE PROGRAMMES

### SCHOOL OF COMMERCE AND MANAGEMENT SCIENCES

#### DEPARTMENT OF ECONOMICS, ACCOUNTING AND FINANCE PROGRAMMES OFFERED

Bachelor of Economics Honours (Phased in 2015)	08BEHO
Bachelor of Accounting Honours (Phased in 2021)	08BOAH

#### BACHELOR OF ECONOMICS HONOURS (Phased in 2015) 08BEHO

NQF Credits: 120

NQF Identification ID: Q0286

NQF Level: 8

#### Description

The Bachelor of Economics Honours is an initial postgraduate specialisation degree in economics. The programme is purposefully designed to equip students with deepened and systematic knowledge and expertise in the economics discipline, and to develop their capacity to conduct supervised research of an applied nature. The programme's main emphasis is on the evaluation and application of economic theories and economic data in order to solve complex economic problems that face the public and private sectors in the economy. Students are required to do a combination of compulsory and elective courses, as well as a Mini-thesis.

Overall, the Bachelor of Economics Honours aims to:

- provide deepened knowledge of advanced concepts and frameworks in economics and facilitate a high level of theoretical engagement;
- develop research capacity in the methodologies and techniques of the discipline;
- enable graduates to present and communicate academic/professional work effectively;
- equip graduates with skills that would enable them to offer consultancy services; and
- develop and sharpen the critical thinking, analytical and problem-solving skills of students in the economics discipline.

Graduates of this programme will be able to find employment in the public and private sectors as Economic/Senior Economic Researchers, Financial/Senior Financial Analysts, Brokers/Dealers, Trainee Managers/Managers, Junior Lecturers, etc.

#### Admission Requirements

In order to be considered for admission to the Bachelor of Economics Honours, candidates must have a Bachelor of Economics or an equivalent qualification of at least 360 credits at NQF level 7, with a minimum overall average of at least 60 % in the core Economics courses. Students who obtained their Bachelor degrees, or equivalent qualifications, from other Universities may be required to make up for any deficiencies as deemed necessary by the Department.

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who graduate with the Bachelor of Economics Honours will ordinarily be able to pursue further studies in Economics, or a similar/related cognate area of learning, at NQF Level 9.

### CURRICULUM

#### Year 1

Semester 1 Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
RMA810S	Research Methodology	None	8	15
AMI810S	Advanced Microeconomics	None	8	15
AEM810S	Applied Econometrics	None	8	15

#### Plus ONE of the following Elective courses (based on demand):

FEO810S	Financial Economics	None	8	15
ENE810S	Environmental Economics	None	8	15

#### Semester 2

MTE820S	Mini-Thesis	Research Methodology and Applied Econometrics	8	30
AMA820S	Advanced Macroeconomics	None	8	15

#### Plus ONE of the following Elective courses (based on demand):

IEC820S	Industrial Economics	None	8	15
HEC820S	Health Economics (Not on offer in 2022)	None	8	15

### **Assessment Strategies**

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the Namibia University of Science and Technology policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments. The mini-thesis will be assessed in accordance with the University's rules for studies at postgraduate level.



**BACHELOR OF ACCOUNTING HONOURS**  
**(Phased in 2021)****08BOAH****NQF Level: 8****NQF Credits: 120****NQF Identification ID: Q2107****Description**

The Bachelor of Accounting Honours aims to develop intellectual and practical skills in the analysis, interpretation, and application of advanced accounting, governance, auditing, and taxation and thereby enabling students to identify and solve advanced accounting related challenges in real-life situation. Further, this programme enables students to develop their capacity to conduct supervised research of an applied nature. The Bachelor of Accounting Honours is critical such that it prepares students for a career as accounting professionals or for other business careers requiring a solid understanding of financial reporting and accounting.

Students will have the opportunity to develop cognitive/intellectual skills, transferable skills, practical skills and a thorough understanding of the accounting function in organisations.

Students who graduate with a Bachelor of Accounting Honours degree will be able to find employment in the accounting profession, public sector, commerce & industry as credit managers, accounting managers, financial managers, financial accountants, tax practitioner and public sector finance managers and accountants.

This programme may also serve as an alternative route for those students seeking to be qualified accountants through the Association of Chartered Certified Accountants (ACCA), the Chartered Institute of Management Accountants (CIMA), the Institute of Chartered Accountants in England and Wales (CAEAW) and others.

The programme objective is to provide career growth for students who graduate with the undergraduate accounting degrees including opening opportunities for them to pursue higher degree programmes.

The programme has been endorsed by members of the Programme Advisory Committee, Namibia Institute of Professional Accountants (NIPA) and ACCA, while academic peers at higher learning institutions were consulted for purposes of benchmarking.

**Admission Requirements**

To be considered for admission to this programme, candidates must have a Bachelor of Accounting degree or equivalent qualification at NQF Level 7 from NUST or an equivalent qualification from a recognised institution, worth at least 360 NQF credits, or a pre-NQF Bachelor degree of at least three years duration from a recognised institution with specialisations in Accounting.

In addition, candidates should have passed or have been exempted from the following courses or their equivalents at an undergraduate level (NQF Level 7 or equivalent):

- Financial Accounting
- Managerial Accounting and Finance
- Auditing

Further, candidates wishing to take the Taxation course as an elective in semester 2 of the programme should have passed the Taxation course at NQF Level 7 or equivalent in their undergraduate programme.

The department retains the right to apply additional criteria as may be approved by Senate from time to time. Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who graduate with the Bachelor of Accounting Honours will ordinarily be able to pursue further studies in Accounting, or a similar/related cognate area of learning, at NQF Level 9.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
FAR811S	Advance Financial Accounting and Reporting	None	8	15
AMA811S	Advance Management Accounting	None	8	15
GRE811S	Corporate Governance, Risks and Ethics	None	8	15

#### Semester 2

AUD812S	Advanced Auditing	None	8	15
MTA812S	Mini-Thesis	Research Methodology	8	30
RMA810S	Research Methodology	None	8	15

#### Plus ONE of the following Elective courses (based on demand):

ATX812S	Advanced Taxation	None	8	15
PAR812S	Public Sector Financial Accounting and Reporting	None	8	15

### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and examinations) and e-quizzes on the E-learning platform.

The semester mark and the exam mark will be used in a 4-.60 ration, respectively, to determine the Final Mark. A student will have to obtain a minimum average of 50% as a final mark to pass a course, subject to a sub-minimum of 40% in the examination mark. The mini-thesis will be assessed as per the NUST's rules for studies at postgraduate level and turn it in shall be use to ensure the similarity score does not exceed 20%.



## DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

### PROGRAMMES OFFERED

Bachelor of Business Management Honours	08HBBM
Bachelor of Human Resources Management Honours	08HRM
Bachelor of Public Governance Honours (Revised) (Phased in 2021)	08BPGH
Bachelor of Industrial and Labour Relations Honours	08BILH
Master of Human Resources Management	09MHRM
Master of Management	09MMA

### BACHELOR OF BUSINESS MANAGEMENT HONOURS (Phased in 2021)

08HBBM

NQF Level: 8

NQF Credits: 120

NQF Identification: Q0959

#### Description

The Bachelor of Business Management Honours is a postgraduate specialisation degree, designed to equip students with deepened and systematic knowledge and expertise in business management. This programme enables students to develop the capacity to conduct supervised applied research. The programme emphasises business management skills to enable graduates handle complex interpersonal interactions and business ventures. There has been a significant contribution in the development of this programme from the academia and small to medium business enterprises.

#### Criteria for Admission

For admission to the Bachelor of Business Management Honours, applicants must have a Bachelor of Business Management at NQF level 7 (with at least 360 credits) or an equivalent qualification from a recognised institution. Applicants with pre- NQF qualification of three years Bachelor degrees in domain areas closely related to Business Management, such as Public Management, Human Resources Management, Office Management and Technology, Accounting and Economics, Business Administration may also apply into the programme. Such applicants will be evaluated by the department and considered for admission on a case-by-case basis.

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's Regulations on Recognition of Prior Learning. This provides for course-by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credits that can be granted should not be more 50% of the credits for a qualification. This programme is an excellent route to further studies in Business Management, or similar/related cognate area of learning at NQF level 9.

#### Mode of Delivery

This programme will be offered on all modes of study in accordance with University's Rules. It is anticipated that the programme will also be available on the distance mode at a time to be determined by the Centre for Open and Long-life Learning (COLL) of the institution.

#### Requirements for Qualification Award

The Bachelor of Business Management Honours will be awarded to students credited with a minimum of 120 credits at NQF level 8. Students are required to do 6 compulsory courses worth 105 credits which include a mini thesis worth 30 credits, and 1 elective course worth 15 credits. In addition, students should meet the administrative and financial requirements spelt out in the University's Yearbook Part 1 of the NUST.

