

# PROSPECTUS FOR POSTGRADUATE STUDIES

2011

(**Note:** The final interpretation of all regulations in this *Prospectus for Postgraduate Studies* shall be vested in Council).

## NOTE

The ***Prospectus for Postgraduate Studies*** is valid for 2011 only. Curricula and syllabi may be amended for 2012.

It is obtainable free of charge from:

**The Registrar  
Polytechnic of Namibia  
Private Bag 13388  
Windhoek  
NAMIBIA**

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Although the information contained in this Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions, which may occur. The Polytechnic retains the right to amend regulations or conditions without prior notice.

Due to the rapidly changing external environment that many programmes operate in, and the Polytechnic's desire to remain constantly relevant in its offerings, some programmes may be significantly amended after publication of this Prospectus. Please consult our website for the latest versions of our curricula, syllabi and academic regulations.

The fact that particulars of a specific programme, field of study, subject, or course have been included in this Prospectus does not necessarily mean that such a programme, field of study, subject, or course will be offered in the academic year 2011.

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## RECTOR'S FOREWORD

Walter Bagehot, an English journalist and economist who lived in the 19<sup>th</sup> century, once said, *“the greatest pleasure in life is doing what people say you cannot do.”* That is the true spirit of an explorer. One who dares to venture into un-trodden paths and sail in uncharted waters.

The prevailing global financial/economic predicament is the most serious since the Great Depression of the last century. Stock markets have fallen and remain jittery; large financial institutions been bailed out or taken over by governments, or have simply folded; the increase in the commodity prices has not relented, thus affecting poorer countries' growth more negatively; and even the wealthiest governments have formulate austerity measures to save their economies. This crisis has indeed changed the world forever.

What is Namibia's response to this changed world? Are we going to watch the unfolding events at the sidelines, or are we going to translate them into new opportunities? Often, we're caught up in the daily struggle for survival and routines - obscured by the challenges and difficulties – that we don't realise the many opportunities that lie beyond the moment or the dark cloud of gloom. The Chinese use two brush strokes to write the world “crisis”: one brush stroke symbolises danger, the other opportunity. This is the advice we give to our nation.

Just like an explorer's instinct to preserve and overcome obstacles in his chosen path, the Polytechnic of Namibia has remained resolute in deciphering the hidden opportunities or “treasures” that lie ahead. We say that with a great measure of confidence because the Polytechnic provides a rich teaching and learning environment for our faculty, staff and students, one with many academic pathways and global opportunities. Over the years, we have launched bold and exciting new initiatives which represent fundamental shifts in our educational approach, and the new curriculum model is a case in point. It is a curriculum developed in a multi-cultural environment that speaks to the modern economy, the latter which requires graduates with diverse foundational and advanced knowledge, and specialised skills and ‘world-of-work’ experience. The many national and international partnerships and awards we have earned simply tell a story of the recognition of our success and appreciation.

We offer high-class teaching and learning, research and services across a wide range of disciplines, and develop ‘export-quality’ manpower. It is a well-known fact that our students and graduates are well accepted internationally and have the advantage in the job market – they have bright prospects and are almost always certain of employment.

In short, the Polytechnic is a crucible for understanding and mastering the world man is born into. We look equally curiously at a particle of sand as we do at a particle of gold, because both are unique and must be understood for their value and utility. Our meaning and relevance to the society is reflected in the relevant and wide range of qualifications at under- and post-graduate levels we offer in sought-after disciplines such as Architecture, Business, Communication, Entrepreneurship, Information and Communication Technology, Engineering (including Mining and Transport), Health Sciences, Logistics and Supply Chain Management, Management, Natural Resource Management (including Land Management), and Hospitality and Tourism Management.

The qualifications, research and services are tailored to respond to the specific and evolving needs of business and industry, and are supported by a network of specialised entities such as the Centres for Teaching and Learning, Entrepreneurial Development, Renewable Energy and Energy Efficiency, as well as the Namibian-German Centre for Logistics, the Namibia Business Innovation Centre, and the Harold Pupkewitz Graduate School of Business (HP-GSB).

The new knowledge economy will be managed by knowledge workers – those who are well educated, well skilled and versatile. Our desire is to see our nation under visionary and capable leaders - leaders with imagination and foresight, and who are excellent at the art of strategic thinking. They are the pillars of ‘sustainable innovation.’ I welcome you all warmly to the Polytechnic and trust you to unleash your potential so that you can ‘fly where the eagles fly’.

Faithfully,

**Dr. Tjama Tjivikua**  
**Founding Rector**

## HISTORICAL PERSPECTIVE

Higher education in Namibia started around 1979/80. Prior to this, all students wishing to pursue higher education had to go to South Africa or other countries abroad.

