

SECTION C: EDUCATIONAL PARTICULARS:			
Name of School attended			Highest Grade Passed
Candidate Number	Year of Examination	Examination Authority	
<i>Please attach a certified copy of school-leaving results.</i>			

TERTIARY EDUCATIONAL PROFILE

Please ensure that all copies of degree certificates and original full transcripts, or proof of qualification from any other establishment, are enclosed with this application.

Major field of study at University:

List in chronological order colleges and/or universities attended.

Institution and location	Dates of attendance	Degree/Qualification obtained	Year received
Have you ever done research Methodology before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Specify: <input type="text"/>

How would you rate your competence in the areas of Mathematics and Computer Skills using the following rating scale?

- 1) No Experience 2) Some previous experience but out of date 3) Need some refreshing in order to be proficient
 4) Am proficient and do not need refreshing - (Please write the appropriate number in the box)

Algebra	<input type="text"/>
Statistics	<input type="text"/>
PC Skills (i.e. word processing, spreadsheets)	<input type="text"/>

LANGUAGES

First Language				Second Language	
Other languages					
Fluency in English	Fluent <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>		

SECTION D: EDUCATION AND ACTIVITIES PROFILE

Professional and vocational qualifications (non-university)
Membership of professional associations or committees:
What other training and development courses have you attended?
What other accomplishments, experience or skills do you have that you would like to be taken into consideration in support of this application?

SECTION E: EMPLOYMENT PROFILE

Present Employer/Organisation:			
Current Position:			
JOB FUNCTION			
<input type="checkbox"/> Finance	<input type="checkbox"/> Legal	<input type="checkbox"/> Production Management	<input type="checkbox"/> Natural Resource Management
<input type="checkbox"/> Control	<input type="checkbox"/> General Management	<input type="checkbox"/> Systems Analysis	<input type="checkbox"/> Land Management
<input type="checkbox"/> Consulting	<input type="checkbox"/> Marketing	<input type="checkbox"/> Education	<input type="checkbox"/> Ecology
<input type="checkbox"/> Corporate Planning	<input type="checkbox"/> Human Resources Management	<input type="checkbox"/> Agricultural Management	<input type="checkbox"/> Other (Please specify)

INTERNATIONAL EXPOSURE AND WORK EXPERIENCE

Please list international exposure and work experience in terms of:

Activity	Type of Experience	No. of Years

SECTION F: PAYMENT / FINANCE INFORMATION

Please give details of how you propose to pay for the programme and support yourself for the duration of studies:

<input type="checkbox"/> Applying to organisation for sponsorship	<input type="checkbox"/> Own funds
<input type="checkbox"/> Full tuition sponsorship by organisation	<input type="checkbox"/> Partial tuition sponsorship by organisation
<input type="checkbox"/> Bank Loan	<input type="checkbox"/> Other (Please specify)

If employed, have you discussed your attendance on the programme with your employer/organisation and did he/she approve? Yes No

If the above question is yes, has your employer/organisation agreed on the timing and financial requirements for the programme? Yes No

SECTION G: MEDICAL INFORMATION

PON strives to create opportunities for people with disabilities. In many instances we have not yet eliminated all the barriers, it would therefore be helpful for us to know in advance, whether or not you have any special needs so that we can work together to achieve equal access to the programme. Please supply us with the following information.

Do you have a disability? Yes No

Type of disability/chronic illness (e.g. wheelchair/eyes):	
Details of your needs (e.g. Access to and inside buildings etc.):	

SECTION H: MOTIVATION

Note:

- Write each essay on a separate sheet(s) of paper.
- Your essays should be typed (1.5 line spacing) or written legibly.
- Please answer all questions.

1. For Master of International Business applicants (only):

We would like to learn more about you. Please write an essay on each of the following topics.

Topics:

1. Alternative careers considered: Discuss the vocations or profession, which you may have seriously considered.
2. Having chosen to do the programme, what steps have you taken to prepare academically for the programme?
3. Why do you feel a Postgraduate education will help you fulfil your plans for the future?
4. What are your goals in life? Where do your work goals fit into this? How would you like to be remembered?
5. How will you complete the programme and the same time carry on with and successfully manage family/personal commitments over the period? What will be your greatest challenges and how do you plan to cope with them?
6. You will have to work in groups during the programme. What do you think you can offer the group work process? What do you think you need most to work on over the next two years, in terms of helping you to work with others in groups?
7. Please give a candid evaluation of yourself, discussing in order of importance to you the personal characteristics you feel are your strengths and weaknesses.
8. Please describe one or two situations in which you felt you had some final responsibility for decision-making. These situations may be taken from school, business or community life. Describe how the situation developed, your own part in it, the outcome and what you learned from this experience.
9. Why have you chosen to study your particular programme at the Polytechnic of Namibia?