### CURRICULUM

#### Year 1

##### Semester 1

Course Code	Course Title	Prerequisite
GBM811S	Global Business Management	None
APM811S	Advanced Project Management	None
RME811S	Research Methodology	None
SES821S	Small Enterprise Support	None

##### Semester 2

MTH812S	Mini-Thesis	Research Methodology
SMM811S	Strategic Management	None

#### Plus ONE of the following elective courses (Courses to be offered based on demand)

MTC821S	Management of Technology	None
MCG821S	Management Consulting	None
ESM821S	Enterprise Systems Management	None
ENT812S	Entrepreneurship	None

**BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS**  
**(Revised Programme) (Phased in 2022)**

**08HRM**

**NQF Level: 8**

**NQF Credits: 120**

**NQF Identification ID:**

**Description**

This programme is designed to provide students with a deepened, comprehensive, and systematic understanding of human resource management skills and practices needed to make complex and strategic decisions in the workplace. The Bachelor of Human Resource Management Honours Degree is aimed at catapulting students into the specialist field of human resource practitioners and experts by equipping them with strategic thinking skills and deepened knowledge of the discipline. Additionally, through this programme, students will be equipped with the knowledge and skills required to portray and project a critical understanding of the guiding principles, theories, methodologies and best practices of human Resource Management and strategic thinking. In the same vein, on completion of this programme, graduates are expected to be able to plan, design and develop, implement, manage, monitor, strategies that sustain creativity, innovation, and high performance in an organization.

The programme is dedicated to developing existing and new human resource management practitioners by offering expanded comprehensive professional and academic diverse knowledge to solving challenging but strategically based human resource management problems and issues.

**Programme Rationale**

The Bachelor of Human Resource Management Honours degree is revised in line with the requirements of the National Qualifications Framework (NQF) and the NUST Curriculum Framework. This programme is revised in response to the need to have strategically aligned HR practitioners who can respond effectively and efficiently to the ever-changing HRM trends and industry needs, demands and practices at local, regional, and global level. To ensure that the programme meet the needs and requirements of the industry, and to ensure that it remains current for its intended purpose, wide consultation was conducted. Through the process of wide consultation, the need for this programme was then re-confirmed by members of the Programme Advisory Committee (PAC).

**Admission Criteria**

In order to be admitted to this programme, candidates must have a Bachelor of Human Resources Management degree at NQF level 7, worth at least 360 credits, or an equivalent qualification from a recognised institution.

Candidates holding a Diploma in Human Resource Management from NUST (then the Polytechnic of Namibia), may be considered for admission into this programme. Candidates may be admitted on advanced standing and be required to take requisite undergraduate courses based on individual candidate's academic profile.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. This provides for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in Human Resources Management, or a similar/ related cognate area of learning, at NQF Level 9.

**Mode of Delivery**

The programme will be delivered on the full-time, part-time, distance, learning modes of study via online and blended methods as per NUST rules and regulations.

**Requirements for Qualification Award**

This qualification will be awarded to students credited with a minimum of 120 credits at NQF Level 8. Students are required to do three compulsory courses (worth 45 credits), three elective courses (worth 45 credits), and a mini-thesis (worth 30 credits). In addition students should meet the administrative and financial requirements as spelt out in the postgraduate prospectus of NUST.

**Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, lectures, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.



### Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the University's policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments. The research project will be assessed in accordance with the University's rules for studies at postgraduate level.

### Quality Assurance Requirements

Each course will have one or more examiner and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator would be a Master degree in a related field of studies or the person must be a well-respected expert in the field in more practical areas of marketing. Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. Courses at Level 8 will be externally moderated.

### Transition Arrangements

The Bachelor of Human Resources Management Honours (revised curriculum) will be phased-in 2022 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme was in January 2021. Courses will only be offered based on the revised curriculum as of 2022.

### CURRICULUM

<b>Year 1 Semester 1 Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
SHR811S	Strategic Human Resources Management	None	8	15
ADR811S	Advanced Industrial Relations	None	8	15
RME811S	Research Methodology	None	8	15
<b>Plus one of the following elective courses (based on demand):</b>				
CBT811S	Capacity Building and Talent Management	None	8	15
APM811S	Advance Project Management	None	8	15
MAL8111S	Management and Leadership	None	8	15
<b>Semester 2 MTS812S</b>	Mini Thesis	Research Methodology	8	30
<b>Plus any two of the following Elective courses (Courses to be offered based on demand):</b>				
HRM812S	Human Resource Metrics	None	8	15
CMA812S	Compensation Management	Strategic Human Resources Mgmt.	8	15
CMD812S	Career Management and Development	None	8	15
ADC812S	Advanced Organisational Development and Change Management	None	8	15

**BACHELOR OF PUBLIC GOVERNANCE HONOURS**  
(Revised - Phased in 2015)

**08BPGH**

**NQF Level: 8**

**NQF Credits: 120**

**NQF Identification: Q2258**

**Description**

The Bachelor of Public Governance Honours is a postgraduate specialisation degree that is purposefully designed to equip students with deepened and systematic knowledge, expertise, and insight in the public governance discipline, as well as develop their capacity to conduct applied research. The programme's emphasis is on the evaluation and application of public management and governance theories, practices and public sector data in terms of real-world situations in order to resolve complex problems that face the public sector and civil society organisations, while also catering for the needs of the private sector.

Overall, the Bachelor of Public Governance Honours aims at:

- Providing students with deepened knowledge of advanced concepts, frameworks and best practices in public management and governance and facilitate a high level of application,
- Developing research capacity in the methodologies and techniques of the discipline,
- Enabling students to present and communicate academic/professional work effectively,
- Equipping students with skills that would enable them to provide public goods and services, and strengthening critical thinking, analytical and problem-solving skills of students in the public management and governance.

Graduates of this programme will be able to make a sustained contribution to national economic development by finding employment primarily in the public sector and civil society organisations, but also in the private sector in positions such as Public Management Analysts; Development Practitioners; Public Policy Associate Consultants; Policy Analysts.

**Admission Requirements**

In order to be considered for admission to the Bachelor of Public Governance Honours, candidates must have a Bachelor of Public Management degree at NQF level 7 or an equivalent qualification from a recognised institution worth at least 360 credits.

Holders of the National Diploma in Public Management, as well as the National Diploma in Public Administration from the then Polytechnic of Namibia, will be considered for admission. A National Diploma in Public Management/Administration from other universities will also be considered for admission.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who graduate with the Bachelor of Public Governance Honours will ordinarily be able to pursue further studies in Public Governance, Public Management and Public Policy, or a similar/related cognate area of learning, at NQF level 9.

**Mode of Delivery**

This programme will be offered on the part-time mode of study in accordance with NUST rules and regulations. However, depending on student demand and an adequate staff complement, other modes of study can be offered.

**Requirements**

The revised Bachelor of Public Governance Honours will be awarded to students credited with a minimum of 120 credits at NQF level 8. Students are required to do four compulsory courses (worth 60 credits), two elective courses (worth 30 credits), and a mini-thesis (worth 30 credits). In addition, students should meet Namibia. Elective courses will be offered in accordance with NUST rules and regulations with reference to number of students and the staff complement.



## CURRICULUM

<b>Year 1</b>				
<b>Semester 1</b>				
<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
RME811S	Research Methodology	None	8	15
PGM811S	Portfolio and Programme Management	None	8	15
CPG811S	Comparative Public Governance	None	8	15
<b>Any ONE of the following:</b>				
GME811S	Governance and Management of Public Enterprises	None	8	15
REG811S	Regional Economic Governance	None	8	15
<b>Semester 2</b>				
MTS812S	Mini-Thesis	Research Methodology	8	30
SYG812S	Sustainable Governance	None	8	15
<b>Plus ONE of the following (based on demand):</b>				
GPP821S	Governance of Public Private Partnerships	None	8	15
PRT821S	Public Sector Reform and Transformation	None	8	15

## BACHELOR OF INDUSTRIAL AND LABOUR RELATIONS HONOURS

08BILH

**NQF Credits: 120**

### Description

The Bachelor of Industrial and Labour Relations Honours programme is designed to provide students with a sound knowledge of labour relations management theory as well as the application of its principles in the business world. The programme will foster capacity building through equipping students with technical, professional, scientific skills and values in order to successfully explore and resolve workplace and industrial conflicts. The programme expose students to advanced labour and industrial relations principles, concepts, theories and problem-solving techniques. The degree is designed to respond to both the local and international contexts, as students will explore various ways in which to manage relationships between employers and employees effectively in order to maximise economic gains and industrial growth within Namibia and other developing countries.

The overall aim of the programme is to prepare students to assume technical and professional roles at operational and mid-level management in the industry. Upon successful completion, graduates will be able to find employment as human resource practitioners or managers, labour relations experts, labour consultants, senior labour inspectors, employees' relations managers, and arbitrators.

### Admission Requirements

To be considered for admission to this programme, candidates must have a Bachelor of Human Resources Management at NQF Level 7 from NUST, or an equivalent qualification from a recognised institution, worth at least NQF 360 credits. Equally, relevant setting might be considered at the discretion of the Department.

### Articulation Arrangements

Transfer of credits will be dealt with according to NUST regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Bachelor of Labour Relations Honours will ordinarily be able to pursue further studies in Labour Relations or in a related cognate area at NQF level 9.

In addition, the Honours degree programme will afford the students an opportunity to further their studies at Masters' level to advance their educational aspiration or register for professional membership with professional bodies such as the Institute of Peoples' Management.

### Mode of Delivery

This programme will be offered on Full-time, in block session mode of study in accordance with NUST rules and regulations and the availability of resources.

### Requirements for Qualification Award

The Bachelor of Industrial and Labour Relations Honours will be awarded to students credited with a minimum of 120 NQF credits (all at NQF level 8). In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of NUST.

