NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

CERTIFICATION POLICY



Office of the Registrar

CERTIFICATION POLICY

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Policy Custodian	*Registrar*	
Contact Person and Contact Details	*Assistant Registrar: Examination, Certification and Timetabling +264 61 2072963*	
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	Namibia Qualifications Authority Act (Act No. 9 of 1996)	*NUST Strategic Plan*
	Namibia Education Act, 2001 (Act No. 16 of 2001)	*NUST Teaching, Learning and Assessment Framework*
	Higher Education Act (Act No. 2 of 2003)	*NUST Curriculum Framework*
	Namibia University of Science and Technology Act (Act No. 7 of 2015)	

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AUTHENTICATION

Vice-Chancellor's Signature: _____ Date: 25/06/2026

Registrar's Signature: _____ Date: 09/06/2026

University Seal:



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ABBREVIATIONS AND ACRONYMS

Abbreviation	Meaning
NQA	Namibia Qualifications Authority

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

DEFINITIONS

Term	Meaning
Blank certificates	Certificates as 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.
Digitised signatures	Signatures of the Deans, Registrar and Vice-Chancellor or their duly authourised proxies, which are computer-generated and printed on blank certificates.
Diplomand	A student who has completed all minimum requirements for the issuance of a diploma and who has been found eligible to graduate.
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 NUST; • There is no current suspension, exclusion or expulsion penalty on his/her record; • The student has not already graduated from that award.
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 booklet	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.
Micro embossed textured foil	A seal / raised design carved on paper.
Postgraduate	A qualification that follows a degree or other equivalent qualification at NQF Level 7.
Replacement certificates	Certificates that are issued in lieu of certificates spoilt or damaged during the printing process.
Signature disks	Computer disks that store the digitised signatures of the signatories.
Undergraduate	A qualification lower than or equivalent to NQF Level 7.

1. PREAMBLE

Whereas the Namibia University of Science and Technology (NUST) is an institution of higher learning, operating in a national, regional, and a growingly international environment of higher education, it has to observe *inter alia* the Namibia Qualifications Authority Act (Act 29 of 1996) and the Higher Education Act (Act 26 of 2003) and it is imperative to frame the procedures and mechanisms governing academic performance and student success in terms of the NUST Act 7 of 2015.

1.1 Purpose

This Policy delimits the different paths by which students of NUST may be certified as having met all minimum requirements for the issuance of an award (qualification).

1.2 Background

Students are admitted to NUST through various paths in accordance with the Senate and Council's rules on admission as issued from time to time. NUST provides programmes of study, which may lead to certification by means of awarding Certificates, Diplomas, and Degrees. Candidates are admitted to a specific programme of study based on the admission requirements as determined in the Prospectus, or by such other means as decided by Senate from time to time.

The Executive Committee of the Senate (SENEX) approves all awards/certification of qualifications in accordance with the Institutional Calendar. The certification for the conferment of Certificates, Diplomas, and Degrees is a legal obligation of the institution and warrants mechanisms and procedures that ensure the credibility and authenticity of qualifications issued by the institution.

1.3 Objectives

The objectives of the Policy are to:

1.3.1 Formalise the procedures to be followed prior to SENEX approving all awards/certification of qualifications;

1.3.2 Regulate the procedures for conducting the promotion processes for an award to be issued; and

1.3.3 Provide a guide on activities relating to the preparation of the certificates undertaken in the Office of the Registrar, specifically in the Graduation and Certification Department.

2. SCOPE OF APPLICATION

The Policy applies specifically to the work of the Office of the Registrar, Office of the Deputy Vice-Chancellor: Teaching, Learning and Technology, Executive Deans and Academic Staff responsible for certification of student academic performance and success.

3. POLICY STATEMENT

The Certification Policy does not preclude the framing of additional processes to further refine the operational activities of various departments.

4. LEGAL FRAMEWORK

NUST is established in terms of Act 7 of 2015, which authorises the conferment of degrees, diplomas and certificates in Section 24 (1) (a) (b).

5. GUIDING PRINCIPLES

NUST generally emphasises academic integrity, transparency, and adherence to national and international standards in its programmes and policies.

5.1 Integrity**:** Maintaining honesty and preventing any form of malpractice, such as fraud, falsified documents, or misrepresentation during the certification process.

5.2 Transparency: Clearly outlining the certification criteria, requirements, and procedures to all stakeholders, fostering trust and understanding.

5.3 Consistency: Applying standardised evaluation methods and guidelines across all certification processes to ensure uniformity and reliability.

5.4 Accountability: Holding candidates, evaluators, and administrators responsible for adhering to the Certification Policy and ethical standards.

5.4 Excellence: Promoting high standards in certification processes and striving for continuous improvement to enhance their credibility and value.

5.5 Support: Providing adequate resources, guidance, and assistance to staff to ensure the certification process is accessible and efficient.

6. POLICY CONTEXT

This Policy outlines the framework and guidelines for issuing certificates to students or professionals who have met specific qualifications or standards.

This Policy ensures that individuals have met specific qualifications or standards. It outlines various aspects of the certification process, beginning with its purpose and objectives, which focus on ensuring quality assurance and recognising competence. The scope identifies the parties to whom the Policy applies, including accredited training providers, assessors, moderators, and students. Additionally, it references the legislative and regulatory context, citing relevant laws and regulations such as those established by the Namibia Qualifications Authority (NQA). The Policy further details the promotion process, defining the steps for identifying students eligible to graduate, whether through autopromotion or manual promotion. It also specifies the certification process, explaining accreditation requirements, assessment, moderation, and fraud prevention measures necessary for issuing certificates. Roles and responsibilities are clearly outlined, assigning duties to training providers, quality assurance bodies, and students. To maintain credibility, the Policy includes fraud prevention measures to safeguard the authenticity of certificates. Lastly, it establishes guidelines for turnaround time and re-issuance, ensuring timely certificate distribution and procedures for replacements or updates.

7. STRUCTURES GOVERNING THE POLICY

The Office of the Registrar will oversee the development, implementation and review of the Certification Policy.

8. IMPLEMENTATION

8.1 Roles and Responsibilities

8.1.1 Council: The NUST Council is responsible for the final approval of this Policy.

8.1.2 Registrar: Coordinating SENEX member of the Certification Policy.

8.1.3 Graduation and Certification Office: Responsible for the development, review, monitoring, evaluation and coordination of the implementation of the Policy.

8.1.4 Board of Studies (BOS): Responsible for recommending the Policy to Senex for further recommendation to Council.

8.1.5 SENEX: Responsible for recommending the Policy to Council for approval.

8.2 Support and Advice

The Graduation and Certification Office is the primary point of contact for support and advice regarding the Policy.

8.3 Communication

The Policy is accessible via the NUST staff intranet.

9. COMMENTS

9.1 Stakeholders may submit any proposal for the improvement of this Policy to the Office of the Registrar.

9.2 Any major amendment to this Policy, where it implies substantial changes to its objectives, is subject to the approval of the Council.

10. REVIEW

This Policy shall be subject to review every five (5) years or as needed.



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