2. For Master of Integrated Land Management applicants (only):

Write a short motivation on how taking this MILM will contribute towards the improvement of general land/environmental/natural resources management in Namibia.

3. For Master of Information Technology applicants (only):

1. Write a proposal to motivate your aims and goals for further studies.
2. Write a report to expose your practical and/or professional IT experience.

SECTION I: WHERE DID YOU HEAR ABOUT THE PROGRAMME?

We would be grateful if you could help us with our marketing by answering this section.

Advertising:		Publication:	
Work:		Whom:	
Direct Mail:		When:	
E-mail		Telephone	
Internet:			
Conference/Course		Which:	
PON publicity presentation:		Where:	
Other:			

DECLARATION AND AGREEMENT

I/We, the undersigned, hereby declare that:

To the best of my/our knowledge and belief the information furnished in this application is true and correct and that if it be found to be false, and misleading in any respect, this application may be invalidated and the applicant's registration terminated; and further agree:

That I/We accept liability for damage to Polytechnic property howsoever caused by the Applicant and indemnify the Polytechnic against any loss or damage howsoever caused in respect of property left at the Polytechnic by the Applicant. I/we also indemnify the Polytechnic against any claim whatsoever for damages howsoever caused or arising which the Applicant may sustain whilst registered as a student at the Polytechnic, acknowledging that the Applicant's participation in any sporting or other activity at the Polytechnic or conveyance of the Applicant in any Polytechnic vehicle, shall be at the Applicant's sole and absolute risk. This indemnity shall be binding on the Applicant's Executors and Heirs:

That I/We acknowledge that a Specified Minimum Deposit is required before or on the date of registration each semester. The balance on the account is then payable monthly as per dates specified in the Prospectus Fees section

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to the Polytechnic by me/us, and further that in the event of such amount being handed over for collection I/we shall pay all legal charges incurred on the attorney and client scale:

That I/We shall pay interest on all overdue fees, and disbursements at the rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made.

That I/We shall abide by all regulations of the Polytechnic – and further that the applicant shall, if accepted, be under the disciplinary control of the Polytechnic as from the date on which he/she takes up residence at the Polytechnic or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the Polytechnic accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date, whichever is the later:

That I/we accept and understand that the Polytechnic keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The Polytechnic shall at all times be entitled to utilise such documents in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me:

That although the Polytechnic does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, the Polytechnic may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the Polytechnic deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the Polytechnic may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the Polytechnic undertaking any legal obligation to do so.

Signature of Applicant

Date

Signature of Guardian

Date

(If applicant is under 21 years of age or a legal minor)

FOR OFFICE USE ONLY

APPLICATION FEE RECEIVED: N\$ _____

RECEIPT NUMBER: _____

DATE RECEIVED

STAMP

Table 1 - Programme Codes

SCHOOL / PROGRAMME	PROGRAMME CODE
SCHOOL OF BUSINESS AND MANAGEMENT	
Intermediate Accounting Honours Programme	23CTAB
Advanced Accounting Honours Programme	23CTAC
Certificate in ICT Policy and Regulation	22PCIT
Executive Development Programme	22CEDP
Management Development Programme	22CMDP
Bachelor of Entrepreneurship (Honours)	22BHEP
Bachelor of Logistics (Honours)	22BCOH
Master of International Business	22MIIB
Master of Science in Leadership and Change Management	22MSLCM
SCHOOL OF COMMUNICATION	
Bachelor of English (Honours)	25BHEN
Bachelor (Honours) in Criminal Justice	25BHCJ
Bachelor of Journalism and Communication Technology (Honours)	25HJCT
SCHOOL OF ENGINEERING	
Bachelor of Architecture (Honours)	59BARH
Master of Transportation Engineering	52MTEN
SCHOOL OF HEALTH AND APPLIED SCIENCES	
Bachelor of Science (Honours) in Applied Mathematics	35BHAM
Bachelor of Science (Honours) in Applied Statistics	35BHAS
SCHOOL OF INFORMATION TECHNOLOGY	
Bachelor of Information Technology (Honours): Business Computing	80BHBC
Bachelor of Information Technology (Honours): Computer Networking	80BHCN
Bachelor of Information Technology (Honours): Software Engineering	80BHSE
Master of Information Technology	80MIFT
SCHOOL OF NATURAL RESOURCES AND TOURISM	
Bachelor of Agriculture Management (Honours)	27BHAM
Master of Integrated Land Management	27MILM

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