### CURRICULUM

#### Year 1

##### Semester 1 Course Code

##### Course Title

##### Prerequisite

##### NQF Level

##### NQF Credit

LRT811S	Labour Relations Theory	None	8	15
LAL811S	Labour Law	None	8	15
CIH811S	Contemporary Issues in Human Resources Management	None	8	15
RME811S	Research Methodology	None	8	15

#### Semester 2

LRP812S	Labour Relations Practice	None	8	15
LEC812S	Labour Economics	None	8	15
MTE812S	Mini-Thesis	Research Methodology	8	15



**Master of Management  
(Phased in 2020)**

09MMA

NQF Level: 9

NQF Credits: 240

NQF Identification: Q1196

**Description**

The Master of Management degree is specifically designed to produce high-calibre graduates with a solid foundation in understanding of the business environment while developing the skills and awareness needed to be successful and further boost their career statuses.

The Master of Management will prepare students to progress with confidence into academia and leadership roles by:

- instilling a passion for academic path, business improvement, innovation and entrepreneurial action to help students lead in the growth or creation of new business opportunities;
- deepening their understanding of how businesses and markets work, how value is created through innovation and marketing, how strategies are crafted, how businesses are financed, how performance is measured, how value is delivered efficiently and effectively, and how organisations should be governed, managed and led through change;
- develop students' ability to think strategically and beyond disciplinary silos.

**Admission Criteria**

Applicants holding a Bachelor of Business Management Honours degree from Namibia University of Science and Technology or an equivalent qualification at NQF Level 8, or a 4-year pre-NQF qualification with a research component in related fields are eligible for admission into this programme. Furthermore, the admission will be guided by the General Admission Requirements of the Namibia University of Science and Technology post graduate Prospectus and in accordance with the National Qualifications Framework.

**Assessment Strategies**

Assessment for all courses in the programme will be by diversified continuous assessment. These assessments will focus on the achievement of competencies and take the form of problem-solving activities, individual /group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and tests at this programme level. In accordance with NUST policy on diversified Continuous Assessment, each course will have a minimum of four assessments. A minimum final mark of 50% is required to pass each of the courses.

**CURRICULUM**
**Year 1**
**Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
MFR911S	Management Frontier	None	9	20
OTY911S	Organisational Theory	None	9	20
SSY911S	Sustainable Strategy	None	9	20

**Semester 2**

MNS912S	Management Narratives	None	9	20
RME912S	Research Methodology	None	9	20

**Plus one of the following electives:**

CIP912S	Commercialisation of Intellectual Property	None	9	20
RME912S	Entrepreneurship	None	9	20
TVS912S	Technology Ventures	None	9	20

**Year 2**
**Semester 3**

THM911S	Thesis	RME912S	9	60
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**Semester 4**

THM912S	Thesis		9	60
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**Extension (If required)**

THM912X	Thesis			
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**MASTER OF HUMAN RESOURCES MANAGEMENT  
(Phased in 2020)**
**09MHRM**
**NQF Credits: 240**
**Description**

The Master of Human Resource Management is designed to provide students with the human resource management knowledge and skills at an advanced level. The programme aims to equip students with an exemplary knowledge and relevant expertise in their area of major, labour relations, organisational behaviours and human resource development, to operate effectively in today's ever changing and challenging business environment both in public and private establishments. It introduces students to advanced comprehensive principles, concepts, theories and problem-solving techniques to cope in a workplace environment. This programme further aims to inculcate a sense of appreciation for innovative, analytical and creative thinking in human resource management areas. Through this programme, students will explore ways in which Human Resource Management value chain roles exist and function within Namibia and other countries generally. The programme will further enable students to acquire knowledge, as well as added hands-on practical approaches to develop research initiatives that to solve real life challenges.

**Admission Requirements**

Applicants that hold a Bachelor of Human Resources Management Honours degree from Namibia University of Science and Technology or an equivalent qualification at NQF Level 8, that was obtained from any recognised institutions or a 4-year pre-NQF qualification with a strong research component in related fields are eligible for admission into this programme.

An evaluation of the applicant's academic record and personal letter providing reasons for wishing to enrol for the Master of Human Resource Management will be required for selection purposes.

**Assessment Strategies**

The courses will be assessed by means of diversified continuous assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercise, individual/group assignments and presentations, case studies, report writing, practical applications, tutorials, practical projects and tests as outlined in the individual course syllabi. For ensuring the authenticity of assessment evidence, at least 50% of the assessment events that make up the final mark will be conducted under controlled conditions like those under which institutional examinations are conducted. In accordance with NUST's policy on diversified continuous assessment, each course will have a minimum of four assessment events. Thesis will be assessed in accordance with the university's rules concerning post-graduate studies.

**CURRICULUM**
**Year 1**
**Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
SCM910S	Strategic Change Management	None	9	20
OSY911S	Organisational Strategy	None	9	20
LAR911S	Labour Relations	None	9	20

**Semester 2**

SHR912S	Strategic Human Resource Management	None	9	20
TLM912S	Talent Management	None	9	20
RME912S	Research Methodology	None	9	20

**Year 2**
**Semester 3**

THM911S	Thesis	RME912S	9	60
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**Semester 4**

THM912S	Thesis		9	60
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**Extension (If required)**

THM913X	Thesis			
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## DEPARTMENT OF HOSPITALITY AND TOURISM

### BACHELOR OF HOSPITALITY AND TOURISM MANAGEMENT HONOURS (Phased in 2019)

07BHTH

NQF Level: 8

NQF Credits: 120

NQF Identification ID: Q1146

#### Programme Aims/Purpose:

The Bachelor of Hospitality and Tourism Management Honours is designed to consolidate and deepen the competencies in the main cognate area of learning. The programme takes a multi-dimensional approach to management of hospitality and tourism services and products; and requires students to apply strategic approaches to ever dynamically changing environment. Students will be able to plan, solve managerial and strategic challenges within the hospitality and tourism industry. Hence, the programme is purposely designed to enable students to progress to a range of middle and senior management positions within the industry in areas such as management and operations, marketing, policy planning and development, etc. It also aims to train them to apply a systematic approach in conducting research in specialised areas to contribute effectively culturally and ethically in their specific areas of hospitality and tourism leveraging lifelong learning and industries development.

The programme has been endorsed by members of the Programme Advisory Committee while academic peers have also been consulted for purposes of benchmarking (attached, please find evidence of consultation/ international benchmarking and support).

#### Programme Rationale

Tourism is one of the fastest growing sectors in Namibia and highly labour intensive. There is a need, therefore, to develop human resource capacity to render services to this industry. Thus, the need to develop this programme is critical as it enable the country to achieve its social and economic aspiration as articulated in the Vision 2030, National Policy on Tourism for Namibia and National Sustainable Tourism Growth and Development Strategy. Through this programme, students will be equipped with advanced knowledge and strategic skills to enable them to enter the tourism industry at a competitive level adding value to the hospitality and tourism industry areas of operational, managerial and strategic spheres. In this context, the demand for this programme is prompted by deficiency of skilled personnel at a managerial level, as confirmed through the consultations with industry stakeholders and research findings (refer to: The Namibia's Skills Deficit: Cross Sectoral Perceptions and Experiences 2010; Tourism Human Resources Strategy for Namibia 2011; Tourism and Hospitality Sector Skills Plan 2015 and the National Human Resources Plan 2010-2015).

Graduates of the Bachelor of Hospitality and Tourism Management Honours will thus be able to contribute to the national economy through comprehensive knowledge and understanding of the socio-cultural, economic, technological, and political environment in which the tourism destinations and industry operates, relevant systems of governance and public policy at global, national, and local scales. The programme is fully aligned with requirements of the National Qualifications Framework (NQF) and the NUST Curriculum Framework.

#### Qualification Outcomes

On completion of the programme, graduates will be able to:

- Demonstrate an understanding of a range of practical, theoretical and personal skills required for professional management roles within a variety of international hospitality establishment and tourism organisations;
- Evaluate strategic, and marketing processes and manage finances and resources in a commercial hospitality enterprise within the context of the global nature of the business;
- Demonstrate professional management attitude by nurturing corporate culture and social responsibility to add value to an organisation;
- Demonstrate strategic thinking and analytical skills required to diagnose strategic problems, opportunities and ethical considerations which face managers today;
- Assess current trends in different business environments in which hospitality and tourism organisations function, and respond to the dynamic environment in a holistic manner;
- Analyse critically different multilateral institutions and transnational organisations involved in international hospitality and tourism management and development;
- Plan and conduct research of applied nature in any area of hospitality and tourism;
- Present academic and/or professional work effectively catering for a wide range of audiences;
- Demonstrate enhanced professional and functional management skills applicable in hospitality and tourism operations;
- Apply of revenue management techniques to improve viability of hospitality and tourism businesses;

#### Criteria for Admission

In order to be admitted to the Bachelor of Hospitality and Tourism Management Honours, applicants must have a Bachelor of Hospitality Management or a Bachelor of Tourism Management at NQF level 7 from NUST (worth at least 360 credits) or an equivalent qualification from a recognised institution. Applicants with pre-NQF Bachelor's degrees in domain areas closely related to Hospitality and Tourism Management, such as Hotel Management, Business Administration, may also apply for admission into the programme. Such applicants will be evaluated by the department and considered for admission on a case-by-case basis.

