NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

CERTIFICATION POLICY PROCEDURES/GUIDELINES



CERTIFICATION POLICY GUIDELINES

OFFICE OF THE REGISTRAR

Approval Authority	*REGISTRAR*	
Procedures/Guidelines Custodian	*GRADUATION AND CERTIFICATION OFFICE*	
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Related Policies and other Documents (Internal and External)	**External**	**Internal**
		NUST Examination Administration Policy

VERSION CONTROL AND CHANGE HISTORY			
Version Control	**Date Approved/ Recommended**	**Approved/ Recommended by**	**New Guidelines**
1	16 June 2025	Senate	New Guidelines
1	25 June 2025	Council	New Guidelines

AUTHENTICATION

Vice-Chancellor's Signature: ___ _____ Date: _____25/06/2026_____

Registrar's Signature: _____ Date: _____09/06/2026_____

University Seal:



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ABBREVIATION AND ACRONYMS

Abbreviation	Meaning
HOD	Head of Department
NQA	Namibia Qualifications Authority

Acronym	Meaning
BOSEC	Board of Studies Executive Committee
NUST	Namibia University of Science and Technology
SENEX	Executive Committee of the Senate

DEFINITIONS

Term	Definition
Blanc Certificates	Certificates received from the printing service provider, featuring only security features without additional information printed on the paper.
Certificant	A student who has completed all minimum requirements for the issuance of a certificate and who has been found eligible to graduate
Diplomand	A student who has completed all minimum requirements for the issuance of a diploma and who has been found eligible to graduate
Digitised signatures	Signatures of the Deans, Registrar, and Vice-Chancellor or their duly authorised proxies, which are computer-generated and printed on blank certificates
Eligibility	A student is deemed to be eligible to graduate and be certified for a certificate, diploma, and/or degree in which he/she is enrolled, if: • All minimum academic requirements have been met as per the requirements of the Prospectus issued annually; • No financial debt is owed to the NUST. • There is no current suspension, exclusion or expulsion penalty on his/her record; • The student has not already graduated from that award.
Micro embossed textured foil	Seal / a raised design carved on paper.
Graduand	A student who has completed all minimum requirements for the issuance of a degree and who has been found eligible to graduate.
Graduate	A graduand who has had his/her award conferred on him/her by the institution.
Graduation	A book featuring the names of certificants, diplomands, and graduands for a specific ceremony where qualifications are

	conferred.
Graduation in absentia	When a certificate, diploma, or degree is conferred at A Conferment Ceremony on a student without him/her being present at the event.
Hologram	An imprint on paper that appears three-dimensional when it is appended. "postgraduate" – a qualification which follows a degree or other equivalent qualification at NQF level 7.
Replacement certificates	Certificates that are issued in lieu of certificates that are spoiled or damaged during the printing process.
Signature disks	These are computer disks that store the digitised signatures of the signatories.
Undergraduate	A qualification lower than or equivalent to NQF level 7.
Posthumous	A student who passes away while enrolled and pursuing a degree may be considered for a "posthumous degree" based on the completion of the required qualification.

1. INTRODUCTION

The Namibia University of Science and Technology (NUST) is dedicated to maintaining the highest standards in education, ensuring that all academic and professional certifications issued under its name reflect competence, credibility, and excellence. The Certification Policy serves as a framework to govern the processes associated with the design, issuance, and verification of certifications. Through instituting clear guidelines and procedures, NUST reaffirms its commitment to upholding integrity in academic and professional qualifications, fostering confidence among graduates, employers, and stakeholders.

2. PURPOSE

The primary purpose of these Procedures and Guidelines is to establish a comprehensive and consistent framework for managing certifications at NUST.

These Procedures and Guidelines aim to ensure transparency and accountability throughout the certification process while clearly defining the roles and responsibilities of all stakeholders involved in issuing certifications. It establishes mechanisms for verifying and securing certifications to uphold their integrity and authenticity. Additionally, the policy seeks to protect the credibility and reputation of the Namibia University of Science and Technology (NUST) as an institution committed to academic and professional excellence.

3. SCOPE OF APPLICATION

These Guidelines and Procedures apply to all certifications issued by NUST, including but not limited to various types of certifications, such as diplomas, degrees, and postgraduate certificates, as well as professional certifications obtained through short courses, training programs, or collaborative ventures. Additionally, it includes honorary certifications conferred by the university. The procedures and guidelines outline all stages of the certification process, from application and approval to issuance, verification, and the resolution of disputes or irregularities. It applies to NUST staff, students, alumni, and external partners or service providers involved in certification-related activities, ensuring a structured and transparent approach to credential management.

