NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

TIME TABLING POLICY



OFFICE OF THE REGISTRAR

TIMETABLING POLICY

Policy Number	***14/P/6/COUN/TT***	
Policy Custodian	*Assistant Registrar: Examination, Certification and Timetabling*	
Contact Person and Contact Details	*Assistant Registrar: Examinations, Certification and Timetabling, registrar@nust.na, +264 61 2072963*	
Status	*Draft Policy*	
Legal Scrutiny	*Chief Legal Advisor*	
Date of Approval by Senate	*16 June 2025*	
Date of Approval by Council	*25 June 2025*	
Effective Date	*25 June 2025*	
Date of Review	*25 June 2029*	
Related Policies and Other Documents (Internal and External)	***External***	***Internal***
	Namibia Qualifications Authority Act (Act No9 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)	

Version Control and Change History			
Version	***Date Approved/ Recommended***	***Approved/ Recommended by***	***Amendment/New Policy***
1		Senate	New Policy
1		Council	New Policy

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
HOD	Head of Department
NQA	Namibia Qualifications Authority
SRC	Student Representative Council

Acronym	Meaning
NUST	Namibia University of Science and Technology

DEFINITIONS

Term	Definition
Academic Administration Software	software used by the institution containing programmes, courses, staff, registered students and venues (inclusive of all fixtures) imported into the Master Teaching Timetable and from which subsequent student data would be requested;
Casual room bookings	ad hoc bookings made by staff, students or external organisations for meetings, seminars, teaching activities for non-award courses, tests, conferences, orientation activities and any other activities that are not incorporated in the Namibia University of Science and Technology Master Timetable;
Core course	a course which originates, was developed and is owned by a specific department and which must be completed by a student, with all other relevant service courses in order to qualify for the qualification for which he/she is enrolled;
Departmental timetablers	the designated timetabling software users who have been allocated exclusive access to their respective departments for the purpose of timetabling core and service courses, respectively;
Designated timetabling software	the software chosen by the Namibia University of Science and Technology in order to control and effectively manage its teaching resources;
Distance mode of teaching	teaching sessions conducted at all Namibia University of Science and Technology Regional Centres and teaching sessions on Fridays 17h30 until 21h30 and Saturdays 08h00 until 12h00 and 14h00 until 18h00. This mode of teaching may also include vacation Faculties during the institution's recess periods.
Elective course	any non-compulsory course undertaken in a programme of study;
Enrolment churn	unpredictable variations in enrolment numbers;

Full-time mode of teaching	teaching sessions from 07h30 on weekdays ending at 15h55, over Mondays to Fridays;
Global events	a timetable on which all institutional activities/events are timetabled and which takes precedence over timetabling on the Master Teaching Timetable;
Institutional calendar	denotes institutional activities with an institution-wide impact, printed in an annual booklet.
Institutional timetabler	responsible for updating the Master Teaching Timetable's database on an annual basis (Annual Rollover). He/she is also responsible for reshuffling the events for the institutional timetables to ensure fair and equal allocation of time-slots for all Faculties, their respective departments and their students
Master teaching timetable	the institutional timetable created by the Timetable Administrator containing all updated data in its database. This data refers to all programmes (and sub-programmes) and courses offered by the Namibia University of Science and Technology, all staff employed, all students registered for a specific academic year, and all venues and equipment available for educational purposes. The master timetable's database is updated at the end of each semester. All departmental timetablers use the resources in the Master Timetable to create their departmental timetables;
Part-time mode of teaching	teaching sessions from 17h15 on weekdays ending at 21h25, over Mondays to Thursdays;
Programme of study	a learning pathway consciously constructed by the institution to enable a student to achieve the qualification outcomes of a specific qualification or set of qualifications. It consists of a comprehensive description of the outcomes to be achieved by a programme, the courses on that programme, the teaching/learning and assessment strategies to be employed on the programme and any special arrangements applicable to the programme;

Service course	a course which originates, was developed and is owned by a department other than the department which has included the said course in their programme and which must be completed by a student, with all other core courses, in order to qualify for the qualification in which he/she is enrolled;
Sub-programmes	the qualifications offered within a programme of study making up the programme of study, for the purpose of creating program-specific timetables;
Terminology	the terminology currently being applied by the Namibia University of Science and Technology.

1. PREAMBLE

1.1 Purpose

The purpose of this Policy is to establish a structured and institution-wide framework for the planning, coordination, allocation, management, and review of academic timetables and teaching and learning facilities at the Namibia University of Science and Technology (NUST). The Policy seeks to ensure the effective, efficient, equitable, and transparent utilisation of institutional resources through the coordinated scheduling of academic activities, including lectures, practical sessions, tests, and other teaching and learning activities. It further promotes consistency in timetabling practices, supports informed planning and decision-making, clarifies roles and responsibilities, and facilitates the delivery of quality teaching and learning across all campuses and modes of study.

1.2 Background

The Timetabling Policy is necessitated by the increasing number of students that require teaching and learning facilities at the Windhoek City Campus, Satelite Campuses and the Namibia University of Science and Technology Regional Centres on various modes of study, most notably full-time, part-time, distance and blended modes of teaching.