### **Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. This provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credits that can be granted should not be more 50% of the credits for a qualification. Graduates of this programme will be able to pursue further studies in Hospitality and Tourism Management, or related cognate area of learning at NQF level 9.

### **Mode of Delivery**

This programme will be offered on the full-time basis with a block release and distance learning mode that would be complemented by MyNUST E-Learning platform.

### **Requirements for Qualification Award**

The Bachelor of Hospitality and Tourism Management Honours will be awarded to students credited with a minimum of 120 credits all at NQF level 8. Students are required to do six compulsory courses (five courses worth 75 credits and a mini thesis worth 30 credits) and one elective course (worth 15 credits) and a mini thesis (worth 30 credits). In addition, students should meet the administrative and financial requirements spelt out in the NUST's Yearbook Part 1.

### **Assessment Strategies**

Students will be assessed through continuous and summative assessments. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated, or a specific skill can be transferred.

In accordance with NUST policy on diversified continuous assessment, each course will have a minimum of four assessments events. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. The mini-thesis will be assessed in accordance with NUST rules for studies at postgraduate level.

### **Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, lectures, discussions, presentations, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded, and assessed.

### **Quality Assurance requirements**

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiners and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator is a Master's degree in a related field of studies, or the person must be a well-respected expert in the field. Lecturing staff will set and mark tests and/or examinations in accordance with set memorandums which will, together with course outlines and other material containing course learning outcomes in the context of the qualification learning outcomes be forwarded to the appointed moderators for purposes of moderation. This ensures quality and equity of assessments and the qualification as whole.

### **Career Opportunities**

The Bachelor of Hospitality and Tourism Management Honours will enable students to take up middle and senior management positions within various sectors of the hospitality and tourism industry (e.g. tourism destination management organizations, tour operating enterprises, airlines, accommodation sector, community-based tourism organizations and tourist attractions, hotel and resort management, international destination consultancy) in areas such as management and operations, marketing, policy planning and development.

### **Transition Arrangements**

This is a new programme which does not replace any existing programme(s). Transition arrangements are, therefore, not applicable. The curriculum outline is as follows:



## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite
SMH810S	Strategic Management in Hospitality and Tourism	None
FMH810S	Financial Management in Hospitality and Tourism	None
RME811S	Research Methodology	None
SMI811S	Strategic Marketing and Innovation	None

### Year 2

#### Semester 3

MTT820S	Mini-Thesis	Research Methodology
GSM820S	Guest Service Management	None

#### ***Plus ONE of the following Elective Courses***

HFM820S	Hospitality facility Management	None
TPM820S	Tourism and Protected Areas Management	None

## DEPARTMENT OF MARKETING, LOGISTICS AND SPORT MANAGEMENT

### PROGRAMMES OFFERED

Bachelor of Marketing Honours Honours (Revised - Phasing in 2023)	08HMAR
Bachelor of Logistics and Supply Management Honours	08LSCH
Master of Logistics and Supply Chain Management	09MLSC
Master of Logistics and Supply Chain Management	09MLSC
Master of Marketing	09MARK
Postgraduate Diploma in Procurement Management	08PDPM

### BACHELOR OF MARKETING HONOURS (Phased in 2014)

08HMAR

NQF Level: 8

NQF Credits: 120

NQF Identification ID: Q0267

#### Programme Description

The Bachelor of Marketing Honours is designed to provide students with deepened, comprehensive and systematic marketing skills needed to make complex and market wide decisions and to help them to accomplish an upturn mind-set. This programme is aimed at propelling the students into the realm of practitioners and marketing experts with exemplary strategic capacity and critical understanding of the guiding principles, theories, methodologies and practices of marketing, marketing management and strategic marketing.

#### Admission Requirements

In order to be admitted to this programme, applicants must have a Bachelor's degree in Marketing, or an equivalent qualification at NQF Level 7 of at least 360 credits, with a minimum aggregate of 60 % in major (marketing) subjects at exit level.

Applicants who have completed the current National Diploma in Marketing (phased-in in 2009) can gain admission into the Bachelor of Marketing Honours provided they have an overall average of at least 65 % in their third year courses. In addition, applicants should have passed Product Pricing Management or an equivalent course. Applicants may be allowed to register for this course concurrently with Honours degree courses if resources permit. This particular group of applicants will be evaluated on a case-by-case basis for purposes of admission.

Applicants with a National Diploma in Marketing awarded by the Namibia University of Science and Technology as part of its 2006/07 curriculum will be considered for admission to this programme provided they have an overall average of at least 65 % in their third year courses. In addition, applicants should have passed Product Pricing Management, Marketing Research and Market Intelligence as well as Electronic & Web-Based Marketing. This particular group of students will be evaluated on a case-by-case basis for purposes of admission.

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

### CURRICULUM

#### Year 1

##### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
IMT811S	International Marketing Management	None	8	15
SMG811S	Strategic Marketing Management: Analysis, Planning and Decision Making	None	8	15
PIM811S	Product Innovation and Project Management	None	8	15
RME811S	Research Methodology	None	8	15

##### Semester 2

VSM812S	Value and Supply Chain Management	None	8	15
MTS812S	Mini Thesis	Research Methodology	8	30

#### Plus ONE of the following Elective courses

SCM812S	Specialized and Cause Related Marketing	None	8	35
CRM812S	Customer Care and Relationship Marketing	None	8	15
ICM812S	Intercultural Communications & Negotiation	None	8	15

**BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT HONOURS**  
(Revised - Phased in 2017)

08LSCH

NQF Level: 8

NQF Credits:

NQF Identification ID: Q0163

**Description**

The Bachelor of Logistics and Supply Chain Management Honours will be awarded to candidates who achieve the minimum total of 120 credits, including 30 credits for research or project work as spelt out in the regulations. The programme is designed to span over 2 semesters.

**Admission Requirements**

In order to be admitted to this programme, applicants must have a Bachelor of Logistics and Supply Chain Management, Bachelor of Transport, Bachelor of Marketing degree or an equivalent qualification at NQF level 7 from a recognised institution, worth

at least 360 credits or a pre-NQF Bachelor degree of at least three years duration in one of the above fields from a recognized institution. Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Graduates of this programme will be able to pursue further studies at NQF level 9 in Logistics, Supply Chain Management or a related cognate area of learning.

**Mode of Delivery**

This programme is delivered on part-time mode only in accordance with NUST rules and regulations.

**Requirements for Qualification Award**

The Bachelor of Logistics and Supply Chain Management Honours will be awarded to students credited with a minimum of 120 NQF credits at NQF Level 8. In addition, students should meet the administrative and financial requirements spelt out in the Postgraduate Prospectus of the Namibia University of Science and Technology.

**CURRICULUM****Year 1****Semester 1**

Course Code	Course Title	Prerequisite
SSC811S	Strategic Supply Chain Management	None
PSS811S	Procurement and Supplier Relationship Mgt	None
ALM811S	Advanced Logistics Management	None
RME811S	Research Methodology	None

**Semester 2**

MTS812S	Mini Thesis	Research Methodology
PSC812S	Projects in Supply Chain Management	None
FTL821S	Financial Techniques for Logistics Management Operations	None

**MASTER OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT**  
(Phased in 2013)

09MLSC

**NQF Level: 9**

**NQF Credits: 240**

**NQF Identification ID: Q0264**

**Description**

The Master of Logistics and Supply Chain Management is designed to provide broad high level competencies that build on the learning outcomes of the Bachelor of Logistics Honours. This vocation-focused programme will equip students with critical managerial competencies required by the logistics and supply chain industry in Namibia. The programme aims to prepare students to plan, evaluate, organise, direct, and control the logistics and supply chain management work (both compulsory and elective courses) and a Mini-thesis in order to prepare students for advanced, specialist and managerial roles in logistics and supply chain management and enables them to conduct applied research and contribute to the advancement of knowledge in the field.

**Admission Requirements**

The Master of Logistics and Supply Chain Management seeks to recruit suitably qualified students who are capable of benefitting from, contributing to, and successfully completing the programme. In order to be considered for admission to this programme, prospective students must:

- Hold a Bachelor Honours degree in Logistics, Supply Chain Management or a related cognate area of learning, or an equivalent qualification at NQF Level 8 from a recognised institution, which must include professional studies of the underlying subject matter in Logistics and Supply Chain Management and a component of supervised research.
- Have passed Business Mathematics or an equivalent course at undergraduate level. Students who have reached the required standard of competence in another manner will be required to demonstrate such competence through a process of rigorous assessment, i.e. Recognition of Prior Learning.
- Demonstrate competency in English communication in business at post graduate level, as demonstrated by the fact that the undergraduate degree was done in the medium of English. If the undergraduate degree was not done in the medium of English, then the candidate will be required to show competence in the medium of English through achieving at least Band 7 of the International English Language Testing System (IELTS), or an equivalent test.

Qualifications in related cognate areas of learning will be evaluated on a case-by-case basis for purposes of admission. Students may be required to make up specific deficiencies at the discretion of the Head of Department.

An evaluation of the applicant's academic record and a personal letter providing reasons for wishing to enroll for the Master of Logistics and Supply Chain Management will be required for selection purposes.

**Assessment Strategies**

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations), as outlined in the individual course syllabi.