4. PROCEDURES/GUIDELINES

4.1 Graduation, Certification, And Awards Procedures

4.1.1 Approval of Qualifications

Executive Committee of Senate (SENEX)

The Executive Committee of the Senate (SENEX) is the approving authority for all qualifications to be awarded. Promotion lists from Faculties are tabled at SENEX, in line with the Academic Calendar, for final approval prior to certification and graduation.

4.1.2 Notice of Expectation to Graduate

4.1.2.1 Requirement to Apply: All undergraduate and postgraduate students must complete a *Notice of Expectation to Graduate* form in the semester during which they expect to meet all minimum requirements for a diploma or degree.

4.1.2.2 Submission Deadlines: Due dates for submission are published in the Institutional Calendar.

4.1.2.3 Non-Compliance: Failure to submit the form or failure to settle outstanding fees by the stipulated deadlines will disqualify a student from participating in the immediate Graduation Ceremony.

4.1.2.4 Automatic Graduation: Students who fail to apply for graduation within five (5) months of meeting all requirements will automatically graduate *in absentia* at the next scheduled Graduation Ceremony.

4.1.3 Faculty Verification of Results

Role of Faculty Officers

4.1.3.1 Following the capture of final examination marks, Faculty Officers shall initiate the promotion process for each Faculty.

4.1.3.2 Control sheets shall be prepared for each curriculum, detailing all required courses and any special requirements. These are verified by Heads of Department and the Senior Faculty Officer.

4.1.3.3 Faculty Officers shall initial academic records, sign control sheets, and submit them to Heads of Department for final verification.

4.1.3.4 Annual result codes shall be entered into the Integrated Tertiary Software (ITS) system, from which promotion lists shall be generated.

4.1.3.5 Verified promotion lists shall be submitted to SENEX for approval and form the basis of the Graduation Booklet.

4.1.4 Oversight and Approval by Deans

4.1.4.1 Deans shall review promotion lists from their Faculties to ensure processes were conducted accurately.

4.1.4.2 Deans shall present verified lists to SENEX for consideration and final approval.

4.1.5 Registrar

The Registrar shall provide institutional confirmation of verified promotion lists and sign them before submission to SENEX.

4.1.6 Deputy Vice-Chancellor: Teaching, Learning and Technology

The Deputy Vice-Chancellor shall provide final institutional sign-off on approved promotion lists, confirming them for certification and graduation.

4.1.7 Graduation and Certification Office

4.1.7.1 The Senior Faculty Officer shall provide soft copies of the approved promotion lists to the Head: Graduation and Certification.

4.1.7.2 The Head: Graduation and Certification shall prepare certificates and issue letters of completion to graduating students.

4.1.7.3 All promotion lists must be submitted in the prescribed format to enable correct and secure printing of qualifications.

4.1.8 Financial Clearance

Role of the Assistant Bursar

4.1.8.1 Approved lists are forwarded to the Finance Department to identify students with outstanding debt.

4.1.8.2 Certificates for students with unpaid balances shall be withheld until settlement.

4.1.8.3 Upon payment, students must complete a *Verification of Outstanding Fees* form.

4.1.8.4 Finance shall verify payments before authorising certificate printing.

4.1.8.5 Certificates for previously indebted students shall be printed monthly, subject to confirmation by the Registrar.

4.1.9 File Audits by Admissions

Role of Senior Admissions Officer

4.1.9.1 Together with Student Records Officers and Faculty Officers, the Senior Admissions Officer shall conduct a full audit of student files.

4.1.9.2 Files shall be checked for school-leaving documents, ID documents, prior awards, correctness of names, and complete academic history.

4.1.9.3 Students with missing documents shall be notified urgently. Failure to submit documents by the deadline shall disqualify students from the next Graduation Ceremony.

4.1.9.4 Once records are complete, the Senior Admissions Officer shall authorise inclusion of students in promotion lists.

4.1.10 Graduation Booklet

4.1.10.1 Candidates approved by SENEX shall be listed in the official Graduation Booklet.

4.1.10.2 Three bound volumes shall be signed annually by the Registrar and stored in secure locations as the final verification source of all qualifications awarded.