The Polytechnic of Namibia has its roots in the establishment of the Academy for Tertiary Education by Act No. 13 of 1980. Classes in Teacher Training and Secretarial Courses started on 14 January 1980.

Five years later, another Act, number 9 of 1985 was promulgated and the Academy consisting of a university component (the present University of Namibia), a Technikon, and College for Out-of-School Training was established. The Technikon offered a total of 17 diploma and certificate courses in Agriculture and Nature Conservation, Personnel Management, Public Administration, Cost Accounting, Secretarial Training, and Communicative and Legal Training. The College for Out-of-School Training (COST) offered 13 certificate courses in Technical and Commerce/General areas. Some of the courses included pre-tertiary teacher training.

Shortly after independence in 1990 it was resolved that the three components be collapsed into two independent higher education institutions, namely, a university and a polytechnic.

Act No. 18 of 1992 that established the University of Namibia was promulgated and this left the Technikon and COST in some limbo, but they were placed under the auspices of the new university until the promulgation of the Polytechnic Act.

Two years later, with the establishment of the Polytechnic of Namibia by Act No. 33 of 1994, Technikon Namibia and the College for Out-of-School Training (COST) merged to become the Polytechnic of Namibia. The Act provides for the gradual phasing out of vocational training courses and the granting of degrees by the Polytechnic.

The former City Campus (former Academy) became the Polytechnic and its first Rector, Dr. Tjama Tjivikua, was appointed on 4 August 1995, and the first meeting of Council was held on 10 August 1995. This event accelerated and completed the delinkage of the two institutions of higher education in December 1995. The Polytechnic thus became an independent and autonomous institution in January 1996. It held its first graduation ceremony at which the President of the Republic of Namibia, Dr. Sam Nujoma, delivered the keynote address on 18 April 1996.

The Polytechnic's governing structure includes the Council, its supreme policy-making body, the Senate, which is responsible for the academic component of the institution, the Rector, its chief academic and administrative officer, and a Students Representative Council.

Today, the Polytechnic offers 31 Certificates (29 Undergraduate and 2 Postgraduate Certificates), 21 Diplomas, 39 Bachelor degrees, 15 Bachelor Honours degrees and 6 Masters degrees in sixty-seven programmes ranging from Architecture, Business Administration, Communication, Criminal Justice and Entrepreneurship to Engineering (including Mining and Transportation), Geoinformation Technology, Information and Communication Technology, Bio-medical and Environmental Health Sciences, Hospitality and Tourism Management, Logistics and Supply Chain Management and Nature Conservation.

## **MISSION AND VISION**

### **VISION**

To be a premier university of science and technology educating leaders for the new economy.

### **MISSION**

To promote national competitiveness by providing multiple opportunities for excellent education, applied research, innovation and service.

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## CONTACT DETAILS

### Central Administration and Lecturers' Offices

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**Student post to:** Private Bag 13388, Windhoek, NAMIBIA  
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### CENTRE FOR OPEN AND LIFELONG LEARNING

**Postal Address:** Private Bag 13388, Windhoek, NAMIBIA  
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**Tel:** 207 2081/2206  
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**E-mail:** [coll@polytechnic.edu.na](mailto:coll@polytechnic.edu.na)

### TELEPHONE NUMBERS

<b>Polytechnic Switchboard Operator:</b>		2072111
<b>Office of the Rector:</b>	Rector	207 2000/1-3
	Vice-Rector: Administration & Finance	207 2004/5
	Vice-Rector: Academic Affairs & Research	207 2280/1
<b>Office of the Registrar:</b>	Registrar	207 2008/2118
	Deputy Registrar	207 2379/2053
	Examinations Office	207 2027/2412
	Student Enquiries, Registrations, and Records	207 2056
<b>Office of the Bursar:</b>	Bursar	207 2007
<b>Office of the DOS:</b>	Dean of Students	207 2165
	Students Councillor	207 2270
	Cultural Department	207 2070
	Sports Department	207 9111
<b>Students Representative Council</b>		207 2457
<b>Computer Services:</b>	Manager	207 2275
<b>Library</b>	Library, enquiries and loan counter	207 2022
<b>Hostels:</b>		
Men: Shangri-La	Superintendent	207 2132
House Committee		207 2375
Call Office		229413/233130
<b>Ladies: Mon Resa</b>	Superintendent	207 2131
House Committee		207 2127
Call Office		229405/234193/ 233100
<b>Ladies: Höpker</b>		
Superintendent		207 2131
House Committee		207 2130

**NB:** The international code in all numbers is +264-61

## OFFICERS OF THE POLYTECHNIC

### RECTOR

Tjama Tjivikua, B.A. **Cum Laude** (*Lincoln*), M.S. (*Lowell*), Ph.D. (*Pittsburgh*)

