NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Policy on Short Courses



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	• *National Human Resource Plan (NHRP) 2010-2025*	• *Teaching, Learning and Assessment Framework* • *Procedures for the Development and delivery of short courses* • *Certification Policy* • *Open Education Resource Policy* • *Quality Management Policy* • *Human Resource Code* • *NUST Intellectual Property (IP) Policy* • *Finance Policy* • *Record Management Policy*

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ABBREVIATIONS AND ACRONYMS

Abbreviation	Meaning
ADS	Academic Development and Support
DVC-TLT	Deputy Vice Chancellor- Teaching, Learning and Technology
HE	Higher Education
HEIs	Higher Education Institutions
ICT	Information Communication Technology
LMS	Learning Management System
NQF	National Qualification Framework
VC	Vice Chancellor

Acronym	Meaning
NUST	Namibia University of Science and Technology

DEFINITIONS

Term	Definition
Department	An academic or administrative department/centre/unit/institute the University involved in the development and delivery of sh courses.
Head of Department	Head of academic departments/ units/ centres and institutes.
Certification	Refers to formal verification or written declaration indicating satisfactory attendance or meeting a sufficient level of competence as stipulated in the learning outcomes of the short course.
Facilitator	Refers to a staff member or expert from the industry/private sector or other institutions contracted to deliver a short course on behalf of the University.
Full Cost-Recovery	Means that the total income from a short course should cover the total direct and indirect expenditure, in addition to a profit margin.
Short Course	Is the number of hours that participants (at a specific level) are expected to spend on average to achieve specific learning outcomes at those levels. This includes all learning activities relevant to the achievement of stipulated learning outcomes such as self-directed learning, practical work, projects, private study and assessment.
Short Course Participant	A short training programme with a duration of less than 400 notional hours, which does not culminate in a qualification, but is intended to provide learners with targeted knowledge, skills, and competencies within a specific field or subject area.
Qualification	Refers to a candidate admitted by the University for a short course and who complies with any selection criteria required for the attendance of a short course.

1. PREAMBLE

The Namibia University of Science and Technology (NUST) is positioned to contribute to Namibia's socio-economic transformation through the advancement of skills, the promotion of lifelong learning, industry engagement, and community capacity building. In alignment with national policy frameworks, the University is committed to providing responsive and demand-driven education that meets the institutional goals, and the needs of an ever-evolving labour market. In response to global trends favouring flexible and competency-based learning models, short courses have become essential instruments for bridging skills gaps, improving employability, and enhancing workforce productivity. Within this context, the University recognises short courses as agile and strategic interventions that deliver targeted, real-time learning opportunities designed to address the dynamic needs of industry, society, and the labour market.

This policy provides a comprehensive framework for the development, delivery, and quality assurance of short courses, in alignment with national development priorities and international educational best practices.

1.1 Purpose

The purpose of this Policy is to regulate the development and delivery of short courses by providing clear guidelines and transparent regulatory framework that covers the quality assurance, financial and legal aspect of short courses and aims at addressing specific training needs in the labour market. The purpose of this policy is to:

- Guide academic and non-academic units in the systematic development and review of short courses.
- Ensure compliance with institutional quality assurance standards and relevant regulatory requirements.
- Enhance the responsiveness of the institution to emerging training and professional development needs.

1.2 Background

The higher education (HE) and the labour market landscape is rapidly transforming due to technological advancement, the shift in economic and changing workforce requirements. In that context, the University has a strategic responsibility to provide access to flexible education and

responsive learning pathways to diverse learners' needs. Short courses plays a significant role in up-skilling and re-skilling of human resources.

This Policy, therefore, serves as a response to labour market demand by creating opportunities for the University to interact with the communities and industries while generating third stream income for the institution.

1.3 Objectives

The policy aims to:

- Provide a comprehensive framework for the development and delivery and quality assurance of short courses in line with the University's strategic objectives;
- Provide a framework for responding to emerging trends and skills shortage in the labour market;
- Promote lifelong learning and continuous professional development; and
- Promote accessibility, inclusivity and flexible learning environment/practices/modes.

2. SCOPE OF APPLICATION

This policy:

- Applies to all short courses developed and offered by the University; and
- Is to be used by all academic and administrative departments/centres/institutes and external third parties involved in the development and delivery of short courses.

3. POLICY STATEMENT

The policy articulates the University's strategic priorities to ensure quality in the development, deliver and quality assurance of short courses.

4. LEGAL FRAMEWORK

The Policy aligns with the University's Act (Act 7 of 2015), that mandates the institution to provide continuing education, knowledge creation, technology development and transfer at a post-secondary school level to expand the education horizons of the adult community. Additionally, the policy complies with the national development frameworks which call for concerted efforts by

Higher Education Institutions (HEIs) to link education and training output to the labour markets demand.

5. GUIDING PRINCIPLES

5.1 Short courses shall be developed and delivered in alignment with the University's vision, mission, strategic objectives, and available resources.

5.2 Teaching, learning and assessment of short courses must integrate innovative pedagogical approaches to enhance learners' engagement.

5.3 All short courses must demonstrate responsiveness to emerging trends and labour market needs and contribute to national capacity development and upskilling efforts.

5.4 Costing of short courses shall comply with the institutional Financial Policies and Procedures.

5.5 Academic and administrative departments, centres, and institutes should collaborate to prevent duplication of short course offerings and to foster innovation and interdisciplinary engagement.