4.1.10.3 Errors in booklets issued during ceremonies shall be corrected in the bound volumes.

4.1.11 Late Submissions

4.1.11.1 Faculties or Departments that fail to submit promotion lists on time may circulate paper-based on histories for approval by Deans, the Registrar, and the Deputy Vice-Chancellor.

4.1.11.2 Late additions to the Graduation Booklet shall only be accepted up to ten (10) days before a Graduation Ceremony.

4.1.11.3 Late submissions shall be allowed during January–March and September annually.

4.12 Deferral of Graduation

4.12.1 Eligible students may defer graduation by notifying the Graduation and Certification Department in writing.

4.12.2 Deferral shall be permitted only until the next Graduation Ceremony.

4.13 Graduation in Absentia

4.13.1 Students may choose to graduate *in absentia*.

4.13.2 Once awarded in absentia, they may not rejoin a future ceremony for the same qualification.

4.14 Revocation of Qualifications

Any qualification issued erroneously, including cases of misrepresentation or fraud, may be revoked by the University.

4.15 Duplicate Certificates

In cases of loss, theft, damage, or destruction, students may request a duplicate certificate confirming their award and the date of graduation.

4.16 Issuance in Cases of Death or Incapacitation

If a student dies or becomes incapacitated, certificates may be collected by next-of-kin, subject to the following:

4.16 Completion of a request form.

4.16.1 Submission of death or medical certificates.

4.16.2 Proof of identity and relationship to the student.

4.16.3 Police declaration confirming the relationship.

4.16.4 Student ID card, if available.

4.15 Printing, Storage, and Issuance of Certificates

4.15.1 Blank certificates shall be managed jointly with the printing service provider, which conducts annual certification audits.

4.15.2 Certificates shall be printed with student details, qualification information, digitised signatures, and institutional seal.

4.15.3 Surplus blanks shall be securely stored by the Head: Graduation and Certification.

4.15.4 Certificates shall be verified against promotion lists and securely arranged by the Faculty for the Graduation Ceremony.

4.15.5 Photocopies of all issued certificates shall be filed in student records.

4.15.6 Corrections shall be processed weekly upon submission of a *Correction of Certificate* form and supporting documentation.

4.15.7 Certificates shall only be issued in the official name appearing on the student's identity document.

4.15.8 Certificates shall not be reissued due to post-graduation changes in personal information (e.g., surname changes).

4.16 Duplicate Certificates

In cases of loss, theft, damage, or destruction, students may request a duplicate certificate confirming their award and the date of graduation.

4.17 Issuance in Cases of Death or Incapacitation

If a student dies or becomes incapacitated, certificates may be collected by next-of-kin, subject to the following:

4.17.1 Completion of a request form.

4.17.2 Submission of death or medical certificates.

4.17.3 Proof of identity and relationship to the student.

4.17.4 Police declaration confirming the relationship.

4.17.5 Student ID card, if available.

5 Roles and Responsibilities in the Certification Process

5.1 Faculty Officers: Promotion Processing

Faculty Officers shall be responsible for initiating and executing the promotion process. Their key responsibilities include:

5.1.1 Conducting both manual and automated promotion of registered students.

5.1.2 Inserting annual result codes into the student information system.

5.1.3 Producing control sheets for each curriculum and ensuring completeness of academic requirements.

5.1.4 Preparing Promotion Lists for submission to Heads of Department and Senior Faculty Officers.

5.2 Heads of Department (HODs): Verification of Academic Records

Heads of Department shall be responsible for academic quality assurance in the certification process. Their duties include:

5.2.1 Reviewing control sheets and Promotion Lists prepared by Faculty Officers.

5.2.2 Confirming the accuracy of promotion decisions against programme requirements

5.2.3 Signing off the promotion check sheets as a formal verification step.

5.3 Executive Deans: Faculty Oversight

Executive Deans shall provide oversight at the Faculty level to ensure integrity and compliance. Their responsibilities include:

5.3.1 Reviewing verified Promotion Lists submitted by Faculty Officers and HODs.

5.3.2 Ensuring promotion processes were conducted according to institutional policy.

5.3.3 Presenting the verified Promotion Lists of their Faculties to SENEX for approval.

5.4 SENEX: Final Academic Authority

The Senate Executive Committee (SENEX) shall serve as the final academic authority in the certification process. Its responsibilities include:

5.4.1 Reviewing and approving Promotion Lists submitted by Executive Deans.

5.4.2 Confirming that all students listed have met the academic and administrative requirements for graduation.

5.4.3 Authorising the awarding of qualifications and certifications on behalf of the Senate.

5.5 Senior Faculty Officer: Coordination of Promotion Lists

The Senior Faculty Officer shall ensure consistency and compliance in the preparation of Promotion Lists. Responsibilities include:

5.5.1 Receiving Promotion Lists from Faculty Officers and verifying compliance with format requirements.

5.5.2 Providing soft copies of Promotion Lists to the Head: Graduation and Certification for further processing.

5.5.3 Serving as a key link between Faculties and the central Graduation and Certification Office.

5.6 Head: Graduation and Certification – Certificate Production and Security

The Head: Graduation and Certification shall oversee the production, custody, and issuance of official qualification certificates. Duties include:

5.6.1 Safekeeping blank certificates and printing instruments in secure facilities.

5.6.2 Printing certificates, diplomas, and degrees according to approved Promotion Lists.

5.6.3 Managing corrections, duplicate issuance, and secure distribution of certificates.

5.6.4 Coordinating with the Admissions Office to ensure copies are placed in student files.

5.7 Assistant Bursar: Financial Clearance

The Assistant Bursar shall ensure that financial obligations are met before certificate issuance. Responsibilities include:

5.7.1 Verifying the list of students with outstanding balances.

5.7.2 Inserting financial blocks on student accounts where debt exists.

5.7.3 Authorising certificate printing once all outstanding fees are settled and verified.

5.8 Senior Admissions Officer: Student File Audit

The Senior Admissions Officer shall ensure the completeness of student records prior to graduation.

Responsibilities include:

5.8.1 Conducting file audits with Student Records Officers and Faculty Officers.

5.8.2 Verifying that school-leaving certificates, identity documents, and prior awards are on file.

5.8.3 Checking the accuracy of biographical data and academic histories.

5.8.4 Authorising inclusion of students in Promotion Lists once files are complete.

5.9 The Office of the Registrar – Institutional Oversight

The Office of the Registrar plays a central coordinating and custodial role in the certification process.

Responsibilities include:

5.9.1 Providing institutional oversight to ensure compliance with Senate and Council policies.

5.9.2 Reviewing and signing off Promotion Lists after verification by Faculties and Admissions.

5.9.3 Approving certificate printing in conjunction with the Head: Graduation and Certification.

5.9.4 Maintaining official records of approved graduands and certification documentation.

5.9.5 Serving as the custodian of the University's academic integrity in all certification matters.

6. Policy Review

6.1 Review Cycle

This policy is subject to review at least once every five (5) years to ensure alignment with institutional objectives, legislative changes, and best practices in higher education governance.

6.2 Approval of Amendments

Any major amendment that substantially alters the objectives of this policy requires approval by the Senate, SENEX, and Council.

SECTION 7: APPENDICES – PROCEDURES AND FORMS

The following forms shall be used to standardise the certification process:

7.1 Notice of Expectation to Graduate Form

7.2 Notification of Death or Incapacitation Form

7.3 Statement to Replace Certificate/Diploma/Degree

7.4 Collection of Certificate/Diploma/Degree for a Deceased or Incapacitated Student

7.5 Statement in Lieu of a Certificate Form

7.6 Correction of Certificate Form

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Office of the Registrar

Faculty Administration

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E: registrar@nust.na
W: www.nust.na

NOTICE OF EXPECTATION TO GRADUATE

NB! Completion of this form is **NOT** an invitation to the Graduation Ceremony, it represents a notice to the institution that you are on the verge of completing the requirements for the award. You will receive a formal invitation to the Graduation Ceremony should you qualify to graduate.

UPCOMING GRADUATION

This form is to be completed by students who are expecting to obtain a certificate, higher certificate, diploma or degree in **the upcoming graduation**. Students who do not complete the form and return it to the University may not graduate as expected and will have to wait for another graduation ceremony (Rule AC9.2). The form must be returned/submitted to the NUST RECEPTION, NUST Regional Centres or Emailed to your respective Faculty Officer or must be mailed to the Office of the Registrar, Private Bag 13388, Windhoek, before or on 1 July for the October Graduation and 1 February for the April Graduation. Please enquire by 1 SEPTEMBER or 1 April from your Faculty Officer or NUST Regional Centres, whether your name is on the graduation list.

COMPLETE THIS PART: (PLEASE PRINT CLEARLY)

.....