1.3 Objectives

The objectives of this Policy are to:

1.3.1 ensure the effective planning, coordination, and management of academic timetabling activities across the University;

1.3.2 optimise the utilisation of teaching, learning, assessment, and related facilities through efficient and equitable allocation of institutional resources;

1.3.3 facilitate the development, publication, and maintenance of accurate, integrated, and accessible timetables for students, staff, and other stakeholders;

1.3.4 support the coordinated scheduling of academic activities, including lectures, practical sessions, tests, examinations, and service courses across faculties and departments;

1.3.5 promote accountability, collaboration, and the timely provision of accurate information by all stakeholders involved in the timetabling process; and;

1.3.6 provide a framework for the continuous monitoring, evaluation, and improvement of timetabling processes and the utilisation of teaching and learning facilities.

2. SCOPE OF APPLICATION

This Policy applies to all teaching and learning facilities, academic programmes, courses, departments, faculties, centres, campuses, and administrative units of the Namibia University of Science and Technology involved in the planning, scheduling, allocation, management, and utilisation of teaching and learning spaces. The Policy applies to all modes of study offered by the University, including full-time, part-time, distance, blended, and any other approved modes of delivery. It further applies to all spaces designated by the University for teaching, learning, assessment, and related academic activities and recorded on the Central Timetabling System managed by the Institutional Timetabler.

3. POLICY STATEMENT

The NUST Timetabling Policy is implemented within the broader framework of the University's academic, strategic, and operational objectives and supports the effective delivery of teaching, learning, assessment, and related academic activities through the coordinated planning and management of timetables and teaching and learning facilities. The Policy adopts a student-centred approach to timetable planning by promoting access to learning opportunities, minimising scheduling conflicts, supporting academic progression, and accommodating the diverse needs of students across all approved modes of study. It further promotes the equitable allocation and efficient utilisation of institutional resources, including lecture venues, laboratories, workshops, specialised facilities, and academic staff resources, while ensuring that timetabling decisions are informed by academic requirements, enrolment patterns, facility capacities, and institutional priorities.

The University shall utilise approved timetabling technologies and information systems to support accurate scheduling, effective communication, and informed decision-making. Timetables shall be developed, managed, and communicated transparently and in a timely manner to enable effective planning by students, staff, and other stakeholders. The Policy aligns with applicable legislation, institutional policies, academic regulations, strategic objectives, and quality assurance requirements and promotes continuous improvement through the regular monitoring, evaluation, and review of timetabling practices, facility utilisation, stakeholder feedback, and emerging developments within the higher education sector.

3.1 Wherever possible, designated timetabling software facilities will be allocated in such a way as to:

a) schedule classes at times and locations that will facilitate student attendance;

b) ensure that students enrolled in a specific programme of study are able to attend classes in all prescribed courses;

c) ensure that students enrolled in a specific programme of study have a reasonable selection of electives from which to choose;

d) provide timetable details in time to enable students to make informed decisions and to make personal arrangements required by a particular programme of study timetable;

e) minimise the number of changes made to the timetable after it has been published;

f) optimise the use of Namibia University of Science and Technology teaching and learning resources, teaching staff and physical facilities;

g) allow the Namibia University of Science and Technology requirements for rooms and facilities to take precedence over its use by external persons, groups and bodies. No adjustments to the timetable will be made to accommodate external use except in exceptional circumstances specifically approved by the Dean, the Registrar, Deputy Vice-Chancellors: Academic Affairs and Research, Assistant Registrar, or Institutional Timetabler respectively.

3.3 Additional to the Policy Statement, the Namibia University of Science and Technology shall apply the following principles to the allocation and use of teaching and learning facilities:

a) Teaching spaces on the Windhoek campus shall normally be available for classes from Monday to Friday between the hours 7h30 and 21h25. Day classes shall be scheduled to commence between 07h30 to 16h00 for full-time students and again from 17h15 to 21h25 for part-time students. Classes may also be scheduled on Saturdays and Sundays between 08H00 and 16H30.

b) Classes shall be scheduled with intermittent 5-minute breaks to facilitate student movement between classes.

c) Preferences for specific days and times of the week cannot be guaranteed.

d) Once a teaching facility and time have been allocated, classes shall be conducted within the scheduled times.

e) Classes shall not be conducted in teaching facilities without being scheduled or booked within the designated timetable software.

f) Classes may also be scheduled on Saturdays and Sundays. Special bookings must be made for such classes.

3.4 The practice of overbooking venues and therefore over-constraining the timetable shall not be acceptable.

3.5 The Institutional Timetabler shall have primary responsibility for managing and maintaining timetabling information on the designated timetabling software and for preparing the teaching timetable. All other parties involved in the process shall be expected to co-operate and comply with reasonable requests to support the achievement of the Namibia University of Science and Technology's objectives regarding the appropriate allocation of teaching/learning facilities.

4. LEGAL FRAMEWORK

This Policy is informed by and shall be read together with the following legislation:

Legislation	**URL**
Namibia Qualifications Authority Act, 1996 (Act No. 29 of 1996)*	Namibia Qualifications Authority Act, 1996
Education Act, 2001 (Act No. 16 of 2001)	Education Act, 2001
Higher Education Act, 2003 (Act No. 26 of 2003)**	Higher Education Act, 2003
Namibia University of Science and Technology Act, 2015 (Act No. 7 of 2015)	

5. PRINCIPLES GUIDING PRACTICES AT NUST

The development, management, and implementation of academic timetables at NUST shall be guided by the following principles:

5.1 Student-Centredness

Timetabling practices shall support student success by facilitating access to learning opportunities, promoting academic progression, minimising scheduling conflicts, and enhancing the overall student learning experience.

5.2 Efficiency and Optimal Resource Utilisation

Teaching and learning facilities, equipment, and academic staff resources shall be allocated and utilised in a manner that maximises institutional capacity, promotes operational efficiency, and minimises underutilisation and duplication of resources.

5.3 *Equity, Fairness, and Accessibility*

Timetabling decisions shall be undertaken in a fair, transparent, and equitable manner, ensuring reasonable access to teaching and learning facilities for all faculties, departments, staff, and students, including accommodation of special requirements where reasonably practicable.

5.4 *Accuracy and Reliability*

Timetables shall be developed using accurate and up-to-date information and shall be published within approved timelines to ensure reliability and minimise disruptions to academic activities.

5.5 Transparency and Accountability

Timetabling processes, decisions, and responsibilities shall be clearly defined and communicated to relevant stakeholders to promote accountability, consistency, and effective institutional coordination.

5.6 *Collaboration and Institutional Coordination*

Faculties, departments, academic support units, and administrative offices shall collaborate and provide timely information to facilitate the effective planning, scheduling, and management of academic activities across the University.

5.7 Flexibility and Responsiveness

Timetabling practices shall be sufficiently flexible to accommodate changing academic requirements, emerging institutional needs, technological developments, and unforeseen circumstances while maintaining academic integrity and operational efficiency.

5.8 Continuous Improvement

The University shall regularly monitor, evaluate, and review timetabling processes, facility utilisation, and stakeholder feedback to identify opportunities for improvement and enhance the effectiveness of timetabling practices.

6 POLICY CONTEXT

The NUST Timetabling Policy is implemented within the broader framework of the University's academic, strategic, and operational objectives and supports the effective delivery of teaching, learning, assessment, and related academic activities through the coordinated planning and management of timetables and teaching and learning facilities. The Policy adopts a student-centred approach to timetable planning by promoting access to learning opportunities, minimising scheduling conflicts, supporting academic progression, and accommodating the diverse needs of students across all approved modes of study. It further promotes the equitable allocation and efficient utilisation of institutional resources, including lecture venues, laboratories, workshops, specialised facilities, and academic staff resources, while ensuring that timetabling decisions are informed by academic requirements, enrolment patterns, facility capacities, and institutional priorities.

The University shall utilise approved timetabling technologies and information systems to support accurate scheduling, effective communication, and informed decision-making. Timetables shall be developed, managed, and communicated transparently and in a timely manner to enable effective planning by students, staff, and other stakeholders. The Policy aligns with applicable legislation, institutional policies, academic regulations, strategic objectives, and quality assurance requirements and promotes continuous improvement through the regular monitoring, evaluation, and review of timetabling practices, facility utilisation, stakeholder feedback, and emerging developments within the higher education sector.

7 STRUCTURES GOVERNING THE POLICY

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

8 IMPLEMENTATION

8.1 Roles and Responsibilities

a) Office of the Registrar**:** Oversees policy implementation, ensuring compliance with institutional guidelines and resource allocation.

b) Heads of Departments**:** Provide input on course scheduling, ensuring optimal teaching arrangements while considering student accessibility.

c) ITS Support Team**:** Maintain automated timetabling software, addressing technical issues and integrating student-friendly scheduling solutions.

d) Student Representatives: Act as intermediaries, collecting feedback and advocating for improvements that support student-centered scheduling.

e) Quality Assurance Unit: Monitors effectiveness, ensuring timetables align with NUST's academic standards and student needs.

8.2 Support and Advice

The Timetabling and Space Venue Allocation office is the primary point of contact for support and advice related to the policy.

8.3 Communication

The Timetabling Policy shall be communicated to the NUST community through the NUST Staff Intranet and other approved University communication platforms to ensure accessibility and awareness. The Timetabling Unit shall promote understanding and compliance with the Policy through orientation sessions, workshops, training programmes, user guides, electronic notices, email communications, presentations to relevant stakeholders, and other awareness initiatives. The Unit shall also provide guidance on implementing the Policy and communicate any amendments or updates through the University's official communication channels.

9 COMMENTS

Stakeholders may submit any proposal to improve this policy to the Office of the Registrar.

Any major amendment to this policy, which entails substantial changes to its objectives, is subject to the Council's approval.

10 REVIEW

This policy shall be subject to review every five (5) years or as the need arises



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Timetabling Policy

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