### VICE-RECTOR: ACADEMIC AFFAIRS AND RESEARCH

*Vacant*

### VICE-RECTOR: ADMINISTRATION AND FINANCE

Gert Günzel, B.A., S.E.D., Cert (Senior Management Programme) (*Stellenbosch*),  
B.A. (Hons) **Cum Laude** (*Stellenbosch*), M.A. (Hons) **Cum Laude** (*UOFS*), B.Ed.,  
D.Litt. et Phil. (*Unisa*)

### REGISTRAR

Corneels Hermanus Jafta, B.Econ, H.E.D. (*Western Cape*), B.Ed. (*UNAM*), M.Ed.  
(*Canberra*)

### BURSAR

Sadia Brendel, Dip. Admin, B. Admin (*Unam*)

### CHIEF LIBRARIAN

Judy Grobler, B.Bibl. (*UOFS*)

### DEAN OF STUDENTS

Frieda Shimbuli, B.Sc. **Cum Laude** (*Lincoln*), M.Sc. (*St Joseph's University*), Dip.  
Journalism (*Berlin*), Cert. Audio-Visual (*London*)

## MEMBERS OF COUNCIL

1. Mr. Niilo Taapopi - Chairperson
2. Ms. Evelyn Breuer - Vice-Chairperson
3. Dr. Tjama Tjivikua - Rector
3. Dr. Gert Gunzel - Vice-Rector: Administration and Finance
4. *Vacant* - Vice-Rector: Academic Affairs and Research
5. Dr. Louis Burger
6. Mr. Erastus N. Ikela
7. Ms. Meriam Kahitu
8. Ms. Katrina Liswani
9. Mr. Festus Katuna Mbandeka
10. Ms. Florence Zitha Munyungano
11. Ms. Loide Shaanika
12. Mr. Charl-Thom Bayer - Senate Representative to Council
13. Mr. Corneels Jafta - Secretary to Council
14. Mr. Ashwell. W. Forbes - SRC President

## MEMBERS OF SENATE

Dr. Tjama Tjivikua - *Rector and Chairperson*  
Dr. Gert Günzel - *Vice-Rector: Administration and Finance*  
*Vacant* – *Vice-Rector: Academic Affairs and Research*  
Mr. Corneels Jafta - *Registrar*

### Members of Council

Dr Louis Burger – *Council Member*  
Ms Florence Munyungano – *Council Member*

### Deans and Heads of Departments

#### School of Business & Management (SBM)

Mr. Kofi Boamah – *Dean*  
Mr. Paul Maliti - *HOD: Accounting and Finance*  
Mr. Joseph Madhimba – *HOD: Business Management*  
Dr. Cyril Ogbokor - *HOD: Economics*  
Ms. Lydiah Wambui – *HOD: Human Resources Management*  
Ms. Patsy Weimers – *HOD: Office Management and Technology*  
Dr. Andrew Niikondo – *HOD: Public Management*  
Mr. Van Wyk du Plessis - *Director: Accounting and Finance*  
Prof. Claus Kaldeich - *Academic Director: Namibian-German Centre for Logistics*

#### School of Communication (SCCJLS)

Dr. Sarala Krishnamurthy – *Dean*  
Mr. Fred Opali - *HOD: Languages*  
Ms. Tracy Grellmann - *HOD: Communcation*  
Ms. Mariette Hanekom – *HOD: Criminal Justice and Legal Studies*  
Ms. Emily Brown - *HOD: Media Technology*

#### School of Engineering (SOE)

Dr. Zacchaeus Oyedokun - *Dean*  
Dr. Victor Kamara – *HOD: Civil Engineering*  
Mr. Kalaluka Kanyimba - *HOD: Electronics/Power Engineering*  
Mr. Samuel John - *HOD: Mechanical Engineering*  
Mr. Steve van Staden - *HOD: Technical and Vocational Educational Training*  
Dr. Helmut Mischo – *Director: Civil Engineering*  
Mr. Godfrey Dzinonwa - *Dirctor: Mining Engineering*  
Dr. Klaus Mueller - *CIM Expert and Professor of Civil Engineering*  
*Prof. Damas Alfred Mashauri - Professorial Chair of IWRM*

#### School of Health and Applied Sciences

Dr. Sylvester R. Moyo – *Dean*  
Mr. Chris Hikuam – *HOD: Bio-Medical Sciences*  
Ms. Charmaine Jansen - *HOD: Environmental Health Sciences*  
Dr. Immanuel Ajibola - *HOD: Mathematics and Statistics*