NAME(S) AND SURNAME
(Exactly as it should appear on certificate and as they appear on your birth certificate or identity document) **(ATTACH CERTIFIED COPY OF YOUR ID OR BIRTH CERTIFICATE)**

STUDENT NUMBER: | | | | | | | | | |

ID Number (if available): | | | | | | | | | | | |

.....

FULL NAME OF QUALIFICATION YOU EXPECT TO OBTAIN (for example: National Diploma in Public Management)

....
STUDENT SIGNATURE DATE

....
FACULTY OFFICER'S SIGNATURE DATE

STUDENT'S RECEIPT OF NOTIFICATION TO GRADUATE

Student Name: ..... Student Number: .....

Qualification you expect to obtain:

.....

Received by: ..... Date: .....

(Students should keep this receipt as proof of submission of this form)

Page 1 of 2

PLEASE DO NOT HESITATE TO CALL YOUR FACULTY OFFICER IF YOU NEED MORE INFORMATION

Faculty	Programme	Faculty Officer	Telephone #, Fax # and Email address
Computing and Informatics	Bachelor of Computer Science, Bachelor of Computer Science in Cyber Security, Bachelor of Informatics, Bachelor of IT: Business Computing, Systems Administration, Software Development; Bachelor of Computer Science Honours, Bachelor of Informatics Honours, Postgraduate Certificate in Information Systems Audit, Master of Computer Science, Master of Informatics, Doctor of Philosophy in Computer Science, Doctor of Philosophy in Informatics.	Ms Julia Semi	Tel: 061-207 2923 Fax: 061-207 9923 jsemi@nust.na
Engineering	Civil, Electronics, Mining, Power, Electrical, Mechanical, Metallurgy, Electronics and Telecommunication, Master of Integrated Water Resource Management, Master of Industrial Engineering	Ms Sonja Samuels	Tel: 061 – 207 2016 Fax: 061-207 9016 ssamuels@nust.na
Health and Applied Sciences	Bio-Medical Sciences, Emergency Medical Care, Environmental Health Science, Mathematics & Statistics, Natural Sciences.	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@nust.na
Harold Pupkewitz Graduate School of Business	Master of International Business, Master of Business Administration Master of Leadership and Change Management Executive Master of Business Administration	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@nust.edu.na
Human Sciences	Communication, English, Journalism, VET and Public Management, Criminal Justice	Ms Gillian Feris	Tel: 061 – 207 2160 Fax: 061-207 9160 gferis@nust.na
Management Sciences	Accounting & Finance, Economics	Ms Yvonne Shipanga	Tel: 061-207 2671 Fax: 061-207 9671 yshipanga@nust.na
Management Sciences	Business Administration, Business Management, Entrepreneurship, Office Management and Technology, Human Resources Management	Mr Gilbert //Hoabeb	Tel: 061 – 207 2320 Fax: 061-207 9320 ghoabeb@nust.na
Management Sciences	Transport and Logistics Management, Marketing Management, Hospitality & Tourism Management	Ms Indira J. Mbako	Tel: 061 – 207 2170 Fax: 061-207 9170 imbako@nust.na
Natural Resources and Spatial Sciences	Architecture, Agriculture, Nature Conservation, Land Administration, Geomatics, Geo-Information Technology, Property Studies, Town and Regional Planning, Regional and Rural Development	Ms Neriene //Hoëbes	Tel: 061 – 2072963 Fax: 061-207 9963 nhoebes@nust.na

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APPLICATION FOR STATEMENT IN LIEU OF LOST CERTIFICATE

STUDENT INITIALS & SURNAME:		
STUDENT NUMBER:		
PROGRAMME:		
ADDRESS:		
CONTACT NO:		
APPLICATION FEE PAID: PER	N$	RECEIPT NO

PART A

QUALIFICATION NAME	
DATE OBTAINED	

PART B – DOCUMENTS SUBMITTED

Namibian Police Declaration	
Identity document	
Receipt	
Copies of original document(s)	
Letter of authorization from graduate	
Letter of motivation and death certificate (exceptional cases)	
Other (specify)	

SIGNATURE OF STUDENT DATE

PART C – VERIFICATION OF AWARD OF QUALIFICATION (Exams officer)

1. Award of qualification verified on file and ITS: Yes / No
2. Comparison of document submitted and document on file: Yes / No
3. I hereby confirm that .....(student name) was awarded the.....(Qualification) on.....(date) and that a Statement may be issued.

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

PART D – CONFIRMATION BY FACULTY OFFICER AND SEO

We hereby confirm recommendation for issuing of Statement

1 .Faculty officer (Print name).....Signature.....Date.....

2. SEO (Print name).....Signature.....Date.....

PART E – APPROVAL BY REGISTRAR

Issuing of Statement: APPROVED / NOT APPROVED

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

PART F – REPRODUCTION OF STATEMENT

Statement produced / printed and forwarded for signature

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

PART G – ISSUING OF STATEMENT TO STUDENT

1. Signed Statement issued to student:

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

2. Acknowledgement of receipt by student:

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

PART H – ROUTING AND DUPLICATION ON STUDENT FILE (Senior Exams Officer)

Done:

Yes	No

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

****

ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS (in Part B) FROM STUDENT BY EXAMINATIONS DEPARTMENT (Tear off and hand to the student)

STUDENT NAME: _____ NUMBER: _____

RECEIVED BY(Print).....SIGNATURE:..... DATE: _____

(Students should keep this receipt as proof)

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APPLICATION FOR CORRECTION OF DETAILS ON CERTIFICATE

FULL NAMES AMD SURNAME	
STUDENT NUMBER	
PROGRAMME	
ADDRESS	
CONTACT NUMBER	

PART A

QUALIFICATION (E.g. Diploma in Accounting & Finance	SERIAL NUMBER of CERTIFICATE	DATE OBTAINED
Detail/Error to be corrected:		

PART B – DOCUMENTS SUBMITTED

Original Certificate	
Namibia Police Declaration	
Identity document	
Letter of authorization from graduate	
Other (specify)	

SIGNATURE OF STUDENT _____ DATE _____

PART C – RECEIPT AND CHEKING OF DOCUMENTS (Front Desk)

Documents Checked for completeness by:

Comments:.....

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

PART C – VERIFICATION OF APPLICATION (Exams Officer)

1. Details Checked on ITS: Yes/No
2. Details on Student File: Yes/No
3. Qualification awarded on:.....

I hereby certify that the applicant did receive the above qualification and that a correction of the certificate is necessary due to an error of .....made by NUST.

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

PART E – VERIFICATION BY SENIOR EXAMINATION OFFICER

Documents checked and records verified: Yes/No. I confirm that correction is valid and necessary.

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

PART F – APPROVAL BY REGISTRAR

Correction APPROVED/NOT APPROVED/COMMENTS

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

PART G – RECORD KEEPING

Routing and duplication for student file: Done

Yes	No

SENIOR EXAMINATION OFFICER.....DATE.....

****

ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS (in part B) BY EXAMINATION DEPARTMENT (tear off and hand to the student)

STUDENT NAME.....NUMBER.....

RECEIVED BY:.....SIGNATURE:.....DATE:.....

OFFICE STAMP:

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OFFICE OF THE REGISTRAR

VERIFICATION OF OUTSTANDING FEES PAID AFTER THE GRADUATION

Student initials and surname: .....

Student number: .....

Qualification to be printed and issued: .....

Graduation date: .....

Contact number: .....

VERIFICATION BY THE FINANCE DEPARTMENT

Student account checked and records verified: Yes/No

I confirm that the student's account is settled and the qualification may be printed and issued:

Yes/No

Documentary proof of payment attached: .....

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

VERIFICATION BY THE EXAMINATIONS DEPARTMENT

Proof of payment checked and verified: Yes/No

I confirm that the student's account is settled based on the attached proof from the Finance Department that the qualification may be printed and issued:

Documentary proof of payment attached: .....

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

PART F – APPROVAL BY ASSISTANT REGISTRAR / REGISTRAR

Approved/not approved/comments

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

PART G – RECORD KEEPING

Routing and duplication for student file: Done

Yes	No

SENIOR EXAMINATION OFFICER: .....DATE.....

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Notification of Death or Incapacitation of a Student:

Student Information

First Name: _____

Surname: _____

Student Number: _____

Qualification: _____

Last day of Attendance: _____

Details of person Reporting

First Name _____

Last Name _____

Cell Phone _____ Work Phone _____

Relationship _____

Documents Required

- Death Certificate or Medical Report (certified copy)
- Proof of Relationship (Birth/Marriage Certificate, Affidavit)
- Copy of Reporter's ID (certified copy)
- Any relevant Institutional documents (student card, etc.)

NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Certification Policy Procedures / Guidelines

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