The core courses in Logistics and Supply Chain management will be assessed using diversified continuous assessment. Each course will have a minimum of six assessment events in accordance with the NUST policy. The specific assessment strategies for service courses from other departments are outlined in the respective syllabi. The Mini-thesis will be assessed in accordance with the University's rules on postgraduate studies.





<b>Year 1</b>				
<b>Semester 1</b>				
<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
LDP911S	Leadership	None	9	12
STM921S	Strategic Management	None	9	12
PTM912S	Project Management	None	9	12
STM912S	Strategic Transport Management	None	9	12
OSM911S	Operations Management	None	9	12
<b>Semester 2</b>				
LSM911S	Logistics & Service Management	None	9	12
ILB911S	International Business	None	9	12
FRC911S	Financial Reporting & Control	None	9	12
ODS912S	Optimisation & Decision Support Systems	None	9	12
DFT912S	Demand Planning & Forecasting Techniques	None	9	12
<b>Year 2</b>				
<b>Semester 3</b>				
SCM911S	Strategic Supply Chain Management	None	9	12
RMD922M	Research Methodology	None	9	12
<b>Plus one of the following Elective courses:</b>				
MEL911S	Maritime Logistics	None	9	12
PMT911S	Procurement Management	None	9	12
<b>Semester 4</b>				
MTS911S	Mini-Thesis	None	9	84
or				
MTS912S	Mini-Thesis (Extension)	None	9	84
or				
MTS912X	Mini-Thesis (Extension)	None	9	84

**MASTER OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

**09MLSM**

**(Revised - Phased in 2022)**

**NQF Level: 9**

**NQF Credits: 240**

**NQF Identification ID: Q2332**

**Description:**

The Master of Logistics and Supply Chain Management is designed to provide broad high-level competencies and aims to equip students with the critical managerial competencies required by the logistics industry in Namibia and beyond.

The programme intends to prepare graduates to plan, evaluate, organize, direct, and control the logistics and supply chain management functions and processes of firms or organisations and to engage in rigorous analysis and problem-solving. The programme includes a combination of coursework and a thesis to prepare students for advanced, specialized and managerial roles in logistics and supply chain management. Further students will be equipped with advanced knowledge required to conduct applied research and contribute to the advancement of knowledge in the field.

**Admission Requirements**

The Master of Logistics and Supply Chain Management seeks to recruit suitably qualified students who are capable of benefitting from, contributing to, and successfully completing the programme. In order to be considered for admission to this programme, prospective students must:

- Hold a Bachelor of Logistics and Supply Chain Management Honours degree, or an equivalent qualification from a recognised institution at NQF Level 8. Applicants with any pre-NQF qualifications must include professional core studies of the underlying subject matter in Logistics and Supply Chain Management and a component of supervised research. Such applicants will be evaluated by the department and considered for admission on a case-by-case basis.
- Preferably have at least two years appropriate experience in a government, corporate, entrepreneurial, academic or equally relevant setting. Students who do not meet the experience required will be interviewed by the admissions committee.
- Applicants will be required to write an admission test based on a simplified analytical skills test modelled in line with internationally recognised Admissions Test to Graduate Management Education GMAT or computer-based tests with similar predictive attributes concerning the applicant's general aptitude. Additionally, proficiency in English language should be demonstrated at the appropriate level through written assessments under controlled conditions, while applications may also be required to take part in an interview.
- Alternatively, where appropriate, applicants are eligible to submit recent Graduate Management Admission Test (GMAT) results in instead of the admission test.

Students may be required to make up any other deficiencies at the discretion of the Admission Committee.

An evaluation of the applicant's academic record and a personal letter providing reasons for wishing to enrol for the Master of Logistics and Supply Chain Management will be required for selection purposes.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning (RPL). Theses provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Students who successfully complete the Master of Logistics and Supply Chain Management will ordinarily be able to pursue further studies at NQF Level 10 in Logistics and Supply Chain Management, or a related cognate area of learning.

**Mode of Delivery**

This programme will be offered on full time and part time as well as blended learning modes of study. Lectures are likely to be offered in "block mode", during non-working hours or online in accordance with NUST rules and regulations.



<b>Year 1</b>				
<b>Semester 1</b>				
<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
ALS911S	Advanced Logistics Strategies	None	9	20
STM921S	Strategic Transport Management	None	9	12
ILB911S	International Business	None	9	12
OMD911S	Operations Management and Decision	None	9	20
<b>Semester 2</b>				
GSM912S	Global Supply Chain Management Strategies	None	9	20
RME922S	Research Methodology	None	9	12
<b>Plus two of the following Elective courses:</b>				
ILB911S	International Business	None	9	12
RME922S	Operations Management Decision Support Systems	None	9	12
MEL911S	Maritime Logistics	None	9	12
PMT911S	Procurement Management	None	9	12
DFT912S	Demand Planning and Forecasting Techniques	None	9	12
RLL911S	Retail Logistics	None	9	12
<b>Year 2</b>				
<b>Semester 3 &amp; 4</b>				
TLS911S	Thesis	Research Methodology	9	120
TLS912S				
TLS912X				

**NQF Level: 9****Description**

The Master of Marketing aims at equipping students with advanced principles, techniques and skills related to marketing strategy development, implementation and evaluation, as well as advanced research techniques that will enable them to acquire data, process it thus enabling them to conceive and execute a rational and, effective strategy. Marketers everywhere are seeking to raise the visibility of their discipline in terms of contributing to the overall aims and objectives of their organisations. For this to happen it is crucially important for students to understand and be able to carry out the procedures necessary for building and implementing a great marketing strategy. Hence this programme aims at providing the foundations necessary to embed students in strategic marketing in a practical and comprehensive way.

On completion of the programme, students will be able to find employment in public and private sector as Marketing consultants, Marketing researchers, Brand Managers, Communication Managers, Marketing Lecturers.

The programme has been endorsed by members of the Programme Advisory Committee (PAC), while academic peers at higher learning institutions were consulted for purposes of benchmarking (attached, please find evidence of consultation, benchmarking and support documents).

**Programme Rationale**

The Master of Marketing Programme is conceptualised to address the critical need for more qualified marketers for both the public and private sector. The programme targets those with marketing qualifications at level 8, yet lack the required concepts, theories, research and methods of management to effectively analyse and craft marketing strategies that can give an organisation a competitive advantage needed in the highly competitive marketing environment. The programme therefore would go a step further by presenting a greater challenge to students that would include the latest techniques and thinking on strategy development, implementation and evaluation, giving students the essential skills needed to conceive and execute a rational and effective strategy.

The development of the Master of Marketing supports the Namibia University of Science and Technology's (NUST) vision and mission of being a responsive university that creatively meets the needs of students and society through multiple pathways for excellent education and applied research. The Master of Marketing would be of strategic importance in the socio-economic development of Namibia and would give a new dimension to the improvement of marketing and managerial skills in Namibia. The need analysis conducted prior to the development of this programme revealed that there is a need for qualified marketers who can fill in the gaps in the industry such as marketing managers and brand managers to mention but a few.

**Exit Programme Outcomes (Qualification Outcomes):**

Upon completion of the programme graduates will be able to:

- Identify opportunities and challenges associated with marketing across the borders.
- Analyse the relationship between global marketing and global business strategy as well as customers and competitors globally.
- Plan and conduct supervised original research in any area of marketing in compliance with national and internationally recognised standards.
- Evaluate service marketing frameworks and design effective marketing strategies for them.
- Display an in-depth understanding of the characteristics of services and the implications that these have on marketing managers in the service sector.
- Design marketing strategies that will assist an organisation to connect with consumers.
- Use different statistical methods to build more robust analytical techniques such as multivariate linear regression.
- Develop brand performance metrics and strategies that can ensure durability and apply marketing communication strategies through an examination of core communication functions and their integration in marketing practice.
- Identify options for approaching complex strategic marketing situations in an interactive way.
- Solve marketing problems in an industry.

**Criteria for Admission**

The Master of Marketing programme seeks to recruit suitably qualified students who are capable of benefitting from, contributing to, and successfully completing the programme. In order to be considered for admission to this programme, prospective students must:

- Hold a Bachelor of Marketing Honours from a recognised institution, or an equivalent qualification at NQF Level 8, which include a component of supervised research achieving a mark of 60% or higher.
- An evaluation of the applicant's academic record and a personal letter providing reasons for wishing to enrol for the Master of Marketing will be required for selection purposes.

### Articulation Arrangements

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning (RPL). These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that be granted is 50% of the credits for a qualification.

Students who successfully complete the Master of Marketing will ordinarily be able to pursue further studies at NQF Level 10 in Marketing, or a related cognate area of learning.

### Mode of Delivery

This programme will be offered on the full time and part-time modes of study in accordance with NUST rules and regulations.

### Requirements for awarding qualification

The Master of Marketing will be awarded to students credited with a minimum of 240 NQF credits, all at NQF level 9. In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of the Namibia University of Science and Technology.

## CURRICULUM

### Year 1

#### Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
GMS911S	Global Marketing and Supply Chain Management	None	9	20
RME912S	Research Methodology	None	9	20
SMM911S	Service Marketing Management	None	9	20
BMC911S	Brand Management and Customer Equity	None	9	20
SMM911S	Service Marketing Management	None	9	20

#### Semester 2

MAI912S	Marketing Insights	None	9	20
CMB912S	Consumer Behaviour	Global Marketing and	9	20
BMC911S	Brand Management and Customer Equity	None	9	20
SMM911S	Service Marketing Management	None	9	20

#### Semester 3

QRM911S	Quantitative Research Methods	None	9	20
ADM911S	Advertising and Digital Marketing	None	9	20

#### Semester 4

MTS912S	Mini-Thesis	Research Methodology	9	60
MTS912X	Mini-thesis (Extension)	None	9	60

**POSTGRADUATE DIPLOMA IN PROCUREMENT MANAGEMENT**  
(Phased in 2022)

**08PDPM**

**NQF Level: 8**

**NQF Credits: 120**

**NQF Identification ID: Q2295**

**Description**

The Postgraduate Diploma in Procurement Management (Level 8) Programme primarily aims at providing students with a rigorous conceptual framework, systematic knowledge on the best practices in the areas at the forefront of procurement management while ensuring the efficient and effective utilization of the organizational resources. The programme further equips students

with advanced knowledge of sustainable public procurement practices to promote integrity, transparency, and the attainment of national developmental goals. This programme targets procurement practitioners in public and private sectors seeking to exalt their existing skillset in public administration and procurement areas to function at higher management level positions efficiently.

Additionally, the students will be equipped to increase value for money by developing management and strategic skills that foster sustainable procurement practices. Therefore, this programme is designed to enable graduates to demonstrate ethical values with an ability to integrate public finance, procurement, and supply chain managers.

**Programme Rationale**

The programme is developed at the Ministry of Finance's request, as the key stakeholder, through the Procurement Policy Unity (PPU). The PPU directives mandate a mandatory training standard and capacity building for public procurement practitioners. Additionally, this was further substantiated during consultations with various stakeholders in different economic sectors and validated through extensive market research. The consultations gathered relevant information that confirmed the programme's need; it further informed the content, layout and duration for relevance. This programme's development is also driven by increasing public awareness of the constant inefficiencies within public procurement. Thus, this programme highlights the role that procurement's plays in driving government productivity while acknowledging the challenges of measuring the dynamics between procurement and economic performance. Moreover, the Postgraduate Diploma in Procurement Management Programme is conceptualized to address the critical need for more qualified procurement practitioners in the public and private sector to provide them with a world-class education to enhance performance and efficiency by increasing the knowledge and skills capacity.

**Criteria for Admission**

This programme admits candidates with a Bachelor's degree in any discipline or an equivalent qualification at NQF Level 7 from a recognised institution, worth at least NQF 360 credits. They must have at least three years of relevant procurement working experience in the public or private sector. The department reserve the right to use other discretions deem relevant in terms of different equivalent industry setting experience.

Applicants must demonstrate competency in the English language by either:

- the undergraduate degree was done in the medium of English
- or successful completion of the International English Language Testing System (IELTS) at a minimum of band seven (7) or an equivalent test.
- Alternatively, proficiency in the English language should be demonstrated at the appropriate level through written assessments under controlled conditions. At the same time, applicants may also be required to take part in an interview.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning (RPL). These provide for course- by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that be granted is 50% of the credits for a qualification.

The students may articulate horizontally to a related Bachelor Honours degree and gain credit for relevant courses passed for credit recognition in the Postgraduate Diploma in Procurement Management. The Postgraduate Diploma in Procurement (Level 8) may, however, articulate vertically to further studies in the same, or a related cognate area, at NQF Level 9, provided that a student takes up a research methodology course enrolled for non-degree purposes to meet one of the admission criteria.

**Mode of Delivery**

This programme will be offered on block release odes through online and blended learning and per NUST rules and regulations.

**Requirements for Awarding Qualification**

The Postgraduate Diploma in Procurement Management will be awarded to candidates credited with a minimum of 120 NQF credits (all at NQF Level 8) and met the detailed qualification requirements as outlined below. All eight courses are compulsory. In addition, candidates should meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook.



## CURRICULUM

**Year 1****Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
PPG801S	Procurement and Good Governance	None	8	15
GSD801S	Global Supply Chain Diligence	None	8	15
ACM801S	Advanced Contract Management	None	8	15
FTP801S	Financial Techniques for Procurement Supply Chain Management	None	8	15

**Semester 2**

PCA802S	Procurement Audits	None	8	15
SPM802S	Strategic Procurement Management	None	8	15
LPM802S	Leadership and Project Management	None	8	15
EPM802S	E-Procurement Management	None	8	15

## SCHOOL OF HUMAN SCIENCES

### DEPARTMENT OF COMMUNICATION

#### QUALIFICATIONS OFFERED

Bachelor of Communication Honours

08BCMh

Bachelor of English and Linguistics Honours

08BENG

#### BACHELOR OF COMMUNICATION HONOURS

08BCMh

(Phased in 2021)

**NQF Credits: 120**

#### Description

The Bachelor of Communication Honours forms an integral part of the learning pathway for students who are enrolled for the Bachelor of Communication degree at the Namibia University of Science and Technology. The development of this programme is in line with the vision of the University, i.e., to be a premier university of science and technology, preparing leaders for the new economy. This programme produces communication specialists and spin doctors that are vital for Namibia's competitiveness as a global player.

Graduates of this programme will be able to contribute towards national development imperatives in the sense that for the economy to realise its development goals it needs to have highly qualified personnel in all disciplines, including Communication experts and professionals. Also, graduates will be adaptable and proactive solution providers of communication problems in dynamic multicultural private and public organisations.

This programme is fully aligned with requirements of the National Qualifications Framework (NQF), the NUST Curriculum Framework, and it also conforms to regional and international nomenclature, standards, and quality.

#### Admission Criteria

To be considered for admission to the Bachelor of Communication Honours, candidates must have a Bachelor of Communication degree or an equivalent qualification at NQF Level 7 from a recognised institution, worth at least 360 credits.

Students who obtained their Bachelor degrees, or equivalent qualifications, from other Universities may be required to make up for any deficiencies as deemed necessary by the Department.

#### Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who graduate with the Bachelor of Communication Honours will ordinarily be able to pursue further studies in Communication, or a similar/related cognate area of learning, at NQF Level 9.

#### Mode of Delivery

This programme will initially be offered on the part-time mode, while it is anticipated that the full-time and distance modes will be offered at a later stage.

#### Requirements for Qualification Award

The Bachelor of Communication Honours will be awarded to students credited with a minimum of 120 credits at NQF Level 8. Students are required to do six compulsory courses (worth 90 credits) and a mini thesis (worth 30 credits). In addition, students should meet the administrative and financial requirements spelt out in the Postgraduate Yearbook Part 1 of the University.



## CURRICULUM

### Year 1

<b>Semester 1</b>	<b>Course Title</b>	<b>Prerequisite</b>
<b>Course Code</b>		
CFD811S	Communication for Development	None
PCC811S	Public Communication	None
CCC811S	Corporate Communication	None
REM811S	Research Methods	None

### Semester 2

ADV821S	Advertising	None
CMI821S	Conflict Management and Indigenous Knowledge Systems	None
MTS821S	Mini-Thesis	Communication Theory and Research Methodology

### Transition Arrangements

This is a programme that does not replace any existing programme(s); hence transition arrangements are not applicable.

**BACHELOR OF ENGLISH AND LINGUISTICS HONOURS**  
(Revised – Phased in 2021)

**08BENG**

**NQF Credits: 120**

**Description**

The Bachelor of English and Linguistics Honours degree is a postgraduate specialization degree that aims at consolidating and deepening the knowledge and skills of students in the main cognate area of learning, as well as developing their capacity to conduct supervised research of an applied and literary nature. The programme is purposely designed to expose students to advanced concepts and theories, while it facilitate practice-oriented mastery of and insight into the use of English language and Linguistics skills in various contexts and situations as a hall mark for competent and effective communication. The programme will, furthermore, enable students to demonstrate mastery of the language in order to enhance substantial immersion in literary texts.

Overall, the Bachelor of English and Linguistics Honours degree aims at:

- Producing graduates with deepened knowledge and competence to ensure proficiency in the English language and Linguistics.
- Exposing students to advanced concepts in English as a language of international communication, exchange, commerce and industry, and education.
- Exposing students to Literature in English and Linguistics, as the bedrock of the English Language, as expected of high-level professionals in government, civil society and the private sector.
- Developing effective communicators to solve communication problems while contributing to the attainment and realization of the millennium development goals.
- Incorporating both scientific and literary research in a bid to enhance the competencies, skills and abilities of its graduates so that they can fit into the new paradigm, the University of Science and Technology.

This programme is an excellent incubator of future English language specialists and Linguists in various categories of the socio-economic and cultural Namibian spheres. Graduates will attain competencies that they can apply across a variety of professional situations, from the corporate world to the public sector and non-profit institutions, in positions such as: writers and translators, senior editors, speech therapists, voice coaches, educators in tertiary institutions, language and literature trainers and developers, actors, curriculum developers, editors and publishers and English content writers.

The proposed programme is fully compliant with requirements of the National Qualifications Framework (NQF) and the Namibia University of Science and Technology Curriculum Framework.

**Admission Requirements**

Applicants may be considered for admission to this programme if they have a Bachelor's Degree in English and Linguistics from the Namibia University of Science and Technology, or an equivalent qualification at NQF level 7 from a recognised institution, worth at least 360 credits.

**Articulation Arrangements**

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in English, or a related cognate area of learning, at NQF Level 9.

**Mode of Delivery**

The programme will be offered on part-time and distance education modes of study in accordance with the University's rules and regulations.

**Requirements for Qualification Award**

The revised Bachelor of English Honours will be awarded to students credited with a minimum of 120 NQF credits (all at level 8). Students are required to do 5 compulsory courses (worth 75 credits), 1 elective course (worth 15 credits) and a mini-thesis (worth 30 credits). In addition, students should meet the administrative and financial requirements as spelt out in Part 1 of the MUST Yearbook.

## CURRICULUM

## Year 1

## Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
REM811S	Research Methods	None	8	15
TRL811S	Theoretical Linguistics	None	8	15
LIT811S	Literary Theory	None	8	15
AOL811S	African Oral Literature	None	8	15

## Semester 2

MIT821S	Mini-thesis	Research Methods	8	30
LPP821S	Language Policy and Planning	None	8	15

## Plus one of the following elective courses:

CHL821S	Children's Literature	None	8	15
CTL821S	Contrastive Linguistics	None	8	15

## Assessment Strategies

Students will be assessed through continuous and summative assessment in all courses except for Research Methods and the Mini-thesis. These assessments will focus on the achievement of qualification outcomes and take the form of, individual/group assignments and presentations, case studies, report writing, tutorials, practical projects and tests and examinations. The use of validating end-of-term assignments may be minimised in order to free students' intellectual capacity for broader cognitive development. In accordance with the University's policy on diversified continuous assessment, the Research Methods course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. The Mini-thesis will be assessed in accordance with the University's rules for studies at postgraduate level.

## Transition Arrangements

There are no significant changes between the current versions of the Bachelor of English Honours (old curriculum) and the Bachelor of English and Linguistics Honours (revised curriculum).

The Bachelor of English and Linguistics Honours (revised curriculum) will therefore take effect from January 2021. Courses will only be offered based on the new/revised syllabi in 2021. Students who fail any of the courses on the old curriculum will be required to repeat such courses based on the syllabi of new/revised corresponding courses (please refer to Table 1 below, for information on the new/revised corresponding courses to be done. If courses on the old curriculum are failed).

The deadline for complete phasing out of the Bachelor of English Honours (old curriculum) is 2019, after which students must automatically change registration to the revised programme (revised curriculum) and fulfil all requirements of the new curriculum

**Table 1: Corresponding courses to be done, if courses on the old curriculum are failed (Please note this is not a credit Table)**

Course Code	Bachelor of English Honours (Old Courses)	Course Code	Bachelor of English Honours (New/Revised Courses)
REM811S	Research Methods	REM811S	Research Methods
LPP821S	Language Policy and Planning	LPP821S	Language Policy and Planning
LIT811S	Literary Theory	LIT811S	Literary Theory
MIT821S	Mini-thesis	MIT821S	Mini-thesis
CHL821S	Children's Literature	CHL821S	Children's Literature
AOL811S	African Oral Literature	AOL811S	African Oral Literature
CTL821S	Constructive Linguistics	CTL821S	Constructive Linguistics

**MASTER OF ENGLISH AND APPLIED LINGUISTICS  
(Phased in2017)****NQF Credits: 240****NQF Identification ID: Q0979****NQF Level: 9****Description**

The Master of English and Applied Linguistics (MEAL) is a distinct postgraduate degree programme developed to consolidate and deepen the knowledge and expertise in English and Applied Linguistics discipline specifically to deliver the language and , competence needed for the 21st century digital societies. The programme focuses on digital literacies, popular literature and the application of literary and linguistic knowledge to solve real world problems. Graduates of this qualification will be well-grounded in language, literary and communication skills through the use of appropriate technology and skills. This will enable them to critically and creatively engage in a knowledge society that is marked by digital literacies and competencies. The curriculum is structured to facilitate specialisation in the areas of Literature and Applied Linguistics with a particular focus on multi-media and digital forms. The qualification will consist of compulsory and elective courses and will be based on a combination of coursework and a thesis.

**Admission Criteria**

Applicants for the Master of English and Applied Linguistics may be considered for admission if they have a Bachelor of English Honours from NUST, or an equivalent qualification at NQF Level 8 from a recognised institution, worth at least 120 credits.

**Articulation Arrangements**

Transfer of credits will be dealt with according to NUST regulations on Recognition of Prior Learning. These provide for course-by- course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in English or Applied Linguistics or a related cognate area of learning, at NQF level 10.

**Mode of Delivery**

This programme will be offered on the full-time/part-time modes of study in accordance with Universities' rules. Lectures will be offered as "block release" during non-working hours and on NUST e-Learning platform.

**Requirements for Qualification Award**

This qualification will be awarded to candidates credited with a minimum of 240 credits (all at NQF Level 9), and who have met the detailed qualification requirements as set out below. Students are able to specialise in Applied Linguistics or Literature, and are required to complete core compulsory courses, including a thesis. Core courses and the thesis will be worth 180 credits; and strand compulsory courses will be worth 60 credits. In addition, candidates must meet the administrative and financial requirements as spelt out in NUST Postgraduate Yearbook.

**Assessment Strategies**

Students will be assessed through diversified continuous assessment. These assessments will focus on the achievement of qualification outcomes and take the form of, individual/group assignments and presentations, case studies, tutorials, and tests. In addition, students will be required to submit a thesis which will be examined externally and defended as a final validation process. Tests will be administered in controlled environments similar to the institutional requirements for conducting examinations. The course will be administered on the Part-time modes of study, and lectures will be offered as "block release" during non-working hours and on NUST e-Learning platform. The course will be assessed using diversified Continuous Assessment (CASS). All students have to obtain a minimum Final Mark of 50 % to pass the course.

The thesis will be assessed in accordance with Namibia University of Science and Technology rules for studies at postgraduate level, including an oral defense of the thesis as applicable.

**Quality Assurance Requirements**

All courses for this programme will be externally moderated. Each course (please refer to the Detailed Qualification Requirements) will have one (or more) assessor and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator should be a PhD in a related field of studies or the person must be well respected in the field. Lecturing staff will set and mark the assessments which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. All courses for this programme will be externally moderated. The thesis will be moderated in accordance with the NUST's rules on postgraduate studies.

**Transition Arrangements**

This is a new programme which does not replace any existing programme(s). Transition arrangements are, therefore, not applicable.

## CURRICULUM

**Year 1****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credit
DGL911S	Digital Literacies	None	9	20
STY911S	Stylistics	None	9	20
WLW911S	World Literature Written in English Compulsory (Drama and Fiction)	None	9	20

**Semester 2**

CRT921S	Critical Research Paradigms	None	9	20
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**Plus ONE of the following Strands depending on specialisation, i.e. Applied Linguistics, and Literature: Applied Linguistics Strand**

**Applied Linguistics Strand**

SLL921S	Sociolinguistics	None	9	20
TCD921S	Text and Critical Discourse Analysis	None	9	20

**Literature Strand**

ALC921S	Advanced Literary and Critical Theory	None	9	20
BNF921S	Biographical and Non-fiction Writing in Africa	None	9	20

**Year 2****Semester 3**

TEA911S	Thesis	Critical Research Paradigms	9	10
TEA912S	Thesis			

## DEPARTMENT OF SOCIAL SCIENCES

### QUALIFICATIONS OFFERED

Bachelor of Criminal Justice Honours (Revised) (Phased in 2021)

08HCRJ

### BACHELOR OF CRIMINAL JUSTICE HONOURS (Revised - Phased in 2021)

08HCRJ

**NQF Credits: 120**

#### Description

The Bachelor of Criminal Justice Honours is a specialisation degree, designed to consolidate and deepen the knowledge and skills of students in the main cognate area of learning, with an emphasis on relevance in the Criminal Justice System in the local and regional context. Honing already existing analytical skills shall enable students to contribute to the optimization of effectiveness and efficiency of criminal justice agencies, with high-order skills in research, management of organization change, reasoning and analysis, and communication. The research component shall develop students' capacity to conduct supervised research of an applied nature. The Bachelor of Criminal Justice Honours will enable students to reflect on emerging questions about the root causes of crime in various contexts, the lack of evidence-based information regarding the prevalence of crime in developing countries, e.g. Namibia, so addressing the current dearth in research capacity in the criminal justice sector.

Overall, the Bachelor of Criminal Justice Honours aims at:

- Providing students with a diverse range of skills and competencies, which are discipline-specific, and job related, thereby, enabling graduates to adapt in a continuously changing professional criminal justice environment.
- Forstering a deepened understanding of how learned academic knowledge and skills interact and inform the development of professionalism and law enforcement practice across communities in criminal justice sectors, taking into consideration international best practices and standards.
- On completion, graduates of this programme will be able to find employment in public and private organisations, especially at middle management level within the Criminal Justice system.

#### Admission

Applicants will be considered for admission to the Bachelor of Criminal Justice Honours if they have a Bachelor of Criminal Justice in Policing or Correctional Management from NUST or equivalent qualification at NQF level 7 from a recognised institution worth at least 360 credits; all qualifying candidates will participate in such specific selection processes as may be determined by the Department.

Applicants with a related Bachelor's degree of at least a duration of three years in Criminology, Sociology, Social Work, Law, and Psychology may be admitted at the discretion of the Department.