#### School of Information Technology (SIT)

Dr. Heike Winschiers – *Dean*  
Mr. Admire Kachepa – *HOD: Basic Computer Studies*  
Mr. Johnson Billawer - *HOD: Business Computing*  
Mr. Peter Gallert - *HOD: Computer Systems and Networks*  
Mr. Jens Fendler - *HOD: Software Engineering*  
Prof. Hippolyte Muyingi - *MTC Endowed Chair in ICT*

**School of Natural Resources and Tourism (SNRT)**

Mr. Lameck Mwewa - *Dean*

Mr. Salomo Mbai - *HOD: Agriculture*

Dr. Joram Ndlovu – *HOD: Hospitality and Tourism Management*

Mr. Charl-Thom Bayer - *HOD: Land Management*

Dr. Willem Jankowitz – *HOD: Nature Conservation*

**Library**

Ms. Judy Grobler – *Chief Librarian*

**SRC**

Mr. Ashwell Forbes - *President*

## ACADEMIC CALENDAR 2011

### CORE DATES

DATE	ACTIVITY
<b><u>JANUARY</u></b>	
1	S New Years Day (Public Holiday)
3	M Institution Re-opens Administrative Staff Resume Duty
17	M Namibian Schools Open (First Term)
18	Tu Academic Staff Resume Office Duties
21	F Last Day for Application for Remark and Recheck: November 2010 Examinations Academic Welcome
23	S HOSTEL & KITCHEN OFFICIALLY OPEN
24	M Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/ Centres (PD&R, QA, CTL) for Review (March Senate)
28	F Registration Ends: Senior Students Submission of Revised Action Plans for 2012 Academic Year COLL Vacation School Ends: Windhoek – Information Administration
31	M Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek - Information Administration
<b><u>FEBRUARY</u></b>	
4	F Registration Ends: First Year Students Agenda Closes: Institutional Research and Publications Committee Meeting COLL Vacation School Ends : Windhoek - Information Administration Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation
5	S NEW STUDENT ORIENTATION BEGINS: ALL FIRST YEAR STUDENTS
7	M NEW STUDENT ORIENTATION: ALL FIRST YEAR STUDENTS Late Registration Begins
8	Tu NEW STUDENT ORIENTATION ENDS: ALL FIRST YEAR STUDENTS
9	W Lectures Begin (First Semester) Official Opening of Academic Year Agendas Close: All Boards of Studies
11	F Late Registration Ends: All Programmes and COLL
13	S MIB (International Trade and Logistics) Contact Sessions Begin (2009/11 Cohort)
17	Th Meeting: Institutional Research and Publications Committee
18	F Polytechnic Management Meeting
21	M Meeting: BOS – Natural Resources and Tourism
22	Tu Meeting: BOS – Communication
23	W Meeting: BOS - Engineering
24	Th Meeting: BOS – Business and Management
25	F SENEX: April Promotion and Graduation Submission to COLL of 1st Tutorial Letter with Assignments for 2011: Second Semester Courses Submission to COLL of New and Revised Study Material for 2011: Second Semester Courses Submission to COLL of All Courses to be Revised/Developed For 2012
28	M Meeting: BOS – Information Technology Last Day For Course/Programme Amendments/Applications For Credit/Cancellations With 100% Credit: All Courses & Programmes 33% of Total Fees Payable: Semester Courses
<b><u>MARCH</u></b>	
1	Tu Meeting: BOS – Health and Applied Sciences
2	W Agenda Closes: Senate
5	S MIB (International Trade & Logistics) Contact Sessions Ends (2009/11 Cohort)
18	F Meeting: Senate
20	S MIB (International Financial Management) Contact Sessions Begin (2009/11 Cohort) MIB Contact Sessions Begin (2010/12)
21	M Namibia Independence Day (Public Holiday)
24	Th CAREER FAIR 2011
25	F CAREER FAIR 2011
26	S MIB Contact End (2010/12 Cohort)
30	W Agenda Closes: Council
31	Th 66% of Total Fees Payable: Semester Courses 26% of Total Fees Payable: Year Courses Last day for application for Retention of Semester Mark (3rd and 4th Opportunity Examinations)

## APRIL

1	F	Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in March)
4	M	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (June Senate)
6	W	Last Day for Submission of Names for Inclusion in the Graduation Booklet : April 2011 – Faculty Officers only – Closing of ITS Cycles for Entry of Marks
9	S	MIB (International Financial Management) Contact Sessions End (2009/11 Cohort)
14	Th	Awards Ceremony
16	S	Graduation Ceremony
17	S	MIB (Entrepreneurial Management) Contact Sessions Begin (2009/11 Cohort)
18	M	Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation
20	W	Agenda Closes: All Boards of Studies
21	Th	Meeting: Council Namibian Schools Close (First Term) Submission to Examinations of Draft Question Papers: