



NOTICE OF EXPECTATION TO GRADUATE

NB! Completion of this form is NOT an invitation to the Graduation Ceremony. You will receive a formal invitation to the Graduation Ceremony should you qualify to graduate.

APRIL 2012 GRADUATION

This form is to be completed by students who are expecting to obtain certificate, higher certificate, diploma and degree in APRIL 2012. Students who do not complete the form and return it to the Polytechnic of Namibia may not graduate as expected and will have to wait for another graduation ceremony. The form must be returned/submitted to the Polytechnic **RECEPTION**, Polytechnic Regional Centres or must be mailed to the Office of the Registrar, Private Bag 13388, Windhoek, on or before 20 OCTOBER 2011. Please enquire by 1 MARCH 2012 from your Faculty Officer whether your name is on the graduation list.

School	Programme	Faculty Officer	Telephone #, Fax # and Email address
Information Technology	Information Technology, Business Computing, Software Development, Systems Admin & Networks, Software Engineering PLUS Public Management	Vacant	061-207 2263 061-207 2401/2113
Business and Management	Business Administration, Marketing, Logistics, Entrepreneurship, Master of International Business, Master of Science in Leadership & Change Mgt.	Mrs. Derlien Katunohange	061 – 207 2320 061-207 2401/2113 dkatunohange@polytechnic.edu.na
Communication	Journalism & Communication Technology, Police Science, Criminal Justice, English, Communication PLUS Human Resources Management	Ms. Petsy Neiss	061 – 207 2160 061-207 2401/2113 pneiss@polytechnic.edu.na
Engineering	Civil, Electrical/Power, Electronic & Mechanical Engineering, Vocational Instructor, Architecture PLUS Economics	Mr. Ferrand Van Wyk	061 – 207 2016 061-207 2401/2113 fvanwyk@polytechnic.edu.na
Health and Applied Sciences	Bio-Medical, Environmental Health, Emergency Medical Care, Mathematics and Statistics PLUS Accounting & Finance,	Mr. Mercia Richards	061-2072964 061-2072401/2113 mrichards@polytechnic.edu.na
Natural Resources and Tourism	Agriculture, Hospitality Management, Nature Conservation, Travel & Tourism Management, Land Use Planning, Geomatics, Property Studies, Land Administration, B.Tech: Land Management, Master of Integrated Land Management, Geo-Information Technology, Certificate: Namibia Environmental Education, Certificate: Community-Based Natural Resource Management PLUS Office Management and Technology	Ms. Neriene Hoebes	061 – 2072963 061-207 2401/2113 nhoebes@polytechnic.edu.na

COMPLETE THIS PART: (PLEASE PRINT CLEARLY)

NAMES (exactly as it should appear on certificate and as they appear on your birth certificate or identity document)

STUDENT NUMBER:

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ID Number (if available):

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QUALIFICATION YOU EXPECT TO OBTAIN (E.g: 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 notification to Graduate)