(Note: The final interpretation of all regulations in this Yearbook for the General Information and Regulations shall be vested in Council).
The **General Information and Regulations** is valid for 2019 only. Curricula and syllabi may be amended for 2020.

It is obtainable free of charge from:

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

**Location:** 13 Storch Street, Windhoek  
**Telephone:** (+264-61) 207 2008 / 2118  
**Fax:** (+264-61) 207 9118  
**Website:** [www.nust.na](http://www.nust.na)  
**E-mail:** registrar@nust.na

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

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

The fact that particulars of a specific programme, field of study, subject, or course have been included in this Yearbook does not necessarily mean that such a programme, field of study, subject, or course will be offered in the academic year 2019.

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Email: registrar@nust.na

CENTRE FOR OPEN AND LIFELONG LEARNING
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Street Address: 13 Storch Street, Windhoek, NAMIBIA
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Fax: 207 9206
Website: www.nust.na/coll
E-mail: coll@nust.na

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Deputy Vice Chancellor: Administration and Finance 207 2004/5
Deputy Vice Chancellor: Academic Affairs 207 2280/1
Deputy Vice Chancellor: Research and Innovation 2072181
Office of the Registrar: Registrar 207 2008/2118
Assistant Registrar: Academic Administration 207 2351/2667
Examinations Office 207 2027/2412
Student Enquiries, Registrations, and Records 207 2056
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Students Councillor 207 2270
Cultural Department 207 2070
Sports Department 207 2298
Students Representative Council: 207 2457
Information & Communications Technology: Director 207 2275
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Hostels:
Men: Shangri-La
Superintendent 207 2132
House Committee 207 2375
Call Office 229413/233130
Ladies: Mon Resa
Superintendent 207 2131
House Committee 207 2127
Call Office 229405/234193/233100
Ladies: Höpker
Superintendent 207 2130
House Committee

NB: The international code in all numbers is +264-61
VICE CHANCELLOR’S FOREWORD

Thank you for the interest you have shown in the Namibia University of Science and Technology (NUST). We, at NUST, are working hard at becoming a world-class and truly entrepreneurial university. It’s a bold vision, but an achievable one, particularly when we’re building on a strong foundation of applied research and innovation, educating some of the nation’s most sought-after professionals and working closely with industry.

Higher education everywhere is in a period of transition and the concept of world-class universities is becoming embedded in governmental and institutional policies in order to promote research and innovation and to improve national competitiveness in a globalised world.

As you would expect from an innovative institution, we are constantly interested in discussing innovative projects and forging a progressive agenda with partners in academe industry, government, civic society and the international community. These partnerships and collaborations are mutually beneficial and can deliver something special and unique solutions. We, therefore, thank our existing partners and invite prospective partners to engage us.

Since its inception 23 years ago, the University has grown to become the nation’s top performer in higher education as evidence by PMR Africa reviews. NUST is growing steadily and our academic and research programmes range across a growing number of disciplines. At present, NUST offers undergraduate, postgraduate and doctoral programmes.

NUST has imbibed the spirit of the government’s ‘Growth at Home’ industrial strategy, underpinned by the National Development Plans (NDP’s) and Vision 2030. Our staff and students have also embraced wholeheartedly, NUST’s strong commitment to community engagement and outreach, as well as sustainable development. We are building inter- and multi-disciplinary alliances and collaborative partnerships with industry and research institutions, at home and abroad, in order to keep pace with a fast changing world, amid globalization and giant leaps in technological advances. We at NUST understand that success is based on high quality courses, good facilities, friendly ambiance in addition to experienced and dedicated staff meet the demands of the market, both in Namibia and worldwide, and employment.

The NUST community is enriched by its diversity amongst staff, scholars and students.

I look forward to a productive partnership between the University and yourselves.

Welcome to NUST!

Faithfully

Tjama Tjivikua, BA cum laude, MS, PhD: Chemistry, D.Sc. (Honoris Causa), D.Litt. (Honoris Causa)

Founding Vice-Chancellor
HISTORICAL PERSPECTIVE

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

The Namibia University of Science and Technology has its roots in the establishment of the Academy for Tertiary Education by Act No. 13 of 1980. Classes in Teacher Training and Secretarial Courses started on 14 January 1980.

Five years later, another Act, number 9 of 1985 was promulgated and the Academy consisting of a university component (the present University of Namibia), a Technikon, and College for Out-of-School Training were established. The Technikon offered a total of 17 diploma and certificate courses in Agriculture and Nature Conservation, Personnel Management, Public Administration, Cost Accounting, Secretarial Training, and Communicative and Legal Training. The College for Out-of-School Training (COST) offered 13 certificate courses in Technical and Commerce/General areas. Some of the courses included pre-tertiary teacher training.

Shortly after independence in 1990 it was resolved that the three components be collapsed into two independent higher education institutions, namely, a university and a Polytechnic of Namibia.

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

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

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

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

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

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

VISION

To be a premier university of science and technology preparing leaders for the knowledge economy.

MISSION

To be a responsive university creatively meeting the needs of students, society and the economy through multiple pathways for excellent education, applied research, innovation and service in collaboration with stakeholders.
1. The Atom is one of the most basic recognisable symbols of science. Positioned under the sun it symbolizes science & technology as the foundations of illumination at the university.

2. The Arch is the threshold of knowledge. It is the gateway to the future and encourages a thirst for knowledge and discovery. Namibia becomes the threshold for new development - entering into the new era.

3. Derived from the diverse traditional cultures of Namibian dress, amongst the Himba, Damara, Ovambo and Herero groups, the ribbon is an extension of the red band - representing 'people'. It is a symbol of achievement and prestige, and recognises traditional cultures of pageantry. The ribbon epitomises flexibility and adaptiveness by which NUST exemplifies and enables its students to achieve, post tertiary education.

4. This symbol represents the outcome of scientific and technological innovation and enlightenment. Education is a form of discovery, energy and life that this symbol should highlight through its embodiment of the sun.

5. The shield is the symbol of learning institutions (traditional) - signaling tradition, strength and readiness.

6. The red band represents the people and also blood, which gives life. People are the lifeblood of the university and country. It refers to their heroism and their determination to build a future of equal opportunity for all. The position of the red band represents 'crossing through the threshold'.


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OFFICERS OF THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

VICE-CHANCELLOR
Tjama Tjivikua
B.A. *cum laude* (Lincoln), M.S. (Lowell), Ph.D. (Pittsburgh)

DEPUTY VICE-CHANCELLOR: ACADEMIC
Andrew Niikondo
Ph.D.: Pub. Admin. *(UNAM)*

DEPUTY VICE-CHANCELLOR: ADMINISTRATION AND FINANCE
Morne du Toit,
Bachelor of Commerce Hons.: Acc. *(UIJ)*, M. Comm.: Comp. Aud. *(RAU)*

DEPUTY VICE-CHANCELLOR: RESEARCH AND INNOVATION
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PhD: Entomology *(UP)*, PG Dip.: Health Research Ethics *(Stell)*

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M.: Social Science *(University College Dublin)*

BURSAR
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B. Acc. *(UNAM)*

DIRECTOR: LIBRARY AND INFORMATION SERVICES
Judy Grobler
B. Bibl. *(UOFS)*

DIRECTOR: STUDENT SERVICES
Donovan Zealand
PhD in Specialised Edu. *(US)*, M. Ed. *(UNAM)*, B.Ed. *(UNAM)*
COUNCIL

Adv. Esi Schimming-Chase – Chairperson of Council
Mr Goms Menetté – Vice-Chairperson of Council
Dr Tjama Tjivikua – Vice-Chancellor
Ms Linda Aipinge – Council Member
Dr Michael Humavindu – Council Member
Mr Samuel Januarie – Council Member
Ms Maureen Kambala – Council Member
Ms Kondjeni Nkandi – Council Member
Mr Markus von Jeney – Council Member
Mr Morne du Toit – Deputy Vice-Chancellor: Administration and Finance
Dr Andrew Niikondo – Deputy Vice-Chancellor: Academic
Dr Govender Pramanathan – Deputy Vice-Chancellor: Research and Innovation
Mr Salomo Mbai – Senate Representative to Council
Mr Gabriel Neliwa – Staff Representative: Academic
Mr Matchwell Lizazi – Staff Representative: Administrative
Mr Jono Angula – SRC President

Secretary to Council
Mr Maurice Garde – Registrar
SENATE

Members
Dr Tjama Tjivikua – Vice-Chancellor and Chairperson
Dr Andrew Niikondo – Deputy Vice-Chancellor: Academic
Mr Morné du Toit – Deputy Vice-Chancellor: Administration and Finance
Dr Govender Pramanathan – Deputy Vice-Chancellor: Research and Innovation
Mr Maurice Garde – Registrar and Secretary to Senate

Members of Council
Ms Kondjeni Nkandi
Mr Markus von Jeney

Deans and Heads of Departments

Faculty of Computing and Informatics
Dr Anicia Peters – Dean
Dr Guy-Alain Zodi Lusilao – HOD: Computer Science
Dr Suama Hamunyela – Deputy HOD: Informatics
Prof Dharm Singh Jat – Professor: Computer Science
Prof Heike Winschiers-Theophilus – Professor: Computer Science
Prof Hippolyte Muyingi – Professor: Informatics and Associate Dean: Research and Innovation
Prof Nomusa Dlodlo – Director: Informatics

Faculty of Engineering
Dr Samuel John – Dean
Mr Daniel Lufuma – HOD: Civil and Environmental Engineering
Mr Gideon Gope – HOD: Electrical and Computer Engineering
Dr Rajaram Swaminathan – HOD: Mechanical and Marine Engineering
Dr Harmony Musiyarira – HOD: Mining and Process Engineering
Prof Nnenesi Kgabi – Director and UNESCO Chair on Sustainable Water Research for Climate Adaptation in Arid Environments
Prof James Katende – Professor: Electrical and Computer Engineering
Prof Thomas Hollenberg – Director: Mining and Process Engineering
Prof Godfrey Dzinomwa – Professor: Mining and Process Engineering
Prof Jonas Addai-Mensah – Director: Mining and Process Engineering

Faculty of Health and Applied Sciences
Dr Sehaam Khan – Dean
Dr Martin Gonzo – HOD: Health Sciences
Dr Onesmus Shuungula – HOD: Mathematics and Statistics
Dr Habauka Kwaambwa – HOD: Natural and Applied Sciences
Prof Sylvester Moyo – Director: Biomedical Sciences
Prof Sunday Reju – Director: Mathematics and Statistics
Prof Omotayo Awofolu – Professor: Environmental Health Sciences
Prof Percy M Chimwamurombe – Professor: Natural and Applied Sciences

Faculty of Human Sciences
Prof Alinah Segobye – Dean
Dr Rewai Makamani – HOD: Communication and Associate Dean: Research and Innovation
Mr Simon Mubiana – HOD: Education and Languages
Mr Charles Eiseb – HOD: Social Sciences
Prof Sarala Krishnamurthy – Director: Communication

Faculty of Management Sciences (FMS)
Prof Harold Campbell – Dean
Ms Zelda Maritz – HOD: Accounting, Economics and Finance
Dr Erling Kavita – HOD: Hospitality and Tourism and Associate Dean: Teaching and Learning
Dr Geoffrey Nambira – HOD: Management
Mr Ishmael Mubwandarikwa – HOD: Marketing and Logistics
Dr Hylton Villet – Director: Harold Pupkewitz Graduate School of Business
Prof Neeta Baporikar – Director: Business Management
Prof Frederick Ahwireng-Obeng – Director: Post Graduate Research
Faculty of Natural Resources and Spatial Sciences (FNRSS)
Dr Rolf Becker – Dean
Mr Salomo Mbai – HOD: Agriculture and Natural Resources Sciences
Prof Sampson Umenne – HOD: Architecture and Spatial Planning
Ms Celeste Espach – HOD: Geo-Spatial Sciences and Technology
Mr Charl-Thom Bayer – HOD: Land and Property Sciences
Dr Thomas Christiansen – Director: Geo-Spatial Sciences and Technology
Dr Klaus Wieder – Director: Geo-Spatial Sciences and Technology

Library
Ms Judy Grobler – Director: Library and Information Services

SRC
Secretary for External Affairs and Liaison

Centres/Units/Institutes
Dr Delvaline Mäwes – Director: Centre for Open and Lifelong Learning (COLL)
Dr Colen Tuaundu – Director: Programme Development Unit (PDU)
Ms Himeesora Kaimu – Director: Quality Assurance Unit
Mr Maurice Nkusi – Head: Instructional Designer and Acting Director: Teaching and Learning Unit (TLU)
Ms Martha Namutuwa – Acting Director: Co-operative Education Unit (CEU)
Ms Neavera Tjivikua – Institutional Planner

In Attendance
Ms Selma Heelu – Assistant Registrar: Academic Administration
Ms Antonia Goliath – Senior Faculty Officer
Ms Aletta McNally – Student Counsellor and HIV/AIDS Coordinator: Student Services
Dr Donovan Zealand – Director: Student Services
### INSTITUTIONAL CALENDAR 2019

#### 2019 SEMESTER DATES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Weeks</th>
<th>Days</th>
<th>Dates</th>
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<tr>
<td>SEMESTER 1</td>
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<td>65</td>
<td>06 February – 17 May</td>
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<td></td>
<td>Mid-Semester Break</td>
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<td>Mid-Year Recess</td>
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<td>SEMESTER 2</td>
<td>14</td>
<td>64</td>
<td>22 July – 25 October</td>
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<td>Mid-Semester Break</td>
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<td>End of Academic Activities</td>
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#### 2019 PUBLIC HOLIDAYS

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<th>Date</th>
<th>Month</th>
<th>Day</th>
<th>Holiday</th>
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<td>New Year’s Day</td>
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<tr>
<td>21</td>
<td>March</td>
<td>Thursday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>19</td>
<td>April</td>
<td>Friday</td>
<td>Good Friday</td>
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<td>21</td>
<td>April</td>
<td>Sunday</td>
<td>Easter Day</td>
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<tr>
<td>01</td>
<td>May</td>
<td>Wednesday</td>
<td>May Day</td>
</tr>
<tr>
<td>04</td>
<td>May</td>
<td>Saturday</td>
<td>Cassinga Day</td>
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<tr>
<td>25</td>
<td>May</td>
<td>Saturday</td>
<td>Africa Day</td>
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<tr>
<td>30</td>
<td>May</td>
<td>Thursday</td>
<td>Ascension Day</td>
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<tr>
<td>26</td>
<td>August</td>
<td>Monday</td>
<td>Heroes’ Day</td>
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<tr>
<td>20</td>
<td>September</td>
<td>Friday</td>
<td>Institutional Holiday</td>
</tr>
<tr>
<td>10</td>
<td>December</td>
<td>Tuesday</td>
<td>International Human Rights / Women’s Day</td>
</tr>
<tr>
<td>25</td>
<td>December</td>
<td>Wednesday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>26</td>
<td>December</td>
<td>Thursday</td>
<td>Family Day</td>
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## MEET

### SENATE

<table>
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<th>March</th>
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<td>15 (Friday)</td>
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<td>04 (Friday)</td>
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### COUNCIL

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### NUST MANAGEMENT MEETINGS

<table>
<thead>
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<th>Mar</th>
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<td>08 (Friday)</td>
<td>10 (Friday)</td>
<td>14 (Friday)</td>
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<td>23 (Friday)</td>
<td>06 (Friday)</td>
<td>18 (Friday)</td>
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### EXECUTIVE MANAGEMENT COMMITTEE MEETINGS

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<td>04</td>
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<tr>
<td>All Faculties</td>
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<tr>
<td><strong>Results for November 2018 Supplementary Examinations</strong></td>
<td><strong>Results for May-June 2019 Examinations</strong></td>
<td><strong>Results for June-July 2019 Supplementary Examinations</strong></td>
<td><strong>November 2019 Examinations</strong></td>
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<td></td>
</tr>
<tr>
<td>Wednesday, 06 February 2019</td>
<td>Friday, 28 June 2019</td>
<td>Monday, 22 July 2019</td>
<td>Friday, 29 November 2019</td>
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### SENEX (PROMOTION AND GRADUATION)

<table>
<thead>
<tr>
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<th>August</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 (Friday)</td>
<td>16 (Friday)</td>
<td>06 (Friday)</td>
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### INSTITUTIONAL RESEARCH AND PUBLICATION COMMITTEE

<table>
<thead>
<tr>
<th>February</th>
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</tr>
</thead>
<tbody>
<tr>
<td>14 (Thursday)</td>
<td>15 (Thursday)</td>
</tr>
</tbody>
</table>

### INSTITUTIONAL TIMETABLING COMMITTEE

<table>
<thead>
<tr>
<th>April</th>
<th>September</th>
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</thead>
<tbody>
<tr>
<td>17 (Wednesday)</td>
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</tr>
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</table>

### ACADEMIC PLANNING COMMITTEE

<table>
<thead>
<tr>
<th>March</th>
<th>May</th>
<th>July</th>
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</thead>
<tbody>
<tr>
<td>05 (Tuesday)</td>
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<td>11 (Thursday)</td>
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</tr>
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</table>

### HIGHER DEGREES COMMITTEE

<table>
<thead>
<tr>
<th>March</th>
<th>June</th>
<th>September</th>
<th>November</th>
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<tbody>
<tr>
<td>18 (Monday)</td>
<td>10 (Monday)</td>
<td>23 (Monday)</td>
<td>11 (Monday)</td>
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</table>

### INSTITUTIONAL FACULTY EVALUATION COMMITTEE

<table>
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<th>March</th>
<th>May</th>
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### LIBRARY AND E-LEARNING COMMITTEE

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<td>Late Registration Ends (All Programmes and COLL)</td>
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<td>B360 Career Starter Workshop Week Ends (CEU)</td>
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<td>Agenda Closes: BOS – Faculty of Natural Resources and Spatial Sciences</td>
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<td>Sat</td>
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<td>Day 1: New Student Orientation Begins: All First Year Students</td>
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<td>Library Hours Changes 08:00 – 22:00</td>
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<td>Day 3: New Student Orientation Ends: All First Year Students</td>
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<td>LECTURES BEGIN (FIRST SEMESTER) ALL FACULTIES</td>
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<td>BOSEC: January Supplementary /2nd Opportunity Examination Results Approval (am) Release of Results (pm)</td>
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<td>Supplementary/2nd Opportunity Special Registration Begin TLU Session</td>
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<td>Meeting: BOS – Faculty of Computing and Informatics</td>
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<td>Thu</td>
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<td>Official Opening of Academic Year</td>
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<td>Smartboard Teaching Programme Begins (TLU)</td>
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<td>PostGraduate Certificate in Higher Education Course #1 (TLU)</td>
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<td>COLL Course Design and Development Training Workshop Smartboard Teaching Programme Ends (TLU) Supplementary/2nd Opportunity Special Registration Ends</td>
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<td>COLL Student Orientation: Online Submission of Assignments</td>
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<td>Meeting: BOS – Faculty of Health and Applied Sciences</td>
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<td>e-Learning Mini-Workshop Begins for 5 Weeks (TLU)</td>
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<td>Meeting: Institutional Research and Publication Committee</td>
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<td>Student Awareness Campaign-Lower Campus (CEU)</td>
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<td>Meeting: BOS – Faculty of Natural Resources and Spatial Sciences</td>
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<td>NUST Management Meeting</td>
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<td>COLL face-to-Face Tutorials Begin in Windhoek (NUST Main Campus)</td>
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<td>Workshop on Supervision for Higher Degree Programmes</td>
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<td>Agenda Closes: Institutional Faculty Evaluation Committee</td>
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<td>Agenda Closes: Academic Planning Committee</td>
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<td>Turnitin Training for Faculty (TLU)</td>
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<td>Submission to COLL of final Drafts for New/Revised Study Guides for 2019: Second Semester Courses</td>
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<td>Wed</td>
<td>27</td>
<td>Researchers of the Year Awards Ceremony</td>
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<td>TLU Session – BAM Awards Ceremony</td>
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<td>Thu</td>
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<td>Submission of COLL 2nd Semester 2019: First Tutorial Letters Industry Partners Breakfast (CEU)</td>
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## MARCH 2019

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<td>Agenda Closes: Higher Degrees Committee Agenda Closes: Senate Last Day for Course Cancellation with 100% Credit: All Courses and Programmes Last Day for Course / Programmes Amendments</td>
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<td>Road Show Begins (//Karas and Hardap Regions) (CEU)</td>
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<td>TLU Session Meeting: Institutional Faculty Evaluation Committee</td>
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<td>Executive Management Committee Meeting</td>
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<td>Research Day: Faculty of Natural and Spatial Sciences NUST Management Meeting Agenda Closes: Council</td>
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<td>DAY 1: CAREER FAIR 2019 TLU Session</td>
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<td>DAY 2: CAREER FAIR 2019 Work Readiness and Employability Improvement Project (EIP) Workshop (CEU)</td>
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<td>Meeting: Senate e-Learning Mini-Workshop Ends (TLU) Road Show Ends (//Karas and Hardap Regions) (CEU) Work Readiness and Employability Improvement Project (EIP) Workshop (CEU)</td>
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<td>Independence Day (Public Holiday) Library Closed</td>
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<td>Orientation of Academic Staff to NUST Curriculum Framework (PDU)</td>
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<td>TLU Session – BAM Award Ceremony Work Readiness and Employability Improvement Project (EIP) Workshop (CEU)</td>
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<td>Executive Management Committee Meeting</td>
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<td>Research Day: Faculty of Human Sciences</td>
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<td>Last Day for Course/Programmes Cancellation with 50% Credit: All Courses and Programmes</td>
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<td>Industry Career Starter Workshop Week Begins (CEU)</td>
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<td>Industry Career Starter Workshop Week Begins (CEU)</td>
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<td>Assessment through Technology Workshop Begins (TLU)</td>
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<td>Meeting: Library and E-Learning Committee</td>
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<td>Assessment through Technology Workshop (TLU)</td>
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<td>Industry Career Starter Workshop Week Ends (CEU)</td>
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<td>Last Day for Namibian Government Schools-First Term</td>
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<td>Student Evaluation of Teaching and Course – Announcement (TLU)</td>
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<td>Submission to Examinations Department of Draft Question Papers and Memoranda: May/June 2019 Examination Session</td>
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<td>MID SEMESTER BREAK BEGINS</td>
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<td>COLL Vacation School Begins in Windhoek (Semester Courses)</td>
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<td>TLU Session – BAM Award Ceremony</td>
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<td>Workshop with the Work Integrated Learning (WIL) Coordinators (CEU)</td>
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<td>COLL Vacation School Ends in Windhoek (Semester Courses)</td>
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<td>Meeting: BOS – Faculty of Health and Applied Sciences (AM) Meeting: BOS – Faculty of Computing and Informatics</td>
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<td>Meeting: BOS – Faculty of Engineering</td>
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<td>Last Day for Course Cancellations of Any Nature</td>
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<td>May Day (Public Holiday)</td>
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<td>Tue 7</td>
<td>Meeting: BOS – Faculty of Management Sciences</td>
<td>Submission to Examinations Department of Final, Moderated Question Papers and Memoranda: May/June Examination Session</td>
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<td>Wed 8</td>
<td>Meeting: BOS – Faculty of Natural Resources and Spatial Sciences</td>
<td>TLU Session</td>
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<td>Thu 9</td>
<td>Work Readiness and Employability Improvement Project (EIP) Workshop (CEU)</td>
<td>Executive Management Committee Meeting</td>
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<td>Mon 13</td>
<td>Agenda Closes: Institutional Faculty Evaluation Committee</td>
<td>Agenda Closes: Academic Planning Committee</td>
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<td>First Day for Namibian Government Schools-Second Term</td>
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<td>Agenda Closes: Higher Degrees Committee</td>
<td>Last Day for Submission of Prescribed Textbooks Lists (for 2nd Semester 2019) to the Library and the Official Bookseller</td>
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<td>Thu 16</td>
<td>LECTURES END (FIRST SEMESTER) ALL FACULTIES (EXAM BASED PROGRAMMES)</td>
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<td>COLL face-to-Face Tutorials End in Windhoek (NUST Main Campus)</td>
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<td>Research Day: Faculty of Health and Applied Sciences</td>
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<td>Mon 20</td>
<td>Teaching Excellence Award Portfolio Announcement (TLU)</td>
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<td>Institutional Writing Retreat Begins</td>
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<td>Institutional Writing Retreat Ends</td>
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<td>Technology Day (COLL and TLU)</td>
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<td>1st Call for Teaching Excellence Awards Nominations (TLU)</td>
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<td>Agenda Closes: Council</td>
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<td>TLU Session – BAM Award Ceremony</td>
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<td>Last Day for Submission of Final Marks and Result Codes: CASS Courses (COLL)</td>
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<td>Last Day for Submission of All Examination Marks: May/June Session</td>
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<td>Great Teachers’ Workshop Begins (TLU)</td>
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<td>BAM Awards Ceremony (TLU)</td>
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<td>Agenda Closes: Academic Planning Committee</td>
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<td>Great Teachers’ Workshop Ends (TLU)</td>
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<td>BOSEC: May/June Examination Results Approval (am) Release of Results (pm)</td>
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<td>B360 Career Starter Workshop Week Begins (CEU)</td>
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<td>Formative Assessment for Effective Instructional Practices Begins (TLU) B360 Career Starter Workshop Week (CEU)</td>
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<td>Formative Assessment for Effective Instructional Practices Ends (TLU) B360 Career Starter Workshop Week (CEU)</td>
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<td>Supplementary/2nd Opportunity Examination Begins B360 Career Starter Workshop Week (CEU) Executive Management Committee Meeting</td>
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<td>Last Day for Application of Resumption of Studies: First Semester Last Day for Remark and Recheck Applications: May/June Examinations B360 Career Starter Workshop Week (CEU)</td>
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<td>Library Hours Change to 08:00 – 22:00 B360 Career Starter Workshop Week (CEU)</td>
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<td>B360 Career Starter Workshop Week (CEU) Meeting: Library and E-Learning Committee</td>
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<td>TLU Session B360 Career Starter Workshop Week (CEU)</td>
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<td>Meeting: Academic Planning Committee B360 Career Starter Workshop Week (CEU)</td>
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<td>COLL face-to-Face Tutorials Begin in Windhoek (NUST Main Campus) B360 Career Starter Workshop Week Ends (CEU)</td>
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<td>Supplementary/2nd Opportunity Examination Ends Registration Begins (2nd Semester) All Programmes and COLL</td>
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<td>Teaching and Learning needs Assessment Survey Launch (TLU) Industry Mentorship Workshop (CEU)</td>
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<td>Post-Graduate Certificate in Higher Education Course #2 (TLU) Executive Management Committee Meeting</td>
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<td>Registration Ends (2nd Semester) All Programmes and COLL MID-YEAR RECESS ENDS COLL Course Design and Development Training Workshop Last Day for Submission to Finance of Budget Estimates and Motivation Workshop on Supervision for Higher Degree Programmes Agenda Closes: Senate</td>
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<td>LECTURES BEGIN: SECOND SEMESTER-ALL FACULTIES BOSEC: July Examination Results Approval (am) Release of Results (pm) Supplementary/2nd Opportunity Special Registration Begins Road Show Begins (Kavango West &amp; East and Zambezi Regions)(CEU)</td>
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<td>Agenda Closes: Institutional Research and Publication Committee TLU Session – BAM Award Ceremony</td>
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<td>NUST Management Meeting Road Show Ends (Kavango West &amp; East and Zambezi Regions)(CEU) Research Day: Faculty of Engineering Supplementary/2nd Opportunity Special Registration Ends</td>
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<td>COLL Vacation School Begins at 08:00 in Windhoek (NUST Main Campus): Business Applications 1B; 2B and 3B (Compulsory Attendance)</td>
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<td>Workshop with the Work Integrated Learning (WIL) Coordinators (CEU) Deadline for Applications for 2020 Academic Year for the Mature Age Entry Scheme</td>
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| Wed | 28   | Agenda Closes: Council  
TLU Session – BAM Award Ceremony  
Work Readiness and Employability Improvement Project (EIP) Workshop Ends (CEU)  
Institutional Quality Day (QA)  
Meeting: Institutional Faculty Evaluation Committee  
Meeting: BOS – Faculty of Natural Resources and Spatial Sciences |
| Thu | 29   | Submission of COLL 1st Semester 2020 First Semester Tutorial Letters  
LECTURES END  
Deadline for All Other Applications for Admission for 2020 |
<p>| Fri | 30   | |
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<td>First Day for Namibian Government Schools-Third Term</td>
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<td>Agenda Closes: Academic Planning Committee</td>
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<td>DAY 1: HIV/AIDS AWARENESS CAMPAIGN BEGINS</td>
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<td>Turnitin Training for Faculty (TLU)</td>
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<td>Submission to Examinations Department of Draft Question Papers and Memoranda: November Examination Session</td>
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<td>GRADUATION CEREMONY Last Day for Course Cancellations of Any Nature</td>
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<td>Selection of New Students for 2020 Begins</td>
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<td>COLL Information Administration Practical Examinations Begin Last Day for Submission of NQF Applications to PDU (All New/Revised Qualifications Approval by Senate in October Selection for New Students Begins</td>
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<td>Submission to Examinations Department of Final Question Papers and Memoranda: November Examination Session</td>
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<td>Thu</td>
<td>28</td>
<td>TEACHING EXCELLENCE AWARDS (TLU)</td>
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<td></td>
<td>Fri</td>
<td>29</td>
<td>BOSEC: November Examination Results Approval (am) Release of Results(pm)</td>
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<td>Last Day for Namibian Government Schools-Third Term</td>
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<td>Thu</td>
<td>5</td>
<td>Executive Management Committee Meeting</td>
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<td>Fri</td>
<td>6</td>
<td>SENEX: April 2020 Promotion End of All Academic Activities</td>
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<td>Tue</td>
<td>10</td>
<td>International Human Rights Day / Women’s Day (Public Holiday)</td>
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<td>Fri</td>
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<td>Library Closes at 17:00</td>
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<td>Mon</td>
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<td>Institution Closed</td>
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<td>Tue</td>
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<td>Institution Closed</td>
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<tr>
<td>Wed</td>
<td>25</td>
<td>Christmas Day (Public Holiday)</td>
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<tr>
<td>Thu</td>
<td>26</td>
<td>Family Day (Public Holiday)</td>
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<tr>
<td>Fri</td>
<td>27</td>
<td>Institution Closed</td>
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<td>Institution Closed</td>
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<td>Institution Closed</td>
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<td>CAL WEEK</td>
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<td>Wed</td>
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<td>New Year’s Day (Public Holiday)</td>
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<td>Library Opens (08:00-17:00)</td>
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<td><strong>Administrative Staff Resume Office Duties</strong></td>
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<td>Tue</td>
<td>14</td>
<td><strong>Supplementary/2nd Opportunity Examination Begins</strong></td>
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<td><strong>Last Day for Remark and Recheck Applications: November 2019 Examination</strong></td>
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<td>25</td>
<td><strong>Supplementary/2nd Opportunity Examination Ends</strong></td>
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<td><strong>COLL Marker Tutor Training</strong></td>
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<td>5</td>
<td></td>
<td>Mon</td>
<td>27</td>
<td>COLL Vacation School Begins at 08:00 in Windhoek (NUST Main Campus) Business Applications 1A, 2A and 3A (Compulsory Attendance)</td>
</tr>
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<td></td>
<td>COLL Vacation School Begins at 07:30 in Windhoek (NUST Main Campus): Computerized Accounting (Compulsory Attendance)</td>
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<td>Thu</td>
<td>30</td>
<td>COLL Vacation School Ends in Windhoek (NUST Main Campus): Business Applications 1A, 2A and 3A (Compulsory Attendance)</td>
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<td>COLL Vacation School Ends in Windhoek (NUST Main Campus): Computerized Accounting (Compulsory Attendance)</td>
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</table>
INTRODUCTION
The curriculum framework of the Namibia University of Science and Technology (NUST) was approved by Senate in October 2009 and implementation took effect from January 2010. The curriculum framework document was developed in the context of the institution’s vision, mission and values and brings together all aspects of the Namibia University of Science and Technology’s intentions and expectations in terms of programme attributes and development imperatives, teaching and learning and assessment, and provides a coherent guiding document within which these attributes are to be achieved and these activities are to be carried out. The provisions of the curriculum framework apply to the development, teaching and assessment of all programmes leading to qualifications at the Namibia University of Science and Technology and facilitate, amongst others, the alignment of qualifications with the National Qualifications Framework (NQF).

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY GRADUATE OUTCOMES
The Namibia University of Science and Technology expects all its graduates to possess, at the level appropriate to the qualification being awarded, the following graduate attributes:

• Technical and/or professional and/or subject knowledge and the application thereof for the purpose of furthering a career or engaging in economic activity in the field of expertise or cognate area of learning of the relevant qualification.
• Critical thinking.
• Problem solving.
• Good Communication Skills in English and another language if required.
• Culturally sensitive global and responsible citizenship.
• Engaged community membership.

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY CURRICULUM MODEL
The Namibia University of Science and Technology Curriculum Model (Illustrated in Figure 1 below) is primarily aimed at guiding undergraduate programmes and is based on the following principles:

• Design of a programme of learning that will facilitate delivery of the Namibia University of Science and Technology graduate outcomes, meaning that generic competencies are built into the curriculum.
• Articulation between qualifications, meaning that credit may be transferred more easily between qualifications within a Faculty and even between Faculties. This is to be achieved by starting students in programmes in the same cognate area from a common base, and gradually specialising at the higher levels.
• Increasing complexity of learning moving from foundational learning to application and specialisation at the higher levels, meaning that a more-or-less even spread of credits must be achieved in a programme covering more than one NQF level.
• Professional or career focus, meaning that work-integrated learning is an integral part of any curriculum and that specific career-focused competencies must be delivered.

The Curriculum Model includes the following types of learning:

Basic Studies (maximum 72 credits)
Basic Studies are courses designed to provide the incoming student with basic and foundational (subject) competencies (knowledge) underpinning learning in a higher education institution in general and in the specific cognate area of the programme of learning. In total, Basic Studies should not exceed 72 credit points, but may include required learning that is not credit-bearing.

Institutional Core requirements (maximum 36 credits)
The University’s core requirements that should form part of all qualifications are courses delivering competencies in the following areas:

• Computer User Skills
• English Communication
• Information Competence
• Basic Mathematics
• Basic Science
• Contemporary Issues
The table, below, summarises essential information regarding institutional core courses which have been implemented effective from January 2011:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester(s) Offered</th>
<th>NQF Level</th>
<th>NQF Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUS411S</td>
<td>Computer User Skills (CUS)</td>
<td>1 and 2</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>LIP411S</td>
<td>Language in Practice</td>
<td>1 and 2</td>
<td>4</td>
<td>Non-Credit Bearing (NCB)</td>
</tr>
<tr>
<td>ICT521S</td>
<td>Information Competence</td>
<td>2 or higher (following CUS in the curriculum)</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>BMS411S</td>
<td>Basic Mathematics</td>
<td>1 and 2</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>BSC410S</td>
<td>Basic Science</td>
<td>1 and 2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>CIS610S</td>
<td>Contemporary Issues</td>
<td>5 or 6 (of all new/revised undergraduate programmes)</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

Learners entering with good competencies in some of the above courses may be exempted from these courses in accordance with standards and criteria decided by Senate from time to time. Some of these institutional core courses, such as Basic Mathematics and Basic Science, may be subsumed by the core courses of a programme.

**Exemption from Institutional Core Courses**

Candidates may be considered for exemption, in accordance with Senate’s resolution, from the following institutional core courses based on their Grade12/NSSC grades/symbols in relevant subjects:

<table>
<thead>
<tr>
<th>INSTITUTIONAL CORE COURSE</th>
<th>SCHOOL SUBJECT(S)</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Mathematics</td>
<td>Mathematics</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Basic Science</td>
<td>Biology and Physical Science</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Computer User Skills</td>
<td>Computer Studies</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Language in Practice</td>
<td>English Language</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
</tbody>
</table>

**Faculty Core (approximately 18 credits)**

Faculty core courses are those courses that lay the foundation in the cognate area of the programme. These are selected by each Faculty as appropriate.

**Elective (approximately 18 credits)**

Elective courses that form part of Basic Studies are courses designed to broaden the experience of the student and to ensure that graduates are well-rounded and possessed of a broad worldview. These courses may include such courses as Sociology, Psychology, Economics, Law, and so forth. Faculties must choose these electives with care to ensure that students do achieve the broadening as expected.

**Professional Studies (minimum 180 credits)**

Professional Studies form the core of the cognate area (subject/profession/career) of the specific programme. These courses form the mainstay of the programme and should be designed to ensure basic competence of the graduate in the specific cognate area, including specific technological competence.

**Specialisation (minimum 72 credits)**

Specialisation courses are designed to add value to the professional studies and to provide deepening of competence in a specific subject area or area of professional or technical practice. These are programme specific and may be offered in the form of electives.

**Work Integrated Learning (minimum 36 credits)**

Work Integrated Learning (WIL) is the opportunity afforded to students to practice, in a real work situation, what they have learnt in the programme. WIL is an important part of the process of achieving competence. Faculties must make provision for WIL to take place at a stage of the programme when learners have gained sufficient knowledge to make their practical learning valuable to themselves and the workplace. Although it is preferable that students are placed in a real work situation for fulfilment of this requirement, it may also be done through simulation.

**Research/Creative Work/Professional Project (minimum 30 credits)**

Creative work/Research output/Professional Project work is a requirement at Level 8 of the Professional Bachelor and the Integrated Bachelor Honours (480 credits) degrees.
NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY QUALIFICATION TYPES

Certificates and Diplomas at NQF Level 4-8 including Postgraduate Certificates and Diplomas

The University’s Certificates and Diplomas are qualifications issued at any level from 4 – 8. The purpose of these qualifications is to fulfill particular needs in society and industry.

Namibia University of Science and Technology Certificates consist of a minimum of 60 credits.

Namibia University of Science and Technology Diplomas consist of a minimum of 120 credits.

The NQF Level of the Certificate/Diploma will always be communicated in the description and title of the qualification and in the transcript, with those at Level 8 being designated ‘Postgraduate’.

The Bachelor (Level 7)
The University’s Bachelor degree at Level 7 consists of a minimum of 360 credits. The Bachelor degree will consist of the following types of learning as per the Namibia University of Science and Technology Curriculum Model:

- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the Faculty.
  - Electives (18 credits) representing broadening of the learner’s experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.

- **Professional and/or Technical Studies** forming the basis of the career/professional roles to be carried out by the graduate (approximately 180 credits).

- **Work Integrated Learning** (approximately 36 credits) representing the opportunity for practice of learned competencies in a real workplace situation.

- **Specialisation** (approximately 72 credits) representing deepening of knowledge and competence in a specific area of specialisation in the subject knowledge and/or professional practice.

The Bachelor degree may include the credits for a Certificate and/or a Diploma.

The credits for the Bachelor degree are spread more or less evenly over levels 5, 6 and 7 of the NQF to ensure progression of complexity of learning and the building and deepening of knowledge in one or two major subject areas or areas of professional/technical practice.

The Namibia University of Science and Technology restricts the use of the qualification title ‘Bachelor of Science’ to those Bachelor degrees of which the professional or technical studies comprises at least 50% of studies in the Natural Sciences. All other Bachelor degrees may use the appropriate professional/technical designation.

The curriculum for the Bachelor degree in each Faculty or common area of study is designed in such a way that there is great opportunity for credit transfer at Levels 4 and 5 between qualifications in the same Faculty and also across Faculties in the institution.

The Professional Bachelor (Level 8)
The Professional Bachelor degree at Level 8 is designed to fulfil the educational requirements for registration as a professional in any of the fields controlled by national regulated professional bodies. The outcomes of the Professional Bachelor will meet both the requirements of the NQF and that of the profession or occupation concerned, should these be different.

The Professional Bachelor consists of a minimum of 480 credits and must meet the professional registration requirements of the appropriate professional body. A minimum of 120 credits must be at Level 8. In addition to the requirements of the professional body, if not subsumed by such requirements, the Professional Bachelor shall include the following essential elements of the Namibia University of Science and Technology Curriculum Model:

- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the Faculty.
  - Electives (18 credits) representing broadening of the learner’s experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.
Integrated Bachelor Honours 480 credits
The integrated Bachelor Honours degree of minimum 480 credits culminating at Level 8 is an initial higher education degree designed to meet the outcomes and requirements of those careers and fields where a level of training beyond that of Bachelor is required, but such field or career is not regulated by a nationally recognised professional body. The Namibia University of Science and Technology Bachelor Honours consist of a minimum of 480 credits. A minimum of 120 of these credits must be at Level 8, of which a minimum of 30 credits must be for research output.

The Integrated Bachelor Honours shall include the following essential elements of the Namibia University of Science and Technology Curriculum Model:
- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the Faculty.
  - Electives (18 credits) representing broadening of the learner’s experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.

**Bachelor Honours (Postgraduate) 120 credits**
The Bachelor Honours (Postgraduate) is an initial postgraduate specialisation degree that links the undergraduate Bachelor degree (Level 7) with studies at Level 9. The Bachelor Honours (PG) consists of a minimum of 120 credits, of which at least 30 credits must be for research output. The Bachelor Honours (Postgraduate) degree builds on the outcomes of a Bachelor degree in the same subject area or career-focused cognate area of learning.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.

**Master**
The University's Master degree is a postgraduate degree at Level 9, consisting of a minimum of 240 credits, all of which must be at Level 9. The requirements for the Master degree can be completed by thesis only, by thesis and coursework combined or by mini-thesis and coursework combined. In the case of a Master degree combining coursework with a thesis or mini-thesis, the contribution of research output must constitute at least 80 of the eligible credits.

The Master degree will, under normal circumstances, provide access to further studies at Doctoral level or any other qualification at Level 10.

**Doctorate**
The University’s Doctoral degree is a postgraduate degree at Level 10, consisting of a minimum of 360 credits, all of which must be at level 10.
1. **BASIC STUDIES**: 20% (72) of credits consists of three parts:
   i. NUST Compulsory Courses: CS, Math, English, etc.
   ii. Communication, etc.
   iii. Electives: Include courses such as Sociology, Psychology, Law, etc. Each Faculty to decide on electives in this category.

2. **SPECIALISATION**: 20% (72) of credits. Each Faculty will develop its own list of electives.

3. **PROFESSIONAL STUDIES**: 60% includes WIL (10%). In third year and the research project in fourth year.

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**Figure 1:** Namibia University of Science and Technology Curriculum Model

- **BACHELOR PROJECT** (minimum) 30 credits
- **PROFESSIONAL STUDIES** 50% (180 credits)
- **SPECIALISATION** 20% (72 credits)
- **BASIC STUDIES** 20% (72 credits)

1. Bachelor of Science: ±50% (180 credits) of core in Natural Sciences.
2. Common first year in all Faculties.
3. A maximum of 40 credits at Level 4.
4. The research project or mini-thesis to constitute a minimum of 25% (30) of the credits in the fourth year.
QUALIFICATIONS

The following certificates, diplomas and degrees are offered by the Namibia University of Science and Technology:

QUALIFICATIONS REGISTERED ON NATIONAL QUALIFICATIONS FRAMEWORK (NQF)

Undergraduate

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits</th>
<th>Level</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Certificate in Supervisory Skills Development</td>
<td>60</td>
<td>5</td>
<td>05CSDE</td>
</tr>
<tr>
<td>Certificate in Criminal Justice</td>
<td>132</td>
<td>5</td>
<td>25CJIT</td>
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(Accounting option)

Bachelor of Science in Applied Mathematics and Statistics                     | 461     | 7     | 35BAMS |

(Economics option)

Bachelor of Science in Applied Mathematics and Statistics (Accounting option) | 461     | 7     | 35BAMS |

Bachelor of Science in Applied Mathematics and Statistics (Economics option) | 461     | 7     | 35BAMS |
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**Postgraduate**

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Executive Master of Business Administration 240 credits Level 9 09EMBA
Master of Agribusiness Management 240 credits Level 9 09MAGM
Master of Science in Applied Mathematics 240 credits Level 9 09MSAM
Master of Science in Applied Statistics 240 credits Level 9 09MSAS
Master of Geo-Information Science and Earth Observation 240 credits Level 9 09MGE
Doctor of Philosophy in Computer Science 360 credits Level 10 10PDCS
Doctor of Philosophy in Informatics 360 credits Level 10 10PDIN
Postgraduate Diploma in Applied Radiation Science and Technology 120 credits Level 8 08PGRS
Postgraduate Diploma in Space and Atmospheric Science 120 Credits Level 8 08PGDA
Postgraduate Diploma in Space Technology 120 Credits Level 8 08PGDS
Master of Sustainable Energy Systems 240 Credits Level 9 09MSES
Master of Environmental Engineering 240 Credits Level 9 09MEEN
Doctor Philosophy in Engineering 360 Credits Level 10 10DRPE
Master of Health Sciences 240 Credits Level 9 09MOHS
Postgraduate Certificate in Higher Education 60 Credits Level 8 08PGHE
Master of English and Applied Linguistics 240 Credits Level 9 09MEAL
Bachelor of Business Management Honours 120 Credits Level 8 08BBMH
Doctor of Philosophy in Management Sciences 240 Credits Level 10 10DPMS
Doctor of Philosophy in Natural Science 360 Credits Level 10 10DNRS
Doctor of Philosophy in Spatial Science 360 Credits Level 10 10DPSS

QUALIFICATIONS Aligned with NQF (Registration/Re-Registration Pending)

Undergraduate

Diploma in Business Process Management 06DBPM
Certificate in Business Process Management
Bachelor of Emergency Medical Care 07BOMC
Bachelor of Economics 07BECO
Certificate in Management Development 07CMID
Bachelor of Technology in Marine Engineering 07BTME
Bachelor of Engineering in Chemical Engineering 08BECE
Diploma in Mechanical Engineering 07BMEC
Bachelor of Technology in Mechanical Engineering 07BMAR
Bachelor of Marketing
Bachelor of Marketing Honours 08BMAR

Postgraduate

Post Graduate Executive Certificate in ICT Policy and Regulation 1 year 22PCIT
Master of Integrated Land Management 2 years 27MILM
Bachelor of Medical Laboratory Science 3 years 08BMLS
Bachelor of Science Honours 1 year 08BSOH
Bachelor of Human Nutrition 3 years 08BOHN
Master of Engineering: Civil 2 years 09MECE
Master of Environmental Engineering 2 years 08MEEN
Master of Landscape Architecture 2 years 09MOLA
Bachelor of Economics Honours 1 year 08HECO
Postgraduate Diploma in Management 2 years 08PGDM
Master of Architecture 2 years 08MARC
Bachelor of Emergency Medical Care Honours 08BMCH
Bachelor of Science Honours 08BOSSH
Master of Journalism and Media Technology 09MJM
Master of Urban Design 09MUD
Bachelor of Geoinformation Technology Honours 08BGII

Pre-NQF Qualifications (To Be Aligned)

Undergraduate

National Certificate in Engineering (Civil and Project Management) 1.5 years 35DCPM
National Certificate in Power Engineering 2 years 35BPE
National Certificate in Electronic Engineering 2 years 35BELL
National Certificate in Mechanical Engineering 2 years 35BMEC
National Higher Certificate in Engineering (Civil and Project Man) 2 years 35DCPM
National Higher Certificate in Power Engineering 2.5 years 35BPE
National Higher Certificate in Electronic Engineering 2.5 years 35BELL
National Higher Certificate in Mechanical Engineering 2.5 years 35BMEC
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**EXTRA-CURRICULAR COURSES**
- Hospitality Skills Courses
- Resort Operations Courses
- Computer Training Courses
- Language Courses

**CENTRE FOR ENTERPRISE DEVELOPMENT**
- Certificate in Business Process Management (CATS)
- Certificate in Events Management
- Short Courses

**RECOGNITION OF THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY QUALIFICATIONS**
The Namibia University of Science and Technology is established by a law of the Republic of Namibia to deliver higher education programmes leading to qualifications at all tertiary levels. As such, its qualifications are nationally and internationally recognised.
GENERAL INFORMATION AND REGULATIONS

GENERAL NOTES AND DISCLAIMER

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

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

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

GI1 APPLICATION FOR ADMISSION
   All prospective students must apply for admission to the University on the prescribed form. Application forms are available
   on request from the Office of the Registrar and on the website. All applications have to be accompanied by the relevant
   fees. The closing date for all applications is as determined by Senate and published in the Institutional Calendar. Applicants
   will be notified as soon as possible after the closing date whether their applications for admission have been successful or
   not.

   International students are subjected to a medical examination for admission to the University.

   Mature age applicants are required to sit for a series of tests shortly after the closing date for applications.

   No late applications are accepted for mature age entry.

GI2 ADMISSION CRITERIA
   The pre-NQF Bachelor degree is a four-year integrated programme with exit points at two or more of the following levels:
   • National Certificate;
   • National Higher Certificate;
   • National Diploma;
   • Bachelor.

GI2.1 General Admission Requirements
   In addition to the normal admission criteria for enrolment, the University reserves the right to restrict the number of
   students being admitted to a particular programme by means of selection. Candidates may generally be admitted to the
   University for instruction and training subject to such specific departmental requirements as determined by Senate for
   admission to a specific programme on the following conditions:

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

   OR

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

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

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

   The final selection process will generally not be applicable to students who wish to study on the distance education mode,
   but may be so applied in exceptional cases. Notice of such final selection process for such distance education programmes
   will be given separately.
GI2.2 Mature Age Entry Scheme
Applicants who do not meet normal admission requirements, but have at least a Junior Certificate or equivalent qualification, may, in the spirit of lifelong learning and redress of past disadvantage, apply for admission through the mature age entry scheme.

Applicants under the mature age entry scheme should:
(a) Have reached the age of 23 years on or before 1 January of the academic year for which admission is sought.
(b) Normally have completed their full-time school or college education at least three years before the academic year for which admission is sought.
(c) Have at least three years’ work experience.

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

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

GI2.3 General Criteria
The highest qualification of a candidate will serve as a basis for evaluation for admission.

Students, who cannot provide substantial proof of admission qualifications, may be allowed to continue with their studies based on outstanding academic performance, subject to the approval of Senate.

GI2.4 Admission to the Fourth Year (Bachelor) Level of pre-NQF Programmes
Admission into the fourth year level of the programme is by way of one of the following paths:

i. Current and continuing students may enrol for courses on the fourth year level before having completed all requirements for the award of the National Diploma, provided that all pre-requisites for such courses are met and that the progression rules of a particular programme are satisfied.

ii. Applicants from outside the Namibia University of Science and Technology or those who are not current students, must be in possession of a recognised National Diploma, or its equivalent as determined by Senate, provided that Senate may require such applicants to do additional study before allowing them to enrol for the Bachelor level.

iii. Students transferring from another university of technology and other recognised institutions during their study period would be dealt with as ‘continuing’ students.

GI2.5 Admission with Advanced Standing
The Registrar may, upon recommendation of the Head of Department, grant admission with advanced standing i.e. admit applicants with credits or completed qualifications from other accredited institutions of higher learning to higher study levels within a programme.

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

(a) In the case of credits being presented, such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for. If such credits do not have the sufficient volume, i.e. they do not make up the equivalent of one study period, the applicant should be advised to apply for course-by-course credits under Rule AC2.

(b) In the case of credits being presented, such credits must not be older than eight years and must be presented in an official original academic transcript from the institution concerned. Exceptions to the 8-year limitation may only be decided by Senate.

(c) In the case of completed qualifications being presented, such application must be accompanied by a detailed original academic transcript issued by the certifying institution.

(d) The volume of advanced standing granted shall not exceed 50% of the credit requirements for a degree, except in such cases where an intermediate qualification in the same programme is considered appropriate for enrolment in the final year of a degree.

Applicants wishing to be considered for advanced standing must apply on the prescribed form and must pay the prescribed, non-refundable fee. Applications for advanced standing must be made together with the application for admission.
GI2.6 Application for Resumption of Studies

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

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

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

GI3 REGISTRATION AS A STUDENT

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

GI3.1 General Regulations

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

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

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

Senate may annually determine the closing date for enrolment, provided that Senate may consent to late registration on payment of a late registration fee.

No student shall be admitted as a candidate for more than one degree, diploma, or certificate at the same time without the special permission of Senate.

Council may, after consultation with Senate, restrict the number of persons who may be permitted to register for a particular programme, in which event Senate may, from amongst the persons qualified to register for such a programme, select those who will be permitted to register.

Note: Documents to be submitted on first registration

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

Documents submitted to the university will not be returned to applicants or students, nor will copies of such documents be made from student files at the request of students.

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

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

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

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

GI3.2 Registration for non-degree purposes

No person who is not a registered student of the University shall be registered for non-degree purposes.
No student shall be registered for non-degree purposes for courses on a postgraduate study programme.

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

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

**GI3.3 Registration as a guest student**
Any person who does not want to follow an approved degree or diploma programme, but wants instead to attend lectures in one or more courses may be admitted as a guest student, if he/she:
- completes the prescribed application form
- obtains the written permission from the relevant Dean to attend the lecture(s)
- registers as guest student (including payment of the prescribed fees) and
- submits such proof of registration to the relevant lecturer(s)

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

**GI3.4 Registration dates**
Student registration will take place in accordance with the registration dates as contained in the Calendar. The registration programme is also announced in the media and prospective students must make sure of the dates, times and venues of registration. Students must abide by the registration programme and relevant deadlines.

**GI3.5 Late registration**
A late registration fee is levied on students who register during or after the period of late registration provided for in the Calendar.

**GI3.6 Student cards**
The University issues a student card to each student on which the student’s registration number and photo appear.

Lost student cards are only replaced after submission of an official receipt for the prescribed replacement fee.

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

**GI3.7 Change of address**
A student must immediately notify the Registrar of any change of address on the prescribed form.

**GI4 ISSUING OF DOCUMENTS**

**GI4.1 Academic records and certificates**
At graduation each candidate will be issued a free copy of an academic record and a degree or diploma certificate. Subsequent to graduation, academic records will be reprinted at a fee. A past student wishing to obtain a copy of her/his academic record shall apply for it on the prescribed form, pay the prescribed fee and produce the receipt to the Student Records Department before the document will be issued to her/him.

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

The University shall not reprint degree or diploma certificates the originals of which have been lost by a student. A statement certifying that the student completed such a degree or diploma will be issued instead.

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

**GI4.2 Proof of registration**
A student wishing to obtain a proof of registration after the standard document has been issued at registration shall pay the prescribed fee.
GI4.3 Syllabuses
A past student shall apply in writing to the Student Records Department for the issuing of a certified syllabus. The student shall pay the prescribed fee at the cashier and produce the receipt to the Student Records Department before s/he shall be furnished with the document/s.

GI4.4 Examination Results
After the June/July, November/January examination results have been approved by BOSEC, all candidates can access their results on the Student KIOSK. Upon request, a printed advice of their results will be issued at the Examination Department. Results will also be available through the Internet and by sms service.

- After the advice of results has been sent to candidates, the University cannot take responsibility for delivery of such results or lack thereof.
- Once the advice of results has been sent to a candidate’s registered address, the University presupposes that s/he have received them.
- Results will also be available through the Internet and via sms.
ACADEMIC REGULATIONS

AC1  CURRICULUM REGULATIONS

AC1.1  Timetable clashes

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

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

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

AC1.2  Sequence of Courses and Pre-Requisites

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

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

AC1.3  Course Amendment

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

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

AC1.4  Termination of Studies

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

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

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

If it becomes clear that a student follows a course for which he/she is not registered, the student’s participation in the activities of such a course will be terminated.

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

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

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

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

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

Students may enroll for a maximum of two additional courses over and above those required by the curriculum of a programme in a particular semester/academic period. This maximum of two courses will exclude examination only enrollments.
AC2 RECOGNITION OF PRIOR LEARNING

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

AC2.1 General Conditions and Procedures for Course Recognition

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

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

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

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

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

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

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

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

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

Procedure: Application for course recognition

On application for course recognition, an original advice of results and a certificate of conduct must accompany the application as well as syllabi of the courses for which recognition is requested.

A fee per course is payable to the University upon application.

Unsuccessful application for course recognition

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

AC2.2 Recognition of courses of other institutions

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

The Registrar may, upon recommendation of the Dean and Head of Department concerned, grant recognition for examinations and/or courses completed successfully at other institutions up to a maximum of 50 % of the courses required for a qualification.

Such recognition shall be applied for on the prescribed form and shall be granted on merit as judged against the following criteria:

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

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

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

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

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

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

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

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

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

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

**AC2.6 Recognition of Major Courses**

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

**AC2.7 EXEMPTIONS GRANTED FOR INSTITUTIONAL CORE COURSES**

<table>
<thead>
<tr>
<th>INSTITUTIONAL CORE COURSE</th>
<th>SCHOOL SUBJECT(S)</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Mathematics</td>
<td>Mathematics</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Basic Science</td>
<td>Biology and Physical Science</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Computer User Skills</td>
<td>Computer Studies</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
<tr>
<td>Language in Practice</td>
<td>English Language</td>
<td>Minimum B (Ordinary Level) or 4 (Higher Level)</td>
</tr>
</tbody>
</table>

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

i) a 1, 2, 3, or 4 grade on Higher Level;

ii) an A, B, C or D symbol on Ordinary Level or

iii) a combination of grades and symbols under point (i) and (ii) may be exempted from registering for the BSC410S course.
AC3  CLASS ATTENDANCE

AC3.1 Attendance at lectures/contact sessions
Lectures/contact sessions are presented at the reasonable discretion of the relevant lecturer within the prescriptions and policy regarding tuition and training of Senate, the Boards of Studies and Departments.

Full-time and Part-time students are expected to attend at least 80% of contact sessions, practicals and excursions.

Students are expected to attend lectures regularly and do the required assignments, tests and examinations. Active participation in classes and contact sessions, virtual and face-to-face, is an important ingredient in learning and is the prime responsibility of the students. Lecturers may allocate part of the in-course assessment mark for such active participation.

Absence from lectures may be considered in the calculation of a student’s semester mark.

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

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

AC3.2 Academic Honesty and Integrity
A student shall do all prescribed work which has a bearing on his tuition and shall write all tests and examinations.

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

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

All forms of academic dishonesty are viewed as misconduct under the University’s Student Rules and Regulations. Students who make themselves guilty of academic dishonesty will be brought before a Disciplinary Committee and may be suspended from studying for a certain time or may be expelled. All students who are found guilty of academic dishonesty shall have an appropriate endorsement on their academic record, which will never be erased. Sponsors and/or bursary donors will further be informed of such misconduct, while such information will also be shared with other institutions.
AC3.3 Full-time/part-time Jobs

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

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

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

AC4 ASSESSMENT

AC4.1 General Provisions

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

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

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

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

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

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

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

AC4.2 Passing a course

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

Note: Refer to the departmental regulations for more information.
AC4.3 Allocation of Annual Result

The Namibia University of Science and Technology uses a system of annual result codes signifying the outcome of a period of study as follows:

<table>
<thead>
<tr>
<th>Code April Graduation</th>
<th>Code October Graduation</th>
<th>Description</th>
<th>Allocation Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>P (Study Period)</td>
<td>P (Study Period)</td>
<td>Pass Study Period</td>
<td>Student has passed 50 % or more of the courses required of the NQF credits for a specific study period, e.g. first, second or third year. Note: Certain programmes have special progression rules that will supersede these general rules.</td>
</tr>
<tr>
<td>P8</td>
<td>P8</td>
<td>Pass Programme Extended</td>
<td>Student has obtained sufficient credits to continue studying, but will not be able to complete in normal time. Note: This code is to be allocated only in the final year of study of a programme.</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
<td>Fail</td>
<td>Student passed less than 50 % of the required courses for the study period and/or lower study periods.</td>
</tr>
<tr>
<td>PI</td>
<td>Q1</td>
<td>Obtain Certificate</td>
<td>Student has completed all the minimum curriculum requirements for the Certificate.</td>
</tr>
<tr>
<td>P7</td>
<td>Q7</td>
<td>Obtain Higher Certificate</td>
<td>Student has completed all the minimum curriculum requirements for the Higher Certificate.</td>
</tr>
<tr>
<td>PF</td>
<td>QD</td>
<td>Obtain Diploma</td>
<td>Student has completed all the minimum curriculum requirements for the National Diploma.</td>
</tr>
<tr>
<td>PG</td>
<td>QG</td>
<td>Obtain Degree</td>
<td>Student has completed all the minimum curriculum requirements for the Bachelor or B.Tech degree.</td>
</tr>
<tr>
<td>HD</td>
<td>QH</td>
<td>Obtain Honours Degree</td>
<td>Student has completed all the minimum curriculum requirements for the Bachelor Honours Degree.</td>
</tr>
<tr>
<td>MA</td>
<td>QM</td>
<td>Obtain Masters degree</td>
<td>Student has completed all the minimum curriculum requirements for the degree of Master.</td>
</tr>
<tr>
<td>PC</td>
<td>QC</td>
<td>Obtain qualification cum laude</td>
<td>Student has completed the qualification cum laude.</td>
</tr>
<tr>
<td>DISC</td>
<td>DISC</td>
<td>Excluded from study – academic reasons</td>
<td>Student excluded in terms of either Rule AC5.1 or AC5.2.</td>
</tr>
<tr>
<td>MS</td>
<td>MS</td>
<td>Maximum Study Period Exceeded – must re-apply</td>
<td>Application of Rule AC6</td>
</tr>
<tr>
<td>DD</td>
<td>DO</td>
<td>Obtain Doctoral degree</td>
<td>Student has met all the requirements for the award of the Doctoral degree.</td>
</tr>
<tr>
<td>N3</td>
<td>Q3</td>
<td>Obtain Certificate/Diploma – fail (study period)</td>
<td>These codes allocated in cases where the student obtains an intermediate qualification in a year, but fail the study period enrolled for, and therefore cannot progress to the next study period.</td>
</tr>
</tbody>
</table>

AC4.4 Completion and Submission of Undergraduate Research Projects for Examination

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

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

AC4.5 PROMOTION REGULATIONS: EXAMINATIONS

AC4.5.1 General Regulations

AC4.5.1.1 Conducting of examinations

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

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

AC4.5.1.2 Determination of Semester Mark

For all residential courses, the semester mark will be determined by way of appropriate assessments during the semester. A minimum of two assessments must be set per semester, although variations may occur per course and/or programme as approved by Senate.

Students who miss one or more of these assessments or who failed/missed an assessment or need a make-up assessment to gain admission to the examination will be allowed access to make up assessment. The make-up assessment mark should replace the failed assessment mark. No reason needs to be provided for missed assessments.

Lecturers must communicate the arrangements for the make-up assessment to all students well in advance and must ensure that all students who either qualify for a supplementary assessment or who wish to make use of such supplementary assessment, are informed of the arrangements for the supplementary assessment.

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

AC4.5.1.3 Examination Admission

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

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

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

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

AC4.5.1.4 Determination of the final mark

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

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

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

The overall course performance results in the final mark and is proof of the following learning outcomes:
- Students are able to recall lessons learnt sufficiently by adequate self-learning and for examinations preparation
- Evidence given shows that sufficient content parts and relation-ships are understood and can be applied.
- The share of content parts with no evidence of understanding can be sourced through adequate self-learning.
- Subsequently, contents and related knowledge not covered are likely to be presented by accessing known sources.

**AC4.5.2 Examining**

**AC4.5.2.1 Examination opportunities**

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

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

Provided that:
- the decision to write the first examination or not shall be irrevocable as soon as the student has reported for the first examination;
- a student who writes the first examination and who does not pass the course, shall be permitted to write the second examination also;
- all papers of a course are written in the same examination session;
- a student who is absent from the second/supplementary examination, for whatever reason, shall re-register and repeat the course.

**AC4.5.2.2 Duration**

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

**AC4.5.2.3 Examiners and Moderators**

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

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

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

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

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

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

External moderators shall be appointed for all courses leading to a postgraduate qualification.

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

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

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

**AC4.5.2.4 Supplementary examinations**

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

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

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

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

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

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

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

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

**AC4.5.5 Repeating a course**

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

**AC4.5.6 Retention of Semester Mark**

RULE ABOLISHED WITH EFFECT FROM JANUARY 2013

**AC4.5.7 Special Rector’s Examination**

RULE ABOLISHED WITH EFFECT FROM JANUARY 2016

**AC4.5.8 Assessment of Students with Special Learning Needs**

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

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

**AC4.6 Contagious/Communicable Diseases**

Students suffering from contagious/communicable diseases, particularly in times of known epidemics, will be required to write examinations in seclusion, or may be required to write a special examination at a date and time as decided by Senate.
AC4.7  **Registration and Assessment of Work-Integrated Learning (WIL)**

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

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

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

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

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

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

AC6  **MAXIMUM STUDY PERIOD**

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

The maximum period for undergraduate qualifications per offering type is:

<table>
<thead>
<tr>
<th>Duration</th>
<th>FT</th>
<th>PT</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year Certificates or Diplomas</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2 year Higher Certificates or Diplomas</td>
<td>4</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>3 year Diplomas or Degrees</td>
<td>6</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>4 year Degrees</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

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

**Note:** *The transition rules of an out-phasing programme will supersede this general rule on maximum study periods.*

In counting the number of years a student has been studying, only active years shall be counted.

**Note:** *For maximum study periods of postgraduate qualifications, see the Rules for Postgraduate Studies.*

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

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

Students, who miss one or more of these assessments during a semester or who failed/missed an assessment or need a make-up assessment to pass the course will be allowed students access to the make-up assessment. The make-up assessment mark should replace the failed assessment mark. To ensure authenticity of assessment evidence, at least 50% of the weight of the assessments making up the final mark should be conducted under controlled conditions similar to those under which institutional examinations are conducted. Should examination conditions not be appropriate for the nature of the assessment, the lecturer and department must take appropriate and rigorous steps to ensure such authenticity. No reason needs to be provided for missed assessments.

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

The use of subminimum marks may only be employed on a course with the express approval of Senate. Subminimum marks per assessment event (assignment, test, and so forth) may not be used unless expressly approved by Senate.
AC8  APPEAL BY A CANDIDATE

AC8.1  Remark (Applicable only to Examined Courses)
A student who has failed a course may upon written application to the Registrar and payment of the prescribed non-refundable fee on or before 15 January for the November Examinations, and on or before 7 July for the June Examinations request remarking of his/her scripts for such course(s). A student will not be allowed to see his or her examination script.

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

The remarking will be done by the moderator, hereinafter referred to as the arbiter.

The student is required to complete the remark application form.

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

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

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

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

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

AC8.2  Recheck of Examination Marks (Applicable only to Examined Courses)
A student, who has strong reasons to believe that an examination mark may be incorrect, can apply, in writing, that such mark be re-checked, regardless of the mark obtained.

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

AC8.3  Objection to Final Mark (Applicable to both Examined and Continuous Assessment Courses)
Rule abolished with effect from January 2015.

AC9  GRADUATION

AC9.1  Requirements for Graduation
Qualifications of the Namibia University of Science and Technology will only be awarded to students who have met all curriculum requirements for the specific programme as determined by Senate.

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

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

AC9.2  Notice of Expectation to Graduate
Students who are in the final semester of study towards the National Diploma or Bachelor degree must complete and submit the form Notice of Expectation to graduate to the Faculty Officer before or during Week 8 of that semester. Failure to do so may lead to such student not being allowed to graduate at the ceremony following that semester.

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

AC9.3  Obtaining a National Diploma or Degree cum laude
A student shall pass a National Diploma or Degree degree cum laude if s/he has achieved an overall average of 75% for all courses in the curriculum of the diploma or degree, provided that each course was passed with at least a credit. None of the courses prescribed in the programme must have been failed and the programme must have been completed in the minimum prescribed time. Cum laude awards will only be made at the highest qualification in a programme.

AC9.4  Closing of Graduation Lists
Graduation lists will close, finally, at least ten days before the scheduled date of the Graduation Ceremony. No assessment marks may be captured between such final closing date and the date of the Graduation Ceremony.
AC9.5 **Graduation Ceremony to attend**
Graduates are required to attend the graduation ceremony immediately following the semester in which they qualified for the award of the qualification. Should they be unable to do so, the qualification will be awarded in absentia. Attendance is not deferred to a subsequent graduation ceremony.

AC10 **APPLICATION AND INTERPRETATION OF THE RULES**
The interpretation of the rules shall be a matter of the exercise of academic judgment by the relevant authorities.

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

PG1 GENERAL
These rules are to be read in conjunction with the General Information and Regulations. The General Regulations shall apply unless specifically amended by the Rules for Postgraduate Studies or by special rules approved for a postgraduate programme.

PG1.1 The Higher Degrees Committee
PG1.1.1 Functions and Powers
The Committee will, upon the recommendation of the Department and Faculty:

(i) Consider applications and admit new students to all Master and Doctoral degrees;
(ii) Consider and approve Research proposals for all student research activities that contribute to the award of a Master or Doctoral degree;
(iii) Approve supervisors for such research activities;
(iv) Appoint examiners and moderators for coursework and examiners for theses and mini-theses;
(v) Approve assessment results for coursework, mini-theses and theses for all Master and Doctoral degrees.

PG1.1.2 Composition
The Higher Degrees Committee shall consist of the following members:

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

PG1.1.3 Term of Office
The term of office for the Higher Degrees Committee will be three years, but members shall be re-appointable at the discretion of Senate.

PG1.2 Application and Admission to Postgraduate Studies
Candidates wishing to apply for postgraduate studies shall do so on the prescribed form and at a time as determined by Senate for each programme.

PG1.3 English Proficiency as Requirement for Admission into Postgraduate Studies
The University’s postgraduate studies programmes are offered in the medium of English. Applicants who have completed their admission qualifications in another medium will be required to show competence in the English language before being admitted to postgraduate studies, as determined by Senate.

PG1.4 Registration
Candidates admitted for study towards a postgraduate qualification shall register at a time as determined by Senate. Registration for the Thesis/Mini-thesis may be done in either semester of the academic year, unless the Thesis is a year-course.

PG1.5 Registration of Research Topic
Candidates shall register research topics for Theses/Mini-theses separately after approval of such research proposals by either the Department (in the case of Honours degrees) or the HDC (in the case of Master and Doctoral degrees). The registration shall take place on the prescribed form obtainable from the Office of the Registrar. Research Topics so registered may be amended only with the approval of the relevant authority, i.e. either the department or the HDC.

PG1.6 Ethical Requirement
All candidates engaged in Research for mini-theses or theses are required to sign the appropriate declaration concerning ethics in research. Such declarations are obtainable from the relevant academic department.

PG1.7 Requirement for Approval by the University Research Ethics Committee
All research proposals shall be considered and recommended by the Faculty Postgraduate Committee and designated as requiring ethics committee approval or not. Those that require approval by the Ethics committee shall be forwarded for such approval before being sent to the HDC for approval.

PG1.8 The only recognised terminology: “mini-thesis” and “thesis”
The terms “thesis” and “mini-thesis” shall be the only officially recognised terms for referring to the product/products of research for Postgraduate studies. “Thesis” as against “mini-thesis”
In cases where coursework is prescribed in addition to a treatise and the treatise (including the oral examination thereon) contributes a weight of 40 % or more of the credits of the degree, the treatise shall be referred to as a
“thesis” and shall be dealt with as such; in contrast, a treatise shall be referred to as a “mini-thesis” if it contributes less than 40% of the credits of the degree. Exceptions to these definitions must be expressly approved by Senate.

**PG1.9 Information from external sources**
Any candidate for postgraduate studies who intends to make use of information from sources outside the University’s control shall submit - if the University so requires - a written statement of the conditions on which the organisation concerned is prepared to permit the use of the said information.

**PG1.10 Assistance with Thesis/Mini-thesis Production:**
Students are required to always produce their own work. However, students are allowed to use the services of specialists in language editing and data analysis in their thesis production. Students are required to obtain the approval of their supervisors in writing for such assistance. Such persons providing specialist services are required to sign a declaration stating that their involvement in the thesis was limited to providing the above services.

**PG1.11 Theses and Mini-theses not Exempted**
No candidate for a degree requiring a thesis or mini-thesis shall be exempted from such requirement on the basis of research done elsewhere or for another purpose. All theses/mini-theses shall be produced under supervision by (a) supervisor(s) duly appointed by the university.
PG2 POSTGRADUATE QUALIFICATIONS

PG2.1 Postgraduate Certificates and Diplomas
Postgraduate Certificates and Diplomas are offered at Level 8 of the NQF and consist of at least 60 credits in the case of certificates and at least 120 credits in the case of Diplomas.

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

PG2.2 The Bachelor Honours degree (Postgraduate)

PG2.2.1 General
The Bachelor Honours (PG) degree is an initial postgraduate degree building on the Bachelor degree. The B. Hons degree shall consist of a minimum of 120 credits, all of which must be at NQF level 8. At least 30 of these credits shall be represented by a mini-thesis or research project.

PG2.2.2 Admission Requirements
Candidates for the degree of Bachelor Honours (PG) shall be holders of a three-year Bachelor’s degree from a recognised higher education institution or an equivalent qualification at NQF Level 7 and as determined by Senate.

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

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

PG2.2.3 Minimum and Maximum Study Periods
The minimum study period for the degree of Bachelor Honours shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements. However the minimum period of registration shall not be less than 2 semesters or one year.

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

PG2.2.4 Honours Mini-Thesis
Supervisors for the Honours Mini-thesis shall be allocated and approved by the Department.

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

PG2.2.5 Completion and Submission of Honours Mini-theses for Examination
Honours mini-theses may only be submitted for examination with the written consent of the supervisor.

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

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

A student who has submitted a complete mini-thesis for examination on or before 31 October or 31 May, whichever is applicable, but who obtains a mark between 40 % and 49 % for the mini-thesis, may revise/improve such mini-thesis until 31 January or 31 July whichever is applicable, without the need for re-registration. Should the student fail to submit the revised/improved mini-thesis on or before 31 January or 31 July, whichever is applicable, or obtain a failing mark after such re-submission, the student must re-register for the mini-thesis and pay the prescribed fee.
PG2.3 The Master’s Degree

PG2.3.1 Admission
Prospective candidates for the degree of Master shall apply in writing (on the prescribed form) for admission to the required study year. Each application shall be considered on its merits by the Higher Degrees Committee.

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

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

PG2.3.2 Minimum and maximum study periods
The minimum study period for the degree of Master shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements. The minimum period of registration for a Master degree for full-time studies shall be two years and maximum three years and for part-time studies shall be a minimum of four years and a maximum of six years.

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

PG2.3.3 Master’s degree subsequent to Honours or recognised four-year Bachelor
The Master’s degree subsequent to the Honours or other recognised four-year Bachelor’s degree may be awarded on the basis of a thesis only or a thesis/mini-thesis and coursework in the case of a structured study programme, as approved by Senate.

PG2.3.4 Master’s degree on the basis of a thesis only
In cases where only a thesis is required, but no additional coursework, the final mark for the Master’s degree shall be determined on the basis of the thesis and the oral examination prescribed below.

PG2.3.5 Master’s degree on the basis of additional coursework and a thesis
In cases where additional coursework and a thesis are prescribed, the thesis (including the oral examination prescribed below) shall contribute a weight of not less than 40% of the credit points of the degree.

PG2.3.5 Master’s degree on the basis of additional coursework and a mini-thesis
In cases where additional study and a mini-thesis are prescribed, the mini-thesis (including the oral examination, where one is required by the department) shall contribute a weight of one quarter or more but less than 40% to the credits for the degree.

PG2.4 The Doctoral Degree

PG2.4.1 Admission
Prospective candidates who hold an appropriate qualification at NQF Level 9, or equivalent, in the cognate area, or a related field of study/area of specialisation, may be considered for admission towards the Doctoral degree. The Senate reserves the right to limit the number of students that are allowed to register for a particular field of study.

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

PG2.4.2 Minimum and Maximum Period of Registration
The minimum period of registration for a Doctoral Studies for full-time studies shall be three years and maximum five years and for part-time studies shall be a minimum of six years and a maximum of eight years. The study period may be extended with the express approval of Senate.

PG2.4.3 Requirements for the Award
The Doctoral degree shall be awarded to candidates credited with a minimum of 360 credits at NQF Level 10 and who have complied with all the requirements laid down in the University’s rules and procedures for postgraduate studies leading to the award of research degrees.

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

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

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

PG3.1.2 Suspension of Study during Thesis Production

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

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

PG3.2.1 Candidate’s obligation

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

PG3.2.2 Written reports

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

PG3.2.3 Departmental reports

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

PG3.2.4 Reminder by the Dean

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

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

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

PG4 ASSESSMENT

PG4.1 Assessment and moderation of course work

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

PG4.2 Supervisors and Examiners for theses

PG4.2.1 Definitions

The terms “internal”, “external” and “unattached”

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

PG4.2.2 General

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

The acceptance of a candidate and the appointment of the supervisor will be approved by the Higher Degrees Committee and communicated to the Board of Studies for noting. (See exception for Honours mini-theses above.)
PG4.3  Appointment of supervisors and co-supervisors
PG4.3.1 Supervisors appointed by the Higher Degrees Committee
Supervisors for Master’s theses and mini-theses and Doctoral theses are appointed by the Higher Degrees Committee upon recommendation of the Faculty.

PG4.3.2 External supervisor
The supervisor for a thesis need not be a member of the University’s teaching staff: provided that, if s/he is not, there shall be a co-supervisor who is a member of the University’s teaching staff.

PG4.3.3 Co-supervisor
If the supervisor is a member of the University’s teaching staff, either another such member or an external person may be appointed co-supervisor.

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

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

PG4.3.4 Replacement of Supervisor
Supervisors may only be replaced by the Higher Degrees Committee upon recommendation of the Faculty. A student shall have the right to apply for the replacement of the supervisor, should that become necessary. The Faculty will cause the basis for such request to be investigated and make a report with recommendations to the Higher Degrees Committee.

PG4.4  Appointment of examiners
PG4.4.1 Minimum number
There shall be a panel of not less than two examiners for Master Theses/Mini-theses and not less than three for Doctoral Theses.

PG4.4.2 Manner of appointment
All the examiners shall be proposed by the Faculty and appointed by the Senate upon recommendation of the Higher Degrees Committee.

PG4.5  Examination: Closing date for and form of submission
PG4.5.1 Theses/Mini-theses submitted for examination only upon consent of the supervisor(s)
Theses/Mini-theses shall be submitted for examination only upon the written consent of the supervisor who shall certify that, in his/her opinion, the thesis/mini-thesis is ready for examination.

PG4.5.2 Number of copies for examination
When candidates present their theses/mini-thesis for examination, they shall lodge with the university one unbound copy of their thesis or mini-thesis for each of the examiners concerned. Departments may also require candidates to lodge an electronic copy of the theses/mini-theses with the department at this time.

PG4.5.3 Technical requirements for copies
Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth below.

PG4.5.4 Illustrations
If a mini-thesis or thesis contains illustrations (such as maps, freehand drawings, etc.), the examiners may require one copy with original illustrations to be submitted.

PG4.5.5 Closing dates for submission for examination
In order to enable the examination process to be completed on time, the number of copies of a mini-thesis or thesis shall, subject to faculty-specific provisions, be submitted for examination, with a view to the March/April graduation ceremony, prior to 1 December, and with a view to the October graduation, prior to 1 July.

PG4.6  Oral Examination
PG4.6.1 Oral Examination required for Theses only (not required for Mini-theses)
Every candidate who has been required to complete a thesis shall also undergo an oral examination. The oral examination must be passed by the candidate, but shall not be separately marked to contribute to the final mark for the thesis.
PG4.6.2 Repetition of Oral Examination
Candidates who fail the oral examination may be granted another opportunity by the examination panel.

PG4.6.3 Scope of Oral Examination
The oral examination may deal with the thesis or with the candidate’s knowledge of the subject in general or both of the above. Only members of the panel may ask questions at the oral examination.

PG4.6.4 Examiners for Oral Examination
The oral examination shall be conducted by at least two examiners in the case of a Master thesis and at least three in the case of a Doctoral thesis, one of whom shall be the supervisor and the other one or two may be the external examiner, but may also be a moderator appointed by the University specifically for the purpose of conducting oral examinations. The moderator is considered a member of the panel.

PG4.7 Communication with examiners
Candidates for a postgraduate degree shall under no circumstances communicate with the external and/or unattached examiners about their theses/mini-theses. All communication about the theses/mini-theses shall be through the supervisor and/or co-supervisor.

PG4.8 Final Mark for Theses
For the purpose of determining the final mark of any thesis for the degree, account shall be taken of the recommendation(s) from all the examiners.

PG4.8.1 Marking of mini-theses and theses
Mini-theses and theses for Master degrees shall be awarded a percentage score according to which the work is passed or failed. The pass mark for the mini-theses/theses shall be 50 %.

Theses for Doctoral degrees shall be awarded a pass or fail.

PG4.8.2 Procedure if examiners are in disagreement
In the event that the marks given by the examiners differ by 20 % or more, or in the event that the examiners are in disagreement on whether to pass or fail a candidate, a third (fourth in the case of Doctoral theses) examiner will be appointed, and the mark allocated by the third (fourth) examiner shall be the final mark allocated to the mini-thesis/thesis.

PG4.8.3 Mark only released after oral examination
The final mark for the thesis shall be released only after the candidate has successfully completed the oral examination and after approval by SENEX.

PG5 FINAL SUBMISSION
PG5.1 Alterations compulsory in master copy/copies
Before the supervisor can give final approval of a thesis or mini-thesis, the candidate shall, in the master copy/copies for duplication, make or cause to be made, to the supervisor’s satisfaction, all alterations considered by the examiners to be necessary.

PG5.2 Number of copies to be submitted after completion
Upon completion of all requirements and upon a letter from the supervisor confirming that the necessary alterations/corrections have been made and that s/he has checked them, the candidate must submit the following copies of the thesis/mini-thesis:

PG5.2.1 Submission of thesis/mini-thesis copies to Library and Information Services
Every candidate shall hand an electronic copy of his/her thesis/mini-thesis to the Faculty Librarian (facultylibrarian@nust.na) at the Library and Information Services for making publicly available and for safekeeping in the Archives of the University.

PG5.3 Publication of mini-theses and theses

PG5.3.1 Right of publication
If a candidate for a degree (i) completes a mini-thesis or (ii) completes a thesis, and if the mini-thesis or the thesis is not otherwise published within three years after the candidate’s qualifying for the degree, the University shall have the right to publish the mini-thesis or the thesis (or part thereof) without financial reward to the candidate. During the first three years after completion of the thesis/mini-thesis, publication shall be with the supervisor as co-author only. Credit must be given to the supervisor at all times when the thesis/mini-thesis is published.
PG5.3.2 Permission for publication
Permission for publication shall be obtained from the University as represented by the Dean, acting on the recommendation of the Head of Department and the supervisor, provided that the requirement for such permission to be obtained shall lapse after three years.

PG5.3.3 Protection of Intellectual Property Rights
Publication of a thesis/mini-thesis shall occur taking into account any conditions set by any outside organisation that may have intellectual property rights over information contained in such thesis/mini-thesis.

PG5.3.4 Published mini-theses or theses
When a mini-thesis or thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:

Identificatory formula
The “Mini-theses” wording or the “Thesis” wording shown below, whichever may be appropriate, represented in a suitably completed version:

Set wordings
"Mini-thesis/thesis presented in partial fulfillment of the requirements for the degree of Bachelor Honours/Master/Doctor of (e.g. Science) at the Namibia University of Science and Technology"

Date of degree awarded
The year and month of degree awarded (for instance “March 2001” or “December 2007”).

PG5.3.5 Mention in preface
Where a thesis/mini-thesis, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

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

PG5.4.1 Theses/Mini-theses
In the case of every Master’s or Doctoral thesis/mini-thesis that contributes to the credits for Postgraduate studies, it shall be compulsory to submit a bound copy thereof to the Faculty Librarian at the University’s Library and Information Services.

Note: For the Bachelor Honours only an electronic copy of the mini-thesis should be submitted.

PG5.4.2 Abstracts compulsory
All theses or mini-theses which are to be lodged with the Library and Information Services shall be required to contain an abstract (summary) of not more than 500 words each in English immediately following the title page and following the author’s declaration.

PG5.4.3 Requirements for typewriting and formatting
Every thesis and mini-thesis shall be written in UK English and shall be typed:

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

PG5.4.4 Title page
On the title page the following five (5) items shall appear:

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

Set wordings

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

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

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

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

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

PG5.4.5 Retention and Use of Theses
Each thesis/mini-thesis submitted for the award of a postgraduate degree shall contain the following statement concerning the use and retention of such thesis/mini-thesis,

Retention and Use of Thesis

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

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

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

PG5.4.6 Requirements for binding
Bound copies of theses/mini-theses shall be thread-sewn with full binding in dark blue for Doctoral theses, Gold for Master mini-theses/theses or red for Honours mini-theses. The thesis title, the initials and surname of the author, the degree awarded and the year awarded shall be embossed in silver lettering on the front cover and the spine. If the registered title is too long for the spine, an appropriately abbreviated title shall be used.
POLICY ON ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCES

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

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

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

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

2. SCOPE OF APPLICATION
This policy applies to all academic staff and students.

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

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

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

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

5. LEGAL AND POLICY FRAMEWORK
The Constitution of the Republic of Namibia

6. IMPLEMENTATION (RULES & PROCEDURES)
6.1 Roles & Responsibilities
Students have a responsibility to inform lecturers within the first three weeks of the semester or one week before a deadline or date communicated outside the course outline, in writing, of the fact that academic work clashes with days of religious observances.

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

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

The Registrar has the responsibility to ensure that all students are informed of the content of this policy upon registering as a student annually, and on a voluntary basis, register themselves as affected students under this policy on the Student Database.
6.2 Support & advice
The Assistant Registrar: Academic Administration is responsible for support and advice pertaining to this policy.

6.3 Communication
This policy will be placed on the Intranet.

6.4 Procedures & forms
No other procedures except those implied in the policy statement.

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

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

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

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

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

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

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

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

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

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

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

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

Plagiarism is considered as academic dishonesty. Plagiarism is not considered as a crime per se but in the institution it is a serious ethical offense and cases of plagiarism can constitute copyright infringement. Copyright is a specific intellectual property right, which an author acquires in accordance with the Copyright and Neighbouring Rights Protection Act, (6 of 1994) in respect of protected work. Infringement of copyrights includes the infringement of the economic rights and the moral rights of the author.
4. POLICY STATEMENT

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

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

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

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

5. LEGAL AND POLICY FRAMEWORK

This policy is instituted in terms of the Polytechnic of Namibia Act (33 of 1994), Copyright and Neighbouring Rights Protection Act, (6 of 1994), the NUST Statutes and Regulations and the Student Disciplinary Codes and Rules.

6. PREVENTATIVE AND CAPACITY BUILDING MEASURES

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

6.1 Roles & Responsibilities:

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

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

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

6.1.3 Academic Staff

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

j. Provide for each submission of an assignment to carry a signed declaration that the work is the student’s own. Bachelor Honours, Master and Doctoral students are required to sign and submit the standard declaration accompanying their theses or mini-theses.

6.1.4 Students

Students carry the responsibility for ensuring that they:

a. Develop their own cognitive and academic capacities to the optimum.

b. Read, understand and comply with the policy on student plagiarism.

c. Familiarise themselves with the conventions of referencing and norms of academic activity by engaging with the learning materials and/or attending the institution or faculty-wide interventions provided.

d. Request assistance from staff if they are uncertain about plagiarism in their own writing.

e. Ensure that they do not allow their work to be copied by others.

f. Ensure that they do not commit any form of academic dishonesty and report acts of academic dishonesty by others.

6.1.5 The Registrar:

The Registrar has responsibility for:

a. Keeping the disciplinary register for students.

b. Communicating cases of serious academic misconduct resulting in suspension or expulsion to other universities, upon request.

c. Reporting to Senate on academic misconduct committed by students.

d. Updating and reviewing the policy.

6.2 Support and Advice

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

6.3 Communication

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

6.4 Procedures & forms

6.5 Guidelines for detection of plagiarism and use of electronic anti-plagiarism resources

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

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

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

a. Changes in the use and quality of language, especially if a certain portion of the work is of much better sentence construction, grammar and spelling.

b. Emphatic or casual statements of fact or positions, without referencing, that could not be deriving from the student’s own experience.

c. Suspicious sections of the work can be inserted in a search engine, which would then bring up the internet source, if it exists.

7. MANAGEMENT OF ALLEGED CASES OF PLAGIARISM BY STUDENTS

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

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

a. The level of the student – first and second-year students who are first offenders may be treated as less serious than senior undergraduate students and postgraduate students.

b. The nature of the offence, whether it is plagiarism in a major assignment or an assessment that carries little weight. Submission of plagiarised research outputs (proposals, research reports, mini-theses and theses) are considered Level 2 or 3 offences, regardless of whether or not the student is a first offender.

c. If plagiarism, the intent of the student, the amount of plagiarism and the possible gains of the act must also be considered.
7.1 Level one - Informal Developmental Response
In the case of students committing first-time offences in in-course assessments that can be viewed as minor and due to lack of knowledge, no formal response will be given. However, the following actions must be taken:

a. The academic staff member will:
   i. Counsel the student on the nature of the plagiarism.
   ii. Provide advice or assistance or refer the student for assistance to an academic support centre.
   iii. Deduct marks that would have been allocated for referencing from the assignment or allocate a mark of 0%, depending on the amount of plagiarism.
   iv. Consider a re-submission of the assignment or access to the scheduled re-assessment or another means of enabling the student to make up the assessment or to still gain admission to the examination or a pass mark in the course.

b. The student’s name will not be placed on the misconduct register, but a short report must be forwarded to the Registrar for placement on the student file.

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

a. The academic staff member:
   i. Meets with the student(s) to explain the offence and the consequences.
   ii. Retains a copy of the work concerned.
   iii. Consider giving the student an opportunity to re-submit within a given timeframe or such other means of enabling the student to still gain admission to the examination or a pass mark in the course.
   iv. Issues the student with a written warning, which causes his/her name to be recorded in the misconduct register.

b. A copy of the written warning is forwarded to the Registrar for placement on the student file and recording of the student’s name on the misconduct register.

c. Cases of students who deny the alleged infringement or refuse to accept the written warning should be forwarded to the Registrar for formal disciplinary action to be instituted.

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

The alleged offence is investigated by the academic staff member and a report is submitted to the Head of Department, who will review the allegations and the evidence. Should the Head of Department be convinced that there is evidence of a major offence the report is forwarded, through the Dean, to the Registrar for disciplinary measures to be instituted under the Student Disciplinary Rules. The Student Disciplinary Committee: Academic will hear the case and on the basis of the severity of the offence will impose penalties that may result in cancellation of registration for the course, nullification of marks, suspension or expulsion or such other penalties as may be deemed appropriate under the Student Disciplinary Rules.

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

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

7. COMPLAINTS & OBJECTIONS
Complaints and objections may be submitted to the Office of the Registrar.
SDR. STUDENT DISCIPLINARY REGULATIONS

SDR1 GENERAL PROVISIONS
1.1 On signing the registration form of the University, students undertake to acquaint themselves with all relevant regulations, rules, prescriptions and legal provisions of the University. Ignorance of any such provision shall not be advanced as a defense on a charge of misconduct.
1.2 Words indicating the singular may also implicate the plural.
1.3 A student shall not formally be charged with misconduct before a written and signed statement containing a charge, complaint or allegation against the student has been handed to the accused.
1.4 The initiator who laid a charge may institute or have instituted a preliminary investigation into a charge, complaint or allegation which has been presented to such a person or into a student’s conduct which has been such that it could possibly amount to misconduct. In the preliminary investigation, consultations may be held, or information obtained, from any person, including the student against whom the charge, accusation or allegation has been instituted.
1.5 The Vice-Chancellor or his/her appointee may, if in the best interest of the University, suspend a student against whom a charge, accusation or allegation has been instituted for a determined period by, i.e. prohibit the student from:
   1.5.1 Entering any premises or hostel of the University, or any part thereof;
   1.5.2 Exercising any rights or privileges a registered student enjoys.
1.6 The Vice-Chancellor, or his/her appointee, may at any time cancel a suspension; provided that notwithstanding such cancellation, the hearing of the charge of misconduct may be continued.
1.7 When the chairperson of a disciplinary committee, (before that disciplinary committee has reached a ruling on the charge against a student), is of the opinion that the relevant charge should rather be heard by a committee on another level, the hearing may be suspended and referred to the Vice-Chancellor for a ruling. The Vice-Chancellor may rule that the disciplinary committee shall continue with the hearing or that it shall be referred to another disciplinary committee. This other disciplinary committee will conduct a complete hearing.
1.8 If a disciplinary committee, Council, the Vice-Chancellor or a person appointed by the Vice-Chancellor, temporarily or permanently deprives a student of any rights or privileges which students enjoy, or suspends the student temporarily or expels the student, such a student shall forfeit all rights to repayment, reduction or remission of fees paid by or payable to the University.

SDR2 DEFINITION OF MISCONDUCT
A student is guilty of misconduct when such conduct is prejudicial or could be prejudicial to the good name of the University, or the maintenance of order and discipline at the University or the proper execution of work at the University, inter alia, if such a student:
2.1 Infringes any act, regulation, rule, or prescription of the University, or makes an attempt to do so;
2.2 Refuses to comply with any rightful instruction or request by any lecturer or official of the University or acts in contradiction to such instructions or requests;
2.3 Wrongfully and in a blameworthy manner usurps, uses, damages, destroys or alienates any property of the University, a personnel member or a fellow student or applies or handles it in such a way that it is prejudicial or could be prejudicial to the University, a personnel member or fellow student;
2.4 Is on any University premises whilst under the influence of liquor or drugs (dependence-producing drugs), or without written permission from the Vice-Chancellor or authorised representative:
   Brings alcoholic beverages or drugs onto the premises of the University, consumes them or has them in their possession; or serves or consumes alcoholic beverages or drugs on campus during a gathering of a student association or student body of the University or during the University’s journeys, educational tours, camps, and assignments.

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

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

Refusal to undergo such a breath analyser test or blood sampling as well as refusing to be searched properly by the appropriate authorities are serious offences.
2.5 Intimidates whether by word or deed fellow students and staff on or off the campus.
2.6 Behaves in a violent, riotous, obscene or improper manner on or in any premises of the University or elsewhere during a gathering by or of the student body of the University or a portion/group thereof.
2.7 Behaves in an insulting, obscene or improper manner towards a fellow student or personnel member of the University, a management body or office of the University or a member of such a body or office-holder of such office;
2.8 Knowingly makes false or incorrect statements to any personnel member of the University; or purposefully spreads false information about the University to any person;
2.9 Is guilty of misconduct which is the cause of or can reasonably be the cause of any one of the following instances, either where such cause was foreseen or could have been foreseen as a reasonable possibility at the time of the poor conduct:
(a) Implicating the good name of the University to the disadvantage of the University
(b) Prejudicing or endangering the maintenance of order, discipline and safety at the University
(c) Prejudicing or endangering the smooth course of tuition, research, administration or general activities at the University
(d) Divulging confidential University information.
(e) Dishonoring the National Symbols of the country.
2.10 Organising or participating in student action, which interferes with or could interfere with the academic work of fellow students, or with the functioning of the University;
2.11 Bringing, possessing or handling a fire-arm or any other dangerous weapons, explosives or fuel which is not reasonably required for the operation of a machine, on campus;
2.12 Assisting or encouraging other students to commit an offence;
2.13 Injuring the dignity of or physically assaulting, or mentally wronging or humiliating any personnel member or fellow student;
2.14 Failing to comply with any hostel rule;
2.15 Let any person sleep over in their hostel rooms after 10.00 pm during weekdays or after midnight during weekends.
2.16 Is dishonest or attempts to be dishonest in any test, assignment or examination.
2.17 Gives flat/room keys to any other person.
2.18 Removes furniture without the permission of his/her superintendent.
2.19 Commits plagiarism.

SDR 3 CLASSIFICATION OF MISCONDUCT
3.1 Depending on the seriousness or degree of misconduct, misconduct by students is divided into the following categories:
3.1.1 Academic related misconduct: the Student’s Disciplinary Committee: Academic, hears misconduct of an academic nature, having a bearing on the studies of a student.
3.1.2 Non-academic related misconduct (serious cases): the Student Disciplinary Committee: Non-Academic, hears cases of serious misconduct.
3.1.3 Non-academic related misconduct (less serious cases): the Hostel Disciplinary- or the SRC Disciplinary Committee shall hear cases of misconduct of less serious nature.
3.1.4 Non-Academic related misconduct (specific to club/house/society/cultural): the Disciplinary committee of the club, houses and culture societies or association concerned shall be competent to hear less serious charges related to their specific situation.

SDR 4 NOTIFICATION
4.1 A student charged with any form of misconduct shall be notified of such complaints in writing at least seven days before the hearing by the relevant disciplinary committee; provided that any such student may waive this period.
4.2 Any such notice shall contain the charge in full as well as stipulating the particular disciplinary committee which will hear the charge, and the time and place of the hearing.
4.3 Written notice of a charge shall be regarded as being properly served if it was posted or delivered by hand to the student concerned to the address provided on the registration form.
4.4 In case of serious charges or where the student is a minor, a copy of the charge shall be sent to the parents of the student concerned per registered post at the address provided by the student on the registration form.
4.5 Any notice sent or delivered in the manner prescribed in these Regulations shall be considered as having been received by the person to whom it was addressed. Preference will be given to hand delivering such notices.
4.6 When students neglect or refuse to attend a hearing they can be heard in absentia and the proceedings shall not be invalid as a result of the absence of the accused person.

SDR 5 DISCIPLINARY COMMITTEES AND THEIR FUNCTIONS
5.1 Students Disciplinary Committee: Academic
The chairperson of the committee may apply one or more of the following disciplinary measures against a student who has been found guilty of serious misconduct:
(a) The revocation of a qualification obtained by improper methods
(b) The suspension as a student for a period determined by the chairperson
(c) The cancellation of examination results
(d) The refusal of registration for examination for a specified period
(e) A warning
(f) Any other measures which the chairperson deems appropriate; Provided that no such disciplinary measures shall be put into operation against a student or if such a student is a minor, the parents or guardian have been notified in writing of the alleged contravention and the student has been afforded a proper opportunity to make a written statement and to appear personally before the Students Disciplinary Committee: Academic.
5.2 **Students Disciplinary Committee: Non-Academic**

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

(a) Suspension from the University or a hostel for a period not exceeding the present academic period and one further academic year

(b) Imposition of a fine, the student will pay or the amount of nights the person stayed over

(c) Demanding of any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the accused

(d) Cancellation of privileges of the student as a member of the University for not more than one year

(e) Imposition of a specific task

(f) Warning and/or reprimand

(g) Recommendation to the Vice-Chancellor that the student be suspended from the University or a hostel for a period exceeding the period stated in paragraphs (a) and (d)

(h) Any other penalty, which the Student Disciplinary Committee: Non-Academic thinks fit in the specific circumstances.

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

5.4 **Division of functions**

Except where the context otherwise indicates, the Registrar shall deal with matters of the Students’ Disciplinary Committee: Academic and the Dean of Students shall deal with matters of the Students Disciplinary Committee: Non-Academic.

5.5 **Procedure of disciplinary hearings**

5.5.1 The parties involved will be:

- The accused
- The representative of the accused
- The chairperson (who will make the judgment)
- Advisors to the chairperson
- The initiator (who will investigate and present the charge)
- Witnesses

5.5.2 If the Registrar/Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct against a student and that the conduct of the student concerned is apparently of a serious nature, a written charge shall be formulated and a hearing shall be convened by the Students Disciplinary Committee: Academic, when the charge has a bearing on the studies of the student, or when the charge does not have a bearing on the student’s studies, a hearing by the Students Disciplinary Committee: Non-Academic.

5.5.3 The disciplinary committee concerned shall hear a student to whom proper notice has been given of the charge in accordance with section SDR4 of these Regulations at the time and place as mentioned in the notification.

5.5.4 At the commencement of the hearing the charge shall be put to the student who shall have the opportunity to plead to the charge, provided that such a student shall also have the right to hand in a written statement in explanation of this plea.

5.6 **Representation**

5.6.1 The accused may appoint a representative to assist him/her during the proceedings, providing the representative is a registered student and this representative should preferably be a SRC member.

5.6.2 The Registrar/Dean of Students may not institute the case against the student, but a personnel member must be appointed to do so, on behalf of the University. The Vice-Chancellor must identify an alternative chairperson if the Registrar/Dean of Students is involved in the case or institutes the case.

5.7 **Procedure during hearing**

5.7.1 The procedure to be followed during a specific hearing shall be in accordance with general disciplinary hearing principles providing the provisions of these Regulations, and although the formal rules of the Law of Evidence are not applicable to the hearing, the accused shall inter alia have the right to:

(a) Give evidence

(b) Call witnesses or have witnesses called (also by the representative)

(c) Cross-examine the witnesses who have testified against the student or have them cross-examined

(d) Cross-examine own witnesses or have them cross-examined

(e) After all evidence has been given, argue the case or have it argued by the representative

(f) After conviction presents evidence in mitigation of punishment; If an accused student admits guilt in respect of the charge, the chairperson of the disciplinary committee may decide whether or not evidence regarding the charge is required.

5.7.2 The person (initiator) who cites the case against the accused *inter alia* may:

(a) Examine the person or persons who testify against the accused

(b) Cross-examine the accused that has testified, as well as any person or persons who have testified for the accused

(c) Argue the case after all evidence has been given but before the accused or the representative was afforded the opportunity to argue the case.
5.7.3 The chairperson of a disciplinary committee will be the only one making the final judgment, although he/she may be assisted with advice by the other committee members, as provided for in this document.

5.7.4 The Registrar/Dean of Students shall appoint a staff member to keep a record of the proceedings at the hearing and of all evidence given there by means of a tape recording and/or in writing. Such person shall not be a member of the disciplinary committee. The minutes of the proceedings shall be kept safely for at least two years.

5.7.5 Unless the Chairperson of the relevant disciplinary committee determines otherwise, the hearing shall take place in camera and the proceedings of that disciplinary committee shall not be published.

5.8 Appeal

5.8.1 The Vice-Chancellor shall hear the appeal cases of the students against findings of the Students Disciplinary Committees and conclude the case on behalf of Council.

5.8.2 A student may appeal against the conviction and/or penalty.

5.8.3 A student shall give the chairperson written notice of appeal not later than five (5) calendar days after being notified in writing of the decision of the disciplinary committee against which committee’s decision appeal is made. In the notice of appeal, the grounds for the appeal shall be fully stated.

5.8.4 The student may appoint a representative to assist him/her in the formulation of grounds for appeal. (See SDR5.6.1)

5.8.5 On receiving the notice of appeal, the chairperson shall forward it immediately to the Vice-Chancellor, through the relevant Deputy Vice-Chancellor, who shall consider the appeal.

5.8.6 On considering the appeal, the Vice-Chancellor may decide which procedure s/he thinks most fit in the circumstances.

5.8.7 The Vice-Chancellor may in part or in whole accept, or reject or amend the conviction of the Students Disciplinary Committee: Non-Academic or the Students Disciplinary Committee: Academic and/or the sentence and may impose any of the prescribed sentences which s/he thinks fit.

SDR6 GENERAL HOSTEL AND SRC DISCIPLINARY COMMITTEE

6.1 The General Hostels Disciplinary Committee

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

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

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

6.1.3.1 Suspension of the student from the hostel of residence for a period not exceeding the remainder of the calendar year with or without a recommendation that the student be denied re-admission to a Namibia University of Science and Technology hostel for the following calendar year;

6.1.3.2 imposition of a fine not exceeding N$1000.00;

6.1.3.3 demand any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the student;

6.1.3.4 cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year;

6.1.3.5 warning and/or reprimand;

6.1.3.6 imposition of a task; and

6.1.3.7 cancellation of any privileges of the student or the position held in the student community.

6.2 The SRC Disciplinary Committee

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

6.2.2 Compilation of the SRC Disciplinary Committee:
The SRC Disciplinary Committee shall consist of the SRC President (as the chairperson of the hearing) and two other SRC members nominated by the SRC members as advisors.
6.2.3 Disciplinary Measures:
The SRC Disciplinary Committee may impose one or more of the following disciplinary measures:

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

6.3 Procedure of mentioned Disciplinary Committees examining misconduct:
6.3.1 The prescriptions of sections SDR5.7 shall mutatis mutandis be applicable to a hearing by any mentioned disciplinary committee examining misconduct.
6.3.2 Disciplinary measures shall take effect immediately after imposition thereof.
6.3.3 The accused shall have the right to appeal against a ruling of a disciplinary committee on a charge of less serious misconduct. The appeal shall be lodged in accordance with section SDR5.8.3 and the chairperson shall forward the appeal to the Dean of Students who will initiate the Students Disciplinary Committee: Non-Academic to serve as appeal committee.
6.3.4 The Hostels Disciplinary Committee or SRC Disciplinary Committee shall compile and submit a report on the proceedings, the ruling of the disciplinary committee and the disciplinary measures which were imposed to the Dean of Students in any case.
6.3.5 The Students Disciplinary Committee: Non-Academic, as the appeal hearing body, has power of review inter alia that he/she:

6.3.5.1 may further investigate a case;
6.3.5.2 may re-investigate and/or reconsider the penalty imposed;
6.3.5.3 may confirm, amend or set aside any ruling and/or penalty of such a disciplinary committee and may take any steps which he/she deems fit;
6.3.5.4 may, where necessary, determine the procedure to be followed at the review of a hearing or penalty; and
6.3.5.5 may determine that the penalty shall not take effect prior to the review of the case.
6.3.6 The decision of this committee will be final.

SDR7 DISCIPLINARY COMMITTEE OF HOUSES, CLUBS AND CULTURAL SOCIETIES

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

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

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

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

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

SDR8 ADMISSION OF GUILT

8.1 Summary action in the case of an admission of guilt:
8.1.1 When a person with whom a charge of less serious or minor misconduct has been instituted against a student, is of the opinion that the student should be given an opportunity to make an admission of guilt prior to a hearing of a disciplinary committee of the charge against such a student a report on the alleged misconduct shall be submitted to the initiator of such a case;
8.1.2 the initiator may decide not to afford the student such an opportunity, in which case the report shall be returned with a corresponding note to the person who instituted the charge, so that a disciplinary committee may continue with the hearing;

8.1.3 if the initiator decides to afford the student the opportunity to make an admission of guilt, a written notice shall be sent to the student, containing the following particulars:

8.1.3.1 The time, place and nature of the alleged misconduct;
8.1.3.2 that an admission of guilt may be lodged within seven days from the date of the notice and that such admission of guilt will not be weighed against the student;
8.1.3.3 that the student is under no circumstances compelled to make such admission of guilt;
8.1.3.4 possible measures to be imposed should an admission of guilt be made;
8.1.3.5 that a failure to make an admission of guilt will not be held against the student during a possible later hearing; and
8.1.3.6 the chairperson of the disciplinary committee will decide on a penalty.

8.1.4 The disciplinary committee will meet and decide to accept the admission of guilt and the committee has the power to impose any measures as described in appropriate sections of these regulations regarding the penalties allowed for that specific disciplinary committee.
COOPERATIVE EDUCATION UNIT (CEU)

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

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

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

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

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

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

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

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

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

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

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

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

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Visit us at the Namibia University of Science and Technology, No. 2 Haydn Street, Windhoek-West
E-mail to: ceu@nust.na
Webpage: www.ceu.nust.na
CENTRE FOR ENTERPRISE DEVELOPMENT (CED)

Background
The Centre for Enterprise Development mandate is to spearhead short tailor-made training courses, offer accredited industry focused courses, ICT courses, and skills building for small and medium enterprises and undertake business consultation services for industry at the Namibia University of Science and Technology, one of the top tertiary institutes in Namibia.

CED offers a variety of courses through the different business units (SME Development; Industry Focused Programmes; Short Courses and ICT Training and Testing) and they also carry out Consulting Services and Feasibility Studies. We strive to promote practical business solutions to the industry,

CED programmes and courses are tailored made for different levels of industry and the aim is to provide training in areas where individuals or companies might find that they lack or if they would like to acquire new skills in certain areas.

Our clients include private individuals, students, private institutions and public institutions as well as all three tiers (municipal, regional, and national) of government. To date the Centre has transferred skills to more than 25 000 participants. CED’s curriculum content is mainly developed by faculty members of the Namibia University of Science and Technology (NUST) in accordance with the quality standards of the institution. Specific training programmes for industries are endorsed by advisory boards comprising of captains of industry and are approved by the Senate of NUST.

The qualifications obtained through the Industry Focus Programmes Unit are registered with the Namibia Qualifications Framework (NQF) through the Office of the Registrar. This unit offer Management Development Programmes (MDP programmes) developed with input from the Industry and are accredited on the NQF level 7.

CED courses have been tried and tested and are consistently ranked amongst the best that Namibia. Our lecturers are highly qualified academics with almost all of them holding qualifications as well as industry experts, more than any other centre in Namibia.

Our Vision statement
To be the premier training arm of the University in short credential and professional courses and promoting innovative entrepreneurial initiatives that are responsive to the needs of industry.

Our Mission
CED prepares participants to understand, contribute to, and succeed in a rapidly changing environment to be more productive. We will ensure that our participants develop both the skills that a sound education provides and the competencies essential for success and leadership in an emerging creative economy.

Values
Integrity - we are honest, open, ethical and fair
Diversity - we embrace inclusivity
Customer Centeredness – we are committed to our customers
Accountability – we deliver on our promises
Sustainability – we do more with less

CED BUSINESS UNITS

1. SME DEVELOPMENT UNIT
This unit focuses on imparting relevant business management knowledge and skills as well as providing personal growth opportunities to entrepreneurs. We emphasise the necessity of mentorship and coaching which forms an integral part of our training interventions that resulted in positive and evident growth and expansion of businesses.

For more information on SME Development courses, please contact:
Ms Helena Ilovu
Tel: +264 61 207 2296
Fax: +264 61 207 9296
Email: sme@nust.na

2. ICT TRAINING AND TESTING
This unit provides CISCO, CompTia and IC3 courses, as well as Microsoft Certification training and International Certifications on various platforms to the industry. International certification partnerships were formed with Cisco Networking Academy (CNA), CompTia Training Partner, Microsoft Silver Learning Partner, Pearson VUE, Prometric and Certiport Test Centres. It has a portable lab comprising of 60 computers and can take ICT training to all corners of Namibia.
For more information on IT training programmes and International Certifications, please contact:
Ms Francina Kashaka
Tel: +264 61 207 2236
Fax: +264 61 207 9236
Email: fkashaka@nust.na

4. SHORT COURSES
This unit offers a wide portfolio of short learning interventions targeting individuals, industry and organisations. All training modules can be delivered during the day or in the evenings. Duration varies from eight to 48 hours. Besides the standard training products, tailor made courses can be developed to address specific needs of our clients.

For more information on short courses, please contact:
Ms Sara Shigwedha
Tel: +264 61 207 2119
Fax: +264 61 207 9119
Email: sshigwedha@nust.na

5. INDUSTRY FOCUSED PROGRAMMES UNIT
This unit responds to industry needs through tailor-made accredited courses, thereby providing key skills to industry and the Namibian labour force in general. Content is developed in consultation with industry partners to deliver industry level training. It also delivers the management training programmes of WITS Enterprise at the location of clients, provided that there are at least 20 attendees.

For more information on programmes offered through this unit, please contact:
Ms Adri Smith
Tel: +264 61 207 2344
Fax: +264 61 207 9344
Email: asmith@nust.na

6. CONSULTING AND FEASIBILITY STUDIES
This unit provides consultancy services to the industry. Experts with vast experience on their subject matter are sourced internally from NUST to carry out the various studies

For more information, please contact
Mr. Godwin Chisenga
Tel: +264 207 2867
Fax: +264 207 9876
Email: gchisenga@nust.na
TEACHING AND LEARNING UNIT

Vision - The Teaching and Learning Unit’s vision is to enhance the teaching and learning competencies of faculty and students through the use of innovative methodologies and technologies that ensure success for all.

Mission - The mission of the Teaching and Learning Unit is to facilitate the creation and sustenance of excellence in teaching and learning at the Namibia University of Science and Technology through support to faculty and students.

Objectives - Teaching and Learning Unit’s Objectives are as follows:

• Develop and maintain a professional development program for faculty that promote current teaching and learning practices;
• Develop and maintain the academic support system for students and faculty;
• Promote collaboration and partnerships with educators and institutions locally and internationally; and
• Promote the use of technology in teaching, learning and assessment.

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

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

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

Contact Persons
Maurice Nkusi (Acting Director – 2072559)

Contact e-mail for CTL staff: ctl@nust.na
NAMIBIA BUSINESS INNOVATION INSTITUTE

Vision:
To be recognised globally as a leading institute of excellence, transforming innovative ideas into sustainable businesses and social solutions.

Mission:
We pro-actively stimulate and support innovation, entrepreneurship and social upliftment through exploring, researching and developing ideas, generating and incubating successful businesses and bridging the technological divide for a globally competitive economy and inclusive society.

Engage: actively recruit the Namibian public to engage in innovation and entrepreneurship.

Motivate: stimulate Namibians to take their ideas from concept to development and getting them market-ready, always stimulating the innovative & entrepreneurial spirit.

Change: challenge organisations to overcome barriers to productivity and growth.

Enable: assist innovators in developing their skills, so the product or service idea/concept can move beyond the idea.

Accelerate: provide an environment that will enable local & global Namibian innovation and success stories.

Connect: be the hub for innovation and entrepreneurship in Namibia.

NBII Programmes

Innovation Marketplace™ (I’M) - Informs, spark the public interest on innovation and entrepreneurship. Motivate individuals to develop and pursue business ideas. In nutshell, I’M is about dream, aspire and create.

Entrepreneurship and Incubation (E&I) Programme – support entrepreneurs from the initial business idea to the establishment and growth phase of the company/enterprise. Learn, Practice and Excel are the themes followed by E& I.

Mobile LaB (Application Developments) – support tech aspiring individual to develop and commercialize their mobile application solutions. Mobile Lab is about ideas into Apps.

Reconstruction Lab of Namibia – It is a focus to social innovation arm incubated in NBII, a concept in which they impart marketplace skills in social media, project management, photography and events management to unemployed youth of Namibia in order to revive their hope to become employable or creators of employment.

Who is the face of NBII?

Director: NBII - Vacant

Mr Silas Newaka
Manager: Innovation Marketplace
+264 61 207 2896
snewaka@nust.na

Ms Bernice Karuhumba
Manager: Entrepreneurship & Incubation
+264 61 207 2773
bkaruhumba@nust.na

Mr Leonard Imene
Coordinator Mobile Lab
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limene@nust.na

Hannelora Bobeje
Secretary
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Mr Hasekiel Johannes
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Mr Edwin Kavihuha
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ekavihuha@nust.na

Ms Zodidi Gaseb
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+264 61 207 2812
zgaseb@nust.na

Ms Bernada Tjipita
Officer: Marketing & Communication
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btjipita@nust.na
Ms Emilia Shikwamhanda
Country Coordinator: RLabs Namibia
+264 61 207 2769
eshikwamhanda@nust.na / emily@rlabs.org

Ms Uvatera Tjiramba
RLabs Trainer
+264 61 207 2769
utjiramba@nust.na

Where is the NBII located?

NBII Innovation Village
1-3 Glück Street (c/o Glück and Brahms Street, opposite Science Building)
Windhoek, Namibia

How can one establish contact with NBII?

By directly contacting the staff of NBII as above listed
NBII switchboard at +264 61 207 2885
NBII email at nbii@nust.na
www.nbii.nust.na
NAMIBIAN-GERMAN INSTITUTE FOR LOGISTICS (NGIL)

The Namibian-German Institute for Logistics is an institute at the Namibia University of Science and Technology and function as an excellence initiative for the education of logistics specialists, executives and the applied research of logistical problems in the SADC region.

The Institute is cooperation between the Namibia University of Science and Technology and the Flensburg University of Applied Sciences. The project is part of the “Aktion Afrika” and the program “African Excellence” and has initially been funded through the German Academic Exchange Service (DAAD) from 2009 – 2013. The institute secured a second round of funding through DAAD that started in 2014 and will run until 2018.

Inaugurated on the 7th May 2009, the mission of the Institute for Logistics is to establish state of the art know-how in logistics in Namibia in the areas of research, education and practice.

It is by no means a new insight: A working transport system is vital for economic development. Consequently, the Namibian government has stated in “Namibia’s Vision 2030” that one of the most important areas for further development and expansion of the growing economy is the advancement of the transportation and logistics sector. The significance of the topic goes far beyond national borders. Integrated logistics are essential particularly for the non-coastal states. Many developing countries wish to become the “gateway” to a region or part of a continent. One strategy involves encouraging logistics cluster development. These hubs support global supply chains and may enable the economic growth of the host country through the resulting trade as well as providing direct and indirect employment opportunities during the build and subsequent operation of the hub. Namibia intends to develop the port of Walvis-bay to become the preferred gateway to southern Africa and the Southern African Development Community (SADC) region.

In line with this, the Institute has a vision of “being an institute of excellence that educates leaders in logistics and transport thus promoting regional economic development”.

On a basic level, working transport systems ensure supply of customizable goods even in remote areas of SADC-countries. On a higher level, Namibia and SADC countries as members of the competitive globalised world need to strengthen the position of the local industry. One way of doing this is to develop an advanced logistics cluster in Namibia that could provide much needed services for corporations, thus encouraging investment for infrastructure improvement, enabling industrial skills capacity building and stimulating and servicing trade in the region.

However to achieve these goals, the industry has to improve its performance through better service, professional management, target- and client-oriented development, and further education of professionals in the industry and relevant authorities.

STUDY PROGRAMMES
In cooperation with the two partner universities the institute has helped design undergraduate and post graduate programmes in logistics and transport that are offered through the Namibia University of Science and Technology. These programmes were designed to focus on the specific need and challenges of logistics and transport in the SADC region.

Students shall get holistic insight in business processes, technology, information systems and the legal framework. The programme are theoretically based but with a strong emphasis on practice. To emphasise this, the Namibia University of Science and Technology facilitates the attachment of students to industry through a work-integrated learning programme that forms part of all curriculum. The NGIL in addition to this allow students to be integrated in the institute’s running technology transfer projects to gain real life experiences. The programmes are based on the three pillars business processes, technology and (information) systems.

QUALIFICATIONS AVAILABLE THROUGH THE FACULTY OF MANAGEMENT
Bachelor of Logistics and Supply Chain Management
Bachelor of Transport Management
Bachelor of Logistics and Supply Chain Honours

Qualifications coordinated by the institute
Master of Logistics and Supply Chain Management

CONSULTING AND TECHNOLOGY TRANSFER
Technology transfer projects are an integral part of the institute. The institute shall provide easy access to all major logistics information, build up resource facilities for SMEs and start-up companies and support knowledge transfer.

Possible topics for future research or technology transfer projects in collaboration with industry and administration are:

- Logistics Clusters and global supply chain management
- State of Logistics
- Customer service levels
• Implementation asset management systems
• Suggesting and promoting transport collaboration initiatives
• Transport information systems and freight exchange platforms
• Interface management between industry and transport companies
• Investigation of the shortage of skilled workers and solutions with regard to the development of the general markets of the Namibian corridors
• Multimodal transport systems in terms of international traffic and safety aspects
• Concepts, technology and technology adaptation to combined transport- and logistic-systems (ship-rail-road-air).

LIFE-LONG LEARNING FOR PROGRESS
Logistics is subject to rapid changes due to the introduction and the establishment of new technologies. The use of RFID-chips or the software-aided management of warehouse is only two examples for this fact. In order to keep up with competitors and to use resources more efficiently logistics and transport professionals need constant continuing education in their field.

SKILLS DEVELOPMENT
In order to facilitate the continuous education and development of the logistics and transport professionals the institute has secured Accredited Education Provider status for various professional bodies. These include:

Chartered Institute for Logistics and Transport (CILT)
Chartered Institute for Procurement and Supply (CIPS)
Operations Management Association for Southern Africa (SAPICS)
The Institute is also a member of the Supply Chain Council (SCC).

PROJECTS AND IN-HOUSE TRAINING
• Projects and assistance concerning specific logistics problems of currents interest
• Combination of in-house training and in-house projects to achieve best possible results
• Training in project management, team creation, analyses of critical milestones on the job.

TECHNOLOGY SHOWCASE AND KNOWLEDGE BASE
The Institute's Supply Chain Lab and Telematics Lab will be used to demonstrate and explore the benefit of new technologies in logistics and provide the following services:
• Showcase “’84 integrated supply chain supported by RFID and wireless technologies”
• Showcase”’84 Data analysis of key performance factors in supply chain”

THE INSTITUTE ALSO OFFERS A KNOWLEDGE DATABASE TO
• Provide all major logistic information
• Execute research on specific logistics topics
• Execute market research (i.e. cross border)
• ... and publish the results of our research and related papers to members

SME SUPPORT AND COMMUNICATION NETWORK
The Institute envisages building up a communication network for public, industry and authorities which creates knowledge transfer to support industry and authorities.
• Offers regular presentations and discussion on the current logistics issues

For more information on the project background and the cooperation between the two universities please contact:

Mr. Logan Fransman: Director: Administration
Ms. Mercelyne Maletzky: Office Administrator
Ms. Elizabeth Phellemon: Finance Officer
Telephone number: + 264 61 207 2909
E-mail: ngcl@nust.na

Dr. Kenneth Odero: Director: Academic
Mr. Brighten Simasiku: Project Manager
Mr. Sylvester Kaukungua: Short Course Coordinator
Fax number: + 264 61 207 9909
Website: www.centreforlogistics.org
NAMIBIA ENERGY INSTITUTE

The Namibia Energy Institute is a national energy institute at the Namibia University of Science and Technology. The Institute is funded by the Ministry of Mines & Energy (MME).

The Namibia Energy Institute’s vision is to be a leading institute for energy research and development in Africa with a mission to support Namibia’s industrialisation by linking energy research to industry needs and economic development initiatives.

The Namibia Energy Institute has a national mandate to:

- facilitate and conduct research into renewable energy (RE) and energy efficiency (EE);
- develop materials and standards, reports and disseminate information and materials on RE and EE; and
- facilitate cooperation between MME and the Namibia University of Science and Technology, as a public institution, primarily responsible for RE and EE as well as other stakeholders.

In fulfillment of this mandate the Namibia Energy Institute, in collaboration with various partners, is currently implementing a number of projects and programmes that include:

1. National Wind Resource Assessment
2. Solar Thermal Training and Demonstration Initiative
3. Off-grid Energisation Master Plan (Energy Shops coordination)
4. Namibia Energy Efficiency Programme in Buildings
5. Piloting Solar Thermal Technology Transfer for Electricity Generation in Namibia
6. Namibia Energy Regulatory Framework
7. Various training programmes

The Namibia Energy Institute is a true national hub of information, knowledge and expertise in renewable energy and energy efficiency.

For more information, please contact:

Zivayi Chiguvare
Namibia Energy Institute Coordinator
Namibia University of Science and Technology
Email: reeie@nust.na
Phone: +264-61-2072154
Website: www.reeei.org.na
LIBRARY AND INFORMATION SERVICES

L1 General
The Library and Information Services is a social and emotionally engaging centre for learning and experience. Our vision is to provide resources that support learning, teaching, research and creative expression by providing timely and effective access to information and services to the broad University community, resulting in the improvement of institutional outcomes.

L2 Library and Information Services Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Semester</th>
<th>Vacation (June &amp; December)</th>
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</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>08:00 - 22:00</td>
<td>08:00 - 17:00</td>
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<tr>
<td>Saturday</td>
<td>08:00 - 17:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>14:00 - 20:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Public Holidays</td>
<td>Closed</td>
<td>Closed</td>
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External Study Area: Monday – Sunday 24/7

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

L3 Services and Collections
The Library provides the following services and collections:

Circulation Services: Maintains the day-to-day borrowing, returning and the renewals of library materials. It upholds and enforces the rules and procedures of the Library to ensure fair access to information resources and a conducive study environment. Contact at Tel. 2072022/2621 or library@nust.na.

Library Tours: Can be booked at the Circulation Services Librarian on Level 3.

Faculty & Research Support: The aim of this section is to support the teaching, learning and research services of the Namibia University of Science and Technology, by providing library and information skills training (LIST) and subject-based information services. The LIST classes include how to search for, locate, retrieve, evaluate and ethically use information from various print and online sources. Ask your lecturers to arrange classes with the Faculty Library for your Faculty. Contact: facultylibrarian@nust.na.

Acquisitions Services: Acquires printed and electronic information resources for teaching and research support, as well as for patron information needs. Suggest an item for purchase by accessing ENCORE (the Library’s OPAC) and peruse the link “Suggest a title for purchase” under LIBRARY LINKS. Alternatively leave a note in the Suggestion Box on Level 3 or send a request by email to: acquisitions@nust.na.

Online & Serials Services: Supports research and education by identifying, licensing, acquiring, and providing access to electronic and print serials, as well as relevant reference service and collection development.

Bibliographic Services: Providing and maintaining physical and online access to Library collections, through creating quality bibliographic records. Contact: library@nust.na.

Short Loan Collection: Can be booked for 3 consecutive hours/day. Booking can be done online at booking.nust.na. Keys are collected from the Reference Desk on Level 2.

Group Study Areas: Can be booked for a limited period by final year, post-graduate students and lecturers. Booking can be done online at booking.nust.na. Keys are collected from the Reference Desk on Level 2.

Multimedia Collection: CD-ROMs, DVDs and videos that can be taken on loan. Located on Level 3, room F107.

Research Commons: Service dedicated to masters and doctoral students and staff, located on Level 3.

Student Labs: 3 Labs where students can do their assignments. Located on Level 4.

Photocopy/Printing: Photocopiers are available on Levels 2, 3 & 4. Printing can be done in computer labs on Level 4 and the Internet Café on Level 2.
Inter-library Loans: Enables access to resources in other libraries, which is not available in your own library. Send an e-mail to interlibraryloans@nust.na for more information or to request an item.

Namibiana Collection: Publications about Namibia or published by Namibians are located on Level 4.

Internet Café: Only for Namibia University of Science and Technology students.

Online Databases: Full-text journals and books.

NUST/Poly Collection: Contains NUST/Polytechnic publications such as prospectus, yearbooks, newsletters, etc. It is located on Level 3 and can only be used in the Library.

L4 Library Regulations

L4.1 Membership
All registered students and staff of the Namibia University of Science and Technology are automatically members of the Library.

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

Students that have received professional qualifications from the Namibia University of Science and Technology can apply for Alumni Membership at a non-refundable annual fee of N$348. Alumni Members can take 10 times on loan for a period of 30 days, they have access to the Library’s e-resources, as well as wireless Internet connection.

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

- Library usage with no loan privilege = N$235.00
- One book per visit = N$375.00
- Two books per visit = N$674.00
- Three books per visit = N$952.00
- Alumni Membership = N$348.00
- Day visitors = N$48.00

L4.2 Borrowing privileges
Own student/staff cards and outside user cards must be produced whenever Library materials are borrowed. No items will be issued on another person’s card.

The following number of items may be borrowed simultaneously:

- Namibia University of Science and Technology Students = 6 items 14 days
- Namibia University of Science and Technology Academic Staff = 15 items 60 days
- Namibia University of Science and Technology Admin Staff = 3 items 14 days
- UNAM Students = 3 items 30 days
- UNAM Staff = 1/2/3 items 14 days
- Outside Members = 10 items 30 days
- Alumni Members = 10 items 30 days

The loan period may be extended twice, provided another user does not require the book. Renewals can be done by logging in at the Library’s online catalogue, ENCORE ( encore.nust.na ), via e-mail ( library@nust.na ), telephonically (Tel. 2072022/2621) or in person.

Issued library materials must either be returned or renewed before the end of each loan period. All items must be returned at the desk where it was issued from, i.e. Circulation, Multi Media or Study Collection. Newspapers are to be read in the Periodical Section and are not to be taken out. No borrower may lend library materials to or on behalf of any other person. Borrowers assume full responsibility for the use and return of library materials and have to pay the Namibia University of Science and Technology for any loss or damage. A fine, as determined from time to time, is payable in respect of items handed in late. The library reserves the right to recall library materials at any time.
L5 Library Rules

- Library patrons MUST show their student / staff / membership cards at the entrance, before they will be allowed to enter the Library.
- All borrowers are responsible for any materials checked out on their user cards.
- Students should report a lost student card as soon as possible so that their Library account can be blocked.
- Using another patron’s student / staff / outside membership card is prohibited and a serious offence.
- All Library materials should be returned / renewed before the end of the loan period, otherwise a fine is applicable and no further loans are permitted.
- Study Collection (Short Loan) items are to be used inside the Library for a two hour period and are NOT to be taken out. An hourly fine (or part thereof) is applicable for late returns.
- Replacement value, as determined by the Librarian, should be paid for any lost or damaged items.
- NO person shall make noise or cause a disturbance in the Library and hold public meetings or demonstrations inside the Library.
- NO smoking, eating (including chewing gum) or drinking are permitted in the Library.
- ALL cellular phones must be on SILENT when entering the Library and NO taking / making of calls are allowed inside the building.
- Any person not adhering to the abovementioned rules shall be fined.
- Students should make sure all Library items in their possession are issued before they exit through the Library’s security gates, as unauthorised removal of Library items shall result in a large fine.
- Rude or undisciplined behaviour towards staff and security, preventing them from performing their duties, will lead to a fine.
- Please note: Departmental Resources Centres are for use by faculty ONLY and items from these centres may not be issued, lent or given to students.
- Any person not adhering to the Library rules shall be fined.

L6 Library Security

Library items are protected against unauthorised removal by an electronic book detection system. When a Library item is removed illegally an alarm will sound, upon which the item must be returned to the security desk. Please note, leaving the Library building with unauthorised library materials (not issued) is regarded as a serious offence and will lead to a large fine.

L7 Further information

Brochures are available in the Library for newcomers or any other persons wishing to acquaint themselves with Library services and procedures. Librarians are to be consulted whenever help is needed.

L8 NUST Regional Centres

NUST distance education students can use the resource at the Regional Centres. Undergraduate students can borrow three (3) items for four (4) days renewable once. All library rules that apply at the main campus library apply to the Regional Centres.
INFORMATION AND COMMUNICATIONS TECHNOLOGY

STAFF

Director
Mr Laurent Evrard

Secretary
Ms Rachel Kavadje

Webmaster
Ms Olivia Louw

Assistant Webmaster
Ms Mirjam Kapofi

Manager: Networks and Converged Infrastructure
Mr Marco Maartens

ICT Security Officer
Mr Lindrowsqy Katjimune

Senior Networks and Converged Infrastructure Administrator
Vacant

Networks and Converged Infrastructure Administrators

Ms Emilia Cloete
Ms Taleni Andjamba
Ms Cariblean Mwoombola
Ms Trefina Shinedima

Switchboard Operators

Manager: Data Centre
Mr Gabriel Rukoro

Systems Developer
Ms S.E.N. Haikela

Junior Systems Developer
Mr Gatsen Tjirare

Systems Administrators

Ms Mervin Mokhatu
Mr John Anderson
Mr John Archer
Mr Edwin Claassen

Manager: Business Systems and Processes
Ms Juanita Frans

Senior Support Officer
Ms Nicolette Fourie

Support Officers
Mr Errol Mbako
Mr Wynand Narimab
Mr Breyten Mouton
Ms Hileni Rjinen
Ms Nelcia Zakaapi
Ms Abigail Ntlai

Manager: ICT Support

Assistant Manager: ICT Support
Mr Franco Bandlow

Service Desk officers
Mr Kevin Crighton
Mr Waldo Gertze
Ms Pelinawa Sakeus
Mr Paulo De Almeida
Ms Darius Uukule
Mr Kenneth Draghoender
Mr Justin Rittmann
Mr Gage De Koe
Mr Patrick Nyambe

Support officer (GIS laboratories)
Mr Emmanuel Mingeli

Support Officers (Health and Applied Science)
Ms Magreth Tjingaete
Mr Festus Shivute

Senior Support Officer (Library and Information Services)
Mr Allastair Ellitson

Support Officers
Mr Xandre Swartz
Mr Richard Swartz
Mr Elago Namwandi
Mr Waldo Gertze
Ms Fransina Petrus

Senior Support officer (Faculty of Computing and Informatics)
Mr Message Nyambe

Support Officers
Mr Jessaya Iyambo
Mr Agas Shihepo

Senior Support Officer (Science and Technology)
Mr Mario Tripodi

Support Officers
Mr Kevin Crighton
Mr Pius Shambabi

Support Officers (Mining and Architecture)
Mr Phillip Howeseb
Mr Simon Muhekeni

Mission
The department of Information and Communications Technology (DICT) provides a broad ICT service to the Namibia University of Science and Technology (NUST) community.
Some services include:
- The operation of a central ICT system providing information processing for the following departments: Student records, academic administration, finance, human resources, space management, asset control and transport.
- Personal computers, mobile equipment, peripherals and software support.
- Computer laboratories support
- Technical validation of purchases for information technology related equipment.
- Operation of a campus wide network, offering wired as well as Wi-Fi connectivity.
- Operation of institutional websites
- Implementation of the latest information technology products, technologies and services.

ICT services
Two very helpful IT services are available free of charge to all registered students: Free web-based e-mail and student web.

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

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

A fast computer network, based on a 10 Gbit / sec state-of-the-art core backbone, allows ultra fast communications within campus. Access to the Internet in general is however restricted by very high bandwidth costs, despite the use of cache servers.

In order to offset slow Internet access, the DICT locally hosts one of Africa’s largest public download server, which can be reached at [http://download.nust.na](http://download.nust.na). It contains very useful and popular Free / Libre Open Source Software (FLOSS) packages. This server contains more than 40 Tb of applications, operating systems, entertainment software, all of them free of charge. Since this site is located within the campus core backbone, its access is extremely fast.

Other sites of interest:
- A complete repository of Ubuntu Linux, located at [http://download.nust.na/pub/ubuntu](http://download.nust.na/pub/ubuntu)
- Lots of other operating system, installation, patches and other programs, such as Fedora, RedHat, Suse, OpenSUSE, FreeBSD, Gentoo, Mozilla, OpenOffice, Apache.

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

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

Computer laboratories
A total of 164 computer labs boost, in average, about 25 PCs, all of them linked to the campus network. The library is also well equipped and contains free access labs as well as an internet café section.

All NUST regional centres are equipped with a computer lab.

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

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

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

Queries
Students are welcome to direct ICT related queries to any DICT official.
STUDENT SERVICES

GENERAL INFORMATION AND STUDENT SERVICES

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

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

STUDENT SERVICES

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

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

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

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

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

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

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

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

7. **Student Representative Council (SRC)**

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

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

Since the SRC is entrusted with issues and activities to represent students, their programme reflects a healthy balance of recreational and academic activities.
NOTE: The final interpretation of these Regulations shall be vested in the Council.

SR1. RULES AND CONDUCT

SR1.1 Subordination to the rules
On signing the registration form, a student binds himself/herself to obey all the legal provisions and rules of the Namibia University of Science and Technology, and it is the student’s duty to become acquainted with such legal provisions and rules. Ignorance of such legal provisions shall not establish a defense. In this regard, The Namibia University of Science and Technology Act, the Statutes, all the Calendars and Yearbooks, the rules and prescriptions of Council, Senate, Boards of Studies, Departments, the Vice-Chancellor’s pronouncements or those of any other authorised official or body are important.

SR1.2 Conduct:
Students shall:
1.2.1 pursue the mission of the Namibia University of Science and Technology;
1.2.2 be primarily dedicated to their studies;
1.2.3 refrain from acts of misconduct, as defined in the Student Disciplinary Regulations;
1.2.4 refrain from any conduct or action which results or may result in the inconvenience of any other students in their studies or being prejudiced in any other way;
1.2.5 refrain from undisciplined or improper behaviour towards personnel members;
1.2.6 immediately notify the Registrar in writing of any change of address (any letter, communication, parcel, etc. directed to students at their latest recorded addresses shall be deemed to have been received by the students);
1.2.7 comply with the rules regarding dress code;
1.2.8 be subject to the traffic and parking rules of the Namibia University of Science and Technology; and
1.2.9 refrain from smoking, eating and drinking during lectures, practical classes, examinations, tests or in any place where smoking is prohibited.

SR2 STUDENT ACTIVITIES

SR2.1 Orientation Programme:
2.1.1 An orientation programme, specifically aimed at new students on campus and in the hostel takes place at the beginning of the academic year; and
2.1.2 all students registered at the Namibia University of Science and Technology for the first time, are required to participate in this programme.

SR2.2 Sports and Culture:
2.2.1 In order to promote the total development of students, the Namibia University of Science and Technology facilitates sports and cultural facilities; and
2.2.2 the Office of the Dean of Students is responsible for exercising control over and co-ordinating and promoting sports and culture at the Namibia University of Science and Technology as determined in the relevant Regulations.

SR2.3 Religious or party-political associations:
2.3.1 The Students Representative Council or any association or club at the Namibia University of Science and Technology shall give no official or financial support- directly or indirectly- to any political party or external religious organisation;
2.3.2 student association or club shall be an association or club as constituted in terms of section 4(2) of the Students Representative Council constitution;
2.3.3 no offices of political parties or external religious organisations shall be permitted on campus; and
2.3.4 subject to the provisions of paragraph SR 2.4, no political-party meetings shall be held on campus; a political-party meeting in terms of this provision shall be deemed to be any public meeting under the auspices of a political party.

SR2.4 Outside persons as speakers on campus:
2.4.1 Any recognised students association or club wishing to invite external persons to speak on campus shall notify the Students Representative Council thereof at least one week prior to the invitation. The SRC shall thereupon, in due time prior to the speaker’s address, notify the Dean of Students;
2.4.2 the provision in SR2.4.1 shall apply mutatis mutandis in the event that the Students Representative Council wishes to invite external persons to speak on campus; and
2.4.3 the Dean of Students or the Vice-Chancellor or any person or body appointed by the Vice-Chancellor has the right to interdict the function in the event that it would unduly interfere with the normal functioning of the Namibia University of Science and Technology.
SR2.5 The use of notice boards, conducting of meetings and functions and distribution of publications:

2.5.1 Individual students or student associations and clubs may use notice boards and conduct meetings or gatherings on the premises of the Namibia University of Science and Technology only with the approval of the Student Representative Council, after consultation with the Officer: Accommodation, Sport, and Culture and the Dean of Students;

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

2.5.3 no students, club or association may, without the SRC’s permission, publish, affix, display or distribute any document, poster or publication of any official nature whatsoever on the premises of the Namibia University of Science and Technology, or, using the name of the Namibia University of Science and Technology, publish, affix, display or distribute it elsewhere, or contribute towards doing so; and

2.5.4 no room or other terrain of the Namibia University of Science and Technology may be used for meetings or functions without prior permission from the responsible person or institution.

SR2.6 Recreational and educational tours, and camps:
Recreational and educational tours, and camps for which arrangements are made in the name of the Namibia University of Science and Technology, may only be organised with the permission of the Dean of Students or respective Dean of the Faculty and for this purpose the procedures contained in the Tour Regulations must be complied with.

SR2.7 Students Representative Council:

2.7.1 the Students Representative Council is elected annually by the students of the Namibia University of Science and Technology as determined by the SRC Constitution;

2.7.2 the SRC, within the framework of its powers, and in collaboration with the Dean of Students, is entrusted with matters concerning students; and

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

SR3 PERSONAL

SR3.1 Dress
Students shall be dressed appropriately and neatly at lectures, and official gatherings on and off campus.

SR3.2 Personal Care:
A student is responsible for the maintenance of a high standard of personal hygiene and care.

SR3.3 Pregnancy and Parenthood:

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

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

Note: Any complication and risk during the pregnancy.
Due to insufficient facilities the Namibia University of Science and Technology cannot accommodate child birth and premature labour.
Pregnant students must provide a medical certificate regarding their pregnancy status.

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

SR4 MISCELLANEOUS

SR4.1 Contagious Diseases:
If a student has suffered from a contagious disease or has been in contact with such a disease, a medical certificate, stating that the student may be at the Namibia University of Science and Technology without any danger of contaminating others, must be submitted to the Registrar.
GHR  GENERAL HOSTEL REGULATIONS
These Regulations shall be applicable to all hostels of the Namibia University of Science and Technology.

GHR1  CONTROL OF HOSTELS
1.1 Subject to the authority of the Vice-Chancellor, the control of hostels shall be exercised by the Dean of Students, the relevant Superintendent of the hostel and the House Committee.
1.2 The powers of the House Committee and the way in which it is elected are defined in the constitution of the House Committee. The Dean of Students shall approve the constitution of the House Committee.
1.3 The responsibility and complaints regarding meals and linen shall be vested in the Hostel Manager.
1.4 The Dean of Students, the Officer: Accommodation, Sport and Culture, the Superintendents, and the House Committee shall deal with matters concerning students conduct and discipline within the prescriptions of these regulations.

GHR2  ORGANISATION
2.1 The organisation of the hostels is divided into supervisory and management functions.
2.2 The Dean of Students, the Officer: Accommodation, Sport and Culture, the Superintendents and the House Committees shall be responsible for supervision.
2.3 The management of the hostels shall be done by the Hostel Manager: Hostel and Kitchen Services.
2.4 Through their conduct students shall maintain and extend the good reputation of the hostel.
2.5 Students and other residents shall be compelled to carry out and/or comply with all decisions, commissions and rules taken, issued or put into operation by Council or its delegate(s) from time to time regarding the hostels in general or a hostel in particular.

GHR3  FUNCTIONS
3.1 As far as hostels are concerned, the rendering of hostel services to resident students during the course of the year, excluding vacations. This includes the following:
3.1.1 provision of meals;
3.1.2 provision of furniture and equipment; and
3.1.3 rendering of cleaning and laundry services
3.1.4 rendering of laundry services (tablecloths and curtains)
3.2 An additional function of the hostels is accommodation for delegates to congresses and vacation schools.

GHR4  ADMISSION TO HOSTELS
4.1 The Namibia University of Science and Technology has limited residential space. Admission to the Namibia University of Science and Technology does not guarantee admission to residence.
4.2 All students wishing to be accommodated in residence must apply for hostel accommodation.
4.3 All senior hostel students must complete the blue form.
4.4 All non-residential senior students must complete the white form.
4.5 All first year students currently in the hostel must complete the pink form.
4.6 All forms are available at the Office of the Dean of Students.
4.7 Admission for first year students (new intakes) will be handled on a first come first serve basis during first semester registration.
4.8 Unsuccessful applicants are advised to make alternative accommodation arrangements before travelling to Windhoek.
4.9 Only residents from outside the municipal boundaries of Windhoek will be considered for admission to residence.
4.10 Students should provide proof of residence which could be in the form of a municipal bill in their own name or the name of the parent(s)/guardian, or a sworn statement from the Police stating that the parents reside in a place outside the municipal boundaries of Windhoek. This also applies in the case of relocation to another town.
4.11 Residence applications will only be considered for those applicants who have been admitted for an academic programme at the Namibia University of Science and Technology.
4.12 Only full-time registered NUST students will be accommodated. Such full-time registered students must at least have three full-time registered courses to qualify for accommodation in the hostel. No part-time, distance or students registered for short courses are allowed to stay in the hostel.
4.13 Full-time registered Work Integrated Learning (WIL) or Experiential Learning students must provide a letter from their HOD as proof of them being full-time.
4.14 An applicant is liable for residence fees upon admission until official cancellation thereof.
4.15 All students are required to cancel their rooms during the June and December recess. Failure to do so will result in a fine of N$1000.00, which will be levied on the student account.
4.16 Disappearing from the residence without checking out will result in liability for all fees charged.
4.17 All students in the hostel must provide their exam timetables upon cancellation of their hostel rooms. Failure to do so will result in a fine of N$1000.00 which will be levied to the student account.
4.18 Final room allocations will be done during residence registration in the first semester.
4.19 Upon registration for the second semester:
   • Students should pass 50 % of their courses during the June Examinations.
   • Students should at least register for three full-time academic courses to qualify for accommodation.
4.20 June results are to be handed in with the application form. Students must at least pass 50% of their subjects to be considered for accommodation.

4.21 Provisional admission to the hostel is granted, pending the outcome of the December results.

4.22 The Namibia University of Science and Technology reserves the right to, at its discretion, refuse application for admission to a hostel, including present hostel resident’s applications, or to terminate hostel accommodation of a student on the following grounds:
   - misconduct on any premises of the Namibia University of Science and Technology, of which a student has been found guilty;
   - poor academic performance;
   - continuous infringement of rules;
   - insubordination;
   - willful damage of property;
   - improper or obscene behaviour; and
   - any other grounds in the opinion of the Dean of Students or the Vice-Chancellor.

4.23 Due dates for submission of application forms are 30 September. No late applications will be accepted.

5.1 All requests regarding room-changes after students have been placed must be directed in writing to the Superintendents for consideration. Failure to do so will result in a fine of N$1000.00 which will be levied to the student account.

5.2 Room changes will only be considered two (2) weeks after registration. Exceptional cases will be done in writing to the Superintendent.

5.3 Students doing room change without the consent of the Superintendents will be held liable for the room s/he was allocated to the first time.

5.4 Hostel registration must be completed within two days after issuing of hostel admission forms.

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

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

5.3 Liability for fees on leaving the hostel:
   - A student remaining at the Namibia University of Science and Technology, who leaves the hostel at any date after commencement of the academic year and before the last day of a term, must pay the fees for the full term unless another student is placed in that room.
   - In cases of termination due to death or serious illness, provided with proof from a Doctor, fees will be levied pro rata in respect of the actual period of hostel accommodation.

5.1 Before students move into a room, they must be satisfied that the room and its contents are in good order and, if necessary, report any defects to the Superintendent. This is also applicable to students switching rooms changes during the course of the year.

5.2 Reporting:
   - Breakage and damage to buildings and furniture must be reported immediately to the House Committee which will report it to the Superintendent. The Superintendent complete a fault report on the ITS system for repairs.

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

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

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

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

**GHR8 GATE 4 (SMALL GATE TO THE LADIES HOSTEL)**
8.1 The smaller gate to the ladies hostel must always be manned by a security guard.
8.2 This gate must be opened at 07:00 and again locked at 22:00 during weekdays and until 24:00 on Saturdays and Sundays.
8.3 Residents of the ladies hostels are free to come in and leave the gate at all times.
8.4 Visitors are allowed between the opening time and closing time (07:00 until 22:00).
8.5 All visitors, including male hostel students, must leave by 22:00 during weekdays and 24:00 on Saturday and Sundays.
8.6 Students must show their student cards when visiting the ladies’ residence.
8.7 Visitors’ names must be recorded in the register. The room number to be visited must also be included.

**GHR9 CLOSING AND RE-OPENING OF HOSTELS**
9.1 The hostels close for the vacation after breakfast on the day after examinations ends and opens on the day of registration. All students are required to leave the hostel.
9.2 A student suspending his studies or who does not attend lectures anymore, must leave the hostel within a day after having attended the final lecture.
9.3 A student who does not sit for any examination must leave the hostel within one day after lectures ends.
9.4 A student writing examinations must leave the hostel within one day after the final paper.
9.5 All students must vacate Namibia University of Science and Technology hostel during June and December recess. Students who fail to comply with the rules will bear the cost thereof.

**GHR10 SPECIAL ARRANGEMENTS REGARDING ACCOMMODATION**
10.1 No provision is made for the accommodation of semester and year students during the June and December vacations, unless otherwise approved by the Dean of Students.
10.2 At the beginning of the year, House Committee members may reside in the hostel from such dates as may be determined by the Officer: Accommodation, Sport and Culture or the Dean of Students in consultation with the Manager: Hostel and Kitchen Services.
10.3 During vacations, accommodation may be offered to students groups, pupils and delegates to conferences and workshops. The fees for accommodation during vacations are determined by the Bursar. Applications for accommodation are approved by the Officer: Accommodation, Sport and Culture. A day tariff, as determined by the Bursar, will be paid to hostel personnel who do approved additional official duty during vacations. The direct expenditure (including additional salaries) will be calculated against the income received.
10.4 Only registered students of a hostel may stay in a hostel overnight.
10.5 A student with a complaint should report this to a member of the House Committee, who will refer it to the Chairperson of the House Committee if necessary. The chairperson will, if unable to deal with it, refer the complaint to the Superintendent.
10.6 The Superintendent or an authorised person may inspect any room in a hostel at any reasonable time.

**GHR11 VACATING HOSTELS**
11.1 Any student wishing to vacate a hostel permanently must complete the necessary cancellation form which also serves as a claim form for the refund of the hostel deposit and submit it to the Bursar. As soon as a hostel student moves into a room, any defects must immediately be reported to the House Committee member or the Superintendents.
11.2 If a hostel student vacates the hostel permanently at the end of a term, that student, together with the Superintendent, must inspect the condition of the room and equipment. On failure to do so, such a student will be liable for damage which may be discovered at a later stage.

**GHR12 DRESS**
12.1 Hostel students must always be dressed appropriately and neatly and in accordance with the internal hostel rules.
12.2 Property of hostel students, especially clothes, must be properly marked.
GHR13 QUIET AND STUDY TIMES
13.1 A student must behave in such a way as to facilitate the studying of fellow-students at all times. Quiet and study times must be adhered to as defined in the internal rules. It is the duty of the House Committee to ensure that all students are always able to study in the hostel.
13.2 During weekends, students are expected to conduct themselves in such way as not to offend fellow students and immediate neighbours.

GHR14 PARKING OF VEHICLES
14.1 No hostel student may keep any vehicle on the hostel premises without the written consent of the Assistant Bursar: Auxiliary Services. Parking of Vehicles is often at own risk.

GHR15 WEAPONS
15.1 No student may possess any explosives, petrol or dangerous weapons in the hostel or during Namibia University of Science and Technology recreational tours, educational tours, camps, and assignments.

GHR16 CASES OF ILLNESS
16.1 All cases of illness and casualties must be reported to the House Committee and the Superintendent or Matron.
16.2 No doctor may be sent for without the knowledge of the Superintendent, House Committee or Matron.
16.3 The Superintendent or Matron must report cases of contagious diseases to the Dean of Students without delay.

GHR17 MEETINGS
17.1 Meetings held on campus should be conducted in consultation with the Assistant Bursar: Auxiliary Services.
17.2 No political meetings are permitted on the hostel premises.
17.3 No person who is not a resident student may address students on the hostel premises without the consent of the Vice-Chancellor or the Dean of Students.

GHR18 CONDUCT TOWARDS PERSONNEL
18.1 Hostel students may in no way interfere with the activities of the hostel personnel or direct requests.

GHR19 MAINTENANCE AND USE OF BUILDINGS, PREMISES AND FURNITURE
19.1 It is the responsibility of all resident students to keep the hostel premises and buildings clean and tidy.
19.2 No posters, notices or any defacement may be fixed to the walls of the buildings. No objects may be nailed to walls. Notices must appear only on notice boards and be stamped by a SRC member.
19.3 Students may not make any alterations to electric wiring.
19.4 The illicit use of fire-hoses and other firefighting apparatus in the hostel is prohibited.
19.5 No bicycle or parts thereof may be kept in the rooms.
19.6 Bulbs are kept in stock by the Superintendent and on the handing in of a fused bulb, this will be replaced.
19.7 Flat keys can be obtained from the Superintendent.
19.8 No Namibia University of Science and Technology equipment may be removed from rooms, recreation halls, dining rooms or lounges.
   Appropriate arrangements should be made by the House Committee members on occasions such as House Committee functions and meetings, as it thinks fit and on its own responsibility.
19.9 No food may be prepared in hostel rooms.
19.10 Flat occupants will be responsible for all costs resulting in drain blockages caused by food and foreign objects.
19.11 A student may not keep any pets or other animals in or at the hostel.
19.12 In addition to any disciplinary measures which may be taken, a student will forfeit the privilege of keeping a radio or similar device should its usage cause any offence.

GHR20 DINING ROOMS
20.1 Superintendents and House Committees are responsible for the maintenance of good order in the dining rooms.
20.2 Smoking is prohibited in dining rooms at all times.
20.3 Meals are served at the times determined by the Hostel Management Committee.
20.4 Furniture, food, or equipment may not be removed from the dining rooms. A spot fine of N$100.00 will be imposed.
20.5 Only students who are practicing sport or Choir or who have to attend class at 17:00 can take their food in a foam take away container, after providing the Matrons with a letter from one of the following people: Officer: Accommodation, Sport & Culture, Choir Conductor or Respective Lecturer.
20.6 Damage to or loss of dining room property shall be the responsibility of the student who caused the damage or loss.

GHR21 MISCONDUCT AND DISCIPLINE
21.1 Students and other persons residing in hostels or visiting there shall be subject to the rules of that hostel as well as to the disciplinary measures which Council or its delegate(s) may promulgate for students and/or hostels in general, or any hostel in particular, from time to time.
GHR22  LOSS OF PERSONAL PROPERTY
22.1 The Namibia University of Science and Technology shall not accept responsibility for loss of or damage to property of hostel residents or any third party property on its premises.
22.2 Theft is a criminal offence and should be reported to the Namibian Police for investigation. The onus is on the owner of the lost property to report the case.
22.3 All students are required to declare the following equipment at the main gate upon entering the premises of the Namibia University of Science and Technology:
   22.3.1 computer equipment;
   22.3.2 printers;
   22.3.3 television sets;
   22.3.4 hi-fi sets and sound systems;
   22.3.5 DVD players; and
   22.3.6 fridges

GHR23  JOURNEYS, TOURS AND CAMPS
23.1 Journeys, tours, and camps held in the name of the hostel, may only be organised with the consent of the Dean of Students.
23.2 The Namibia University of Science and Technology will not make any contributions towards costs in respect of excursions or weekend camps undertaken by resident students.

GHR24  VISITORS
24.1 Visitors and spouses are not allowed in any part of the hostel rooms after 10.00 pm (squatting) during week days and after midnight during weekends.
24.2 A resident student who permits a visitor and/or spouse to spend the night in his/her room is guilty of a transgression.
24.3 A spot fine of N$ 1000.00 will be charged to the student’s account.

GHR25  INITIATION CEREMONIES AND RAIDS
25.1 Initiation ceremonies and raids are strictly prohibited.

GHR26  CLEANING SERVICES
26.1 Daily cleaning services:
Corridors, bathrooms and student recreation halls are cleaned daily by hostel cleaning staff (ladies hostel) and contracting cleaning company (men’s hostel).
26.2 Cleaning of rooms:
Students are personally responsible for the cleaning and neatness of their rooms during the semester and upon cancellation. A spot fine of N$1000.00 will be charged for dirty rooms as determent by the Superintendent.
26.3 Cleaning during vacations:
During vacations cleaning services which are not possible during term-time are carried out. For this reason students must remove all personal possessions and hand in their keys to the Superintendent.

GHR27  LAUNDRY
27.1 Laundry is done in accordance with internal laundry procedures.

GHR28  APPLICATION FOR ACCOMMODATION
28.1 The Namibia University of Science and Technology reserves the right to approve or reject an application of accommodation.

GHR29  HANGING CLOTHES ON THE BALCONIES
29.1 Hanging clothes on the balconies are forbidden and constitute an offence. The Namibia University of Science and Technology made provision for clothing lines since its inception. A spot fine of N$1000.00 will be charged to the student account.

GHR30  SMOKING
30.1 No smoking is allowed in any of the Namibia University of Science and Technology buildings including Namibia University of Science and Technology Hostels, this includes habli bably / hookah pipe.
AWARDS

AW 1 VICE-CHANCELLOR’S MEDAL

To qualify for the Vice-Chancellor’s Medal

AW 1.1 A candidate should have completed his/her programme within the prescribed period of study.

AW 1.2 He/she must have passed all courses with at least 70%.

AW 1.3 The overall average mark achieved by the candidate may not be less than 75%.

AW 1.4 Should he/she be exempted from a course(s), course mark(s) for such a course(s) shall be ignored in calculating his/her overall average mark. Courses completed in addition to the minimum requirements for a qualification shall be ignored in calculating the overall average mark.

AW 1.5 He/she must have maintained a clean academic record throughout his/her studies at the Namibia University of Science and Technology: no repeating candidate will be eligible for selection.

AW 1.6 Apart from receiving the Vice-Chancellor’s medal and a Certificate of Congratulations, he/she shall also receive a cash award as determined by the Vice-Chancellor from time to time.

Note: The Vice-Chancellor’s medal shall only be awarded for the highest qualification in a programme.

AW 2 MERIT AWARDS

AW 2.1 To receive a merit award, a student must obtain a minimum overall mark of 70%.

AW 2.2 Normally students who have repeated any course(s) at any level shall not be eligible for merit awards.

AW 2.3 The best final year student per qualification and the best student of the Namibia University of Science and Technology awards shall be granted.

AW 2.4 Students who qualify as the best first year and the best non-final year students shall be given certificates of congratulations only.