#### Articulation Arrangements

Transfer of credits will be dealt with in accordance with the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of the Bachelor of Criminal Justice Honours will ordinarily be able to pursue further studies in Criminal Justice, or a similar/ related cognate area of learning, at NQF Level 9.

#### Mode of Delivery

The programme will be offered on part-time and full-time mode through block release, in accordance with NUST's rules and regulations.

#### Requirements for Qualification Award

The Bachelor of Criminal Justice Honours will be awarded to candidates credited with a minimum of 120 NQF credits and who have met the detailed programme requirements as set out below. In addition, students should meet the administrative and financial requirements spelt out in the Yearbook (Part 1) of NUST.

**CURRICULUM****Year 1****Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
SCJ811S	Seminar (Criminal Justice in Action)	None	8	15
ICJ811S	Contemporary Issues in Criminal Justice	None	8	15
AWT811S	Advanced Academic Writing and Techniques	None	8	15
RSM811S	Research Methodology	None	8	15

**Semester 2**

ACT821S	Advanced Criminological Theories	None	8	15
SPC812S	Strategic Planning in Criminal Justice	None	8	15
MNT821S	Mini-thesis	None	8	30

**Assessment Strategies**

employing assessment methodologies and strategies appropriate to the learning outcomes of each course. The assessments will focus on the achievement of qualification outcomes and take the form of e-Assessment, problem-solving exercises, individual/group assignments, essays and presentations, reflective writing, take-home tests, open-book tests, closed-book tests, tutorials, and project report writing.

The use of validating end-of-term examinations will be minimized in order to free students' intellectual capacity for broader cognitive development. Therefore, assessment by means of open- and closed-book tests will be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred.

All courses will be assessed using Diversified Continuous Assessment. In accordance with NUST's Policy on Diversified Continuous Assessment, each course will have a minimum of four assessments. The mini-thesis will be assessed in accordance with NUST's rules for studies as postgraduate level. Provided the availability of required technology, assessments. The mini-thesis will be assessed in accordance with NUST's rules for studies as postgraduate level. Provided the availability of required technology, assessment will also include online and e-assessment.

**Quality Assurance Requirements**

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiner and moderator. Moderators will be identified externally. The required minimum qualification of the moderator should be a Master's degree in the same or related field of studies. Lecturing staff will set and mark the required assessments which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purposes, therefore, ensuring quality of the assessment and the qualification as a whole. All courses will be externally moderated. As a quality assurance measure, the use of an internet-based plagiarism detection service (e.g. Turnitin) will apply to all written assignments and research projects in the course to prevent plagiarism and create a culture of ethics and integrity in academic writing.

**Quality Assurance Requirements**

The Bachelor of Criminal Justice Honours (old curriculum) offered on part-time mode will be phased out systematically until the end of the academic year 2022 with minimal disruption to existing student's learning progression. This is to give students an opportunity to complete courses from the old curriculum that do not have corresponding courses in the revised curriculum. The last intake of students for the out-phasing programme (old curriculum) was in January 2020.

Students registered in 2020 or before, for the out-phasing programme (old curriculum), who did not register, or who failed more than 50% of the courses at the end of the academic year 2020, will be required to change their registration to the revised programme, but will be granted credits on a course-by-course basis in accordance with Table 1.

The Bachelor of Criminal Justice Honours (revised curriculum) will take effect from January 2021 and will be completely phased-in the same year. All courses (with the exception of courses without corresponding course in the revised curriculum, such as Sociology of Crime and Criminology 1 (SCC811S) and Sociology of Crime and Criminology 2 (SCC812S) will be offered based on the revised syllabi of corresponding courses in 2021 as detailed in Table 2.

**Table 1: Courses to be credited**

Course Code	Bachelor of Criminal Justice Honours (Old Courses)	Course Code	Bachelor of Criminal Justice Honours (New/ Revised Equivalent Courses)
SCJ811S	Seminar (Criminal Justice in Action)	SCJ811S	Seminar (Criminal Justice)
SCC811S	Sociology of Crime and Criminology 1	ACT821S	Advanced Criminological Theories
SCC812S	Sociology of Crime and Criminology 2		
RSM812S			
CIC811S	Current Issues in Criminal Justice 1	ICJ811S	Contemporary Issues in Criminal Justice
CIC812S	Current Issues in Criminal Justice 2		
SPC812S	Strategic Planning in Criminal Justice	SPC812S	Strategic Planning in Criminal Justice
MNT812S	Mini Thesis	MNT812S	Mini Thesis

**Table 2: Corresponding courses(if failed). This is not a credit table**

Course Code	Bachelor of Criminal Justice Honours (Old Courses)	Course Code	Bachelor of Criminal Justice Honours (Corresponding New/Revised Courses to be done, if failed)
SCJ811S	Seminar (Criminal Justice in Action)	SCJ811S	Seminar (Criminal Justice in Action)
RSM811S	Research Methodology	RSM811S	Research Methodology
MNT812S	Mini Thesis	MNT812S	Mini Thesis
CIC811S	Current Issues in Criminal Justice 1	ICJ811S	Contemporary Issues in Criminal Justice
CIC812S	Current Issues in Criminal Justice 2	ICJ811S	Contemporary Issues in Criminal Justice
SPC812S	Strategic Planning in Criminal Justice	SPC812S	Strategic Planning in Criminal Justice

**Please Note:**

The following old courses in Bachelor of Criminal Justice Honours (old curriculum), do not have corresponding courses in the Bachelor of Criminal Justice Honours (revised curriculum), therefore, the Department will continue offering such courses to students who did not register for, or failed any of those courses listed hereafter until the programme completely phased-out in 2022:

- Sociology of Crime and Criminology 1 (SCC811S); and
- Sociology of Crime and Criminology 2 (SCC812S)



**DEPARTMENT OF TECHNICAL VOCATIONAL, EDUCATION AND TRAINING****QUALIFICATIONS OFFERED**

Postgraduate Certificate in Higher Education

08PCHE

**POSTGRADUATE CERTIFICATE IN HIGHER EDUCATION****08PCHE****NQF Level: 8****NQF Credits: 60****NQF Identification ID: Q0980****Description**

The Postgraduate Certificate in Higher Education (PGCHE) programme is primarily designed to provide students with deeper insight, intellectual and cognitive skills related to their professional teaching, learning, assessment and technology support in higher education. The programme is developed to respond to professional needs of faculty in teaching for those new to teaching and those who have years of experience but wish to develop, grow and advance in pedagogical skills. Further, the programme provides a practical and theoretical grounding in learning and teaching in higher education and encourages students to develop a scholarly, reflective enquiry base to inform the teaching and development.

**Admission Requirements**

Applicants to this programme must hold at least a Bachelor's degree or equivalent at NQF Level 7. They must be proficient in both oral and written formal English. Students must be computer literate and have reliable access to the Internet to ensure access to the institution's Learning Management System (LMS) used to support the teaching and learning experience.

**Articulation Arrangements**

The transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

On completion, graduates of the Postgraduate Certificate in Higher Education (PGCHE) may be given credits (course-by-course) towards entry into an Honours degree in similar or related cognate areas.

**Mode of Delivery**

This programme will be offered on a part-time basis in accordance with Namibia University of Science and Technology rules and regulations.

**Requirements for Qualification Award**

This qualification will be awarded to candidates credited with a minimum of 60 NQF credits at NQF Level 8, and who have met the detailed qualification requirements as outlined below. In addition, students must meet the administrative and financial requirements as spelt out in the Postgraduate Prospectus of the Namibia University of Science and Technology.

**CURRICULUM****YEAR****Semester 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Pre-Requisite</b>	<b>NQF Level</b>	<b>NQF Credit</b>
TLA811S	Teaching, Learning and Assessment	None	8	20

**Semester 2**

CDD811S	Curriculum Design and Development	None	8	20
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**Semester 3**

TIT811S	Technology Integration in Teaching and Learning	None	8	20
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### **Teaching, Learning and Assessment Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional technical practical skills. Delivery will comprise of several equally important means: face to face contact sessions, online collaboration, individual and group-work. All modes of delivery and participation will make use of technology enriched learning through MyNUST (NUST's Learning Management System).

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning assignments and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed. Students will be requested to develop a comprehensive Personal Development Plan (PDP) highlighting their roadmap for Continuous Professional Development success.

The programme will make use of continuous assessment as an assessment strategy across all courses on offer. Students will be assessed progressively on attainment and demonstration of expected competencies highlighted by the relevant exit level outcomes over the course. A range of assessment strategies will be used in the programme including:

- \* Observation, dialogue and reflection on teaching sessions
- \* Critical evaluation of a range of elements of personal practice
- \* Critical analysis of course documentation
- \* Dissemination of results of research and reviews to colleagues: oral, written and using electronic media
- \* Presentations to Colleagues
- \* Formal teaching evaluations
- \* Reflective essays
- \* Use of Technology

### **Quality Assurance Strategies**

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiner and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator should be a Master degree in a related field of study or the person must be a well-respected expert in the field. Lecturing staff will set and mark assignments, practical tasks, portfolios, which will together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. All courses will be moderated.

### **Career Opportunities**

The PGCHE provides graduates of the Programme with essential skills for educational roles in tertiary institutions in the following capacities:

- \* Facilitators
- \* Teaching Assistants
- \* Assistant Lecturers
- \* Lecturers
- \* Senior Lecturers
- \* Associate Professors



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