5.6 Collaborative development and delivery of short courses with third parties must be formalised through signed Memoranda of Understanding (MoUs) and/or Memoranda of Agreement (MoAs), clearly outlining roles, responsibilities, and benefit-sharing arrangements.

5.7 In cases where short courses are co-developed and delivered with third parties, agreements on revenue sharing and intellectual property ownership must be explicitly defined in the respective MoU or MoA.

5.8 Intellectual property generated from the development of short courses by university personnel shall remain the property of the University, in accordance with the Policy on Intellectual Property.

5.9 The head of academic department should ensure that the facilitation of short courses does not compete and compromise the formal teaching of academic programmes.

5.10 Short course developers, facilitators, and participants must have access to appropriate university infrastructure and facilities, including Information and Communication Technology (ICT) resources in accordance with relevant institutional policies.

5.11 Preference to facilitate or present short courses shall be given to qualified University staff. External facilitators may be engaged where specialised expertise is unavailable internally in accordance with the relevant university human resource policy.

5.12 All participants must meet the entry or selection criteria of the course and shall apply and be registered in line with the institution's policies.

5.13 Short courses do not form part of or lead to a qualification. The short curses do not allow the participants to obtain credits or get exemption or recognition for parts of an academic programme. This does not include bridging programmes and microcredentials.

5.14 Participants of short courses are not entitled to student cards, however, they must be assigned a participants' identification number, for temporary accessibility to Learning Management System (LMS) and online platforms of the University.

5.15 Completion of a short course does not confer graduate status, and participants shall not be considered alumni of the University.

5.16 Regular internal reviews and audits shall be conducted to ensure continuous quality improvement in the development, delivery, and assessment of short courses.

5.17 Short courses must be evaluated regularly, with training materials updated following each delivery to ensure relevance and quality.

5.18 Short courses must undergo a formal review cycle every three years to assess effectiveness and identify areas for improvement prior to re-approval.

5.19 Records of all short course activities shall be maintained in accordance with the University's Record Management Policy.

5.20 Certification must be issued by the University in accordance with the institutional Certification Policy. Academic and administrative departments, centres, or institutes may not independently certify.

5.21 All certificates bearing the NUST name and logo must follow a standardised format with security features.

5.22 Any institution or agency seeking to collaborate on short courses must be approved by the Vice-Chancellor. Proposals for co-branding will be considered by the Vice-Chancellor upon recommendation from the Deputy Vice-Chancellor: Teaching, Learning and Technology (DVC-TLT) and the relevant Head of Department.

5.23 All short courses approved by the DVC-TLT may be publicly marketed under the auspices of the University.

5.24 Short courses shall be designed to promote equitable access for diverse learners' needs.

6. POLICY CONTEXT

The policy aligns with the University's Quality Management Framework to ensure quality development and delivery of short courses. The University recognises the strategic importance of short courses as a vehicle for capacity development, lifelong learning, and responsiveness to emerging societal and labour market needs. In line with the institutional vision, mission, and strategic

objectives, all short courses shall be developed and delivered within a robust policy framework that emphasises quality, inclusivity, innovation, and accountability. This framework ensures that short courses are pedagogically sound, aligned with national and regional development priorities, and underpinned by sound financial management and institutional governance. Furthermore, it safeguards the University's intellectual property, promotes interdisciplinary collaboration, and fosters mutually beneficial partnerships with external stakeholders, thereby positioning the University as a leader in providing accessible, relevant, and high-quality continuing education

7. STRUCTURES GOVERNING THE POLICY

The DVC-TLT is the EXCO member responsible for the implementation and review of this policy.

8. IMPLEMENTATION

Procedures for the Development and Delivery of short courses must guide the implementation of this policy to meet the policy objectives.

8.1 Roles and Responsibilities

8.1.1 Head of Departments:

- Monitor the development, delivery, and review of short courses;
- Register course participants in collaboration with the Office of the Registrar; and
- Maintain accurate records of short course participants in collaboration with the office of the Registrar for certification purposes.

8.1.2 The Office responsible for programme development:

- Coordinate the development and the review process of short courses;
- Develop and maintain a database of short courses.

8.1.3 Office of the DVC:TLT

- Grant permission to develop short courses;
- Approve short courses for implementation

8.1.4 Office of the Registrar

- Record short course participants on the ITS
- Certify participants;

8.1.5 Finance Department

- Manage the financial administration and reporting of short courses.

8.1.6 Legal Department

- Provide advice and support with the drafting of MoA and MoUs and other legal requirement.
- Recommend contracts and agreements for approval by the Office of the Vice Chancellor (OVC).

8.1.7 Course Participants

- Evaluate and provide feedback on the delivery of courses.

8.1.8 Human Resource

- Contract facilitators with appropriate credential and experience.

8.1.9 The Office responsible for quality assurance

- Conduct quality internal audits of short course offerings to ensure continuous quality improvement.

8.2 Support and Advice

The department responsible for programme development should be consulted for support and advice concerning the implementation of the policy.

8.3 Communication

This policy will be published on the myNUST Portal for ease of access.

9. COMMENTS

Complaints, objections, all questions with regards to the content and implementation of this policy and proposals should be addressed to the office responsible for programme development and review.

10. REVIEW

This policy will be reviewed after five (5) years or when deemed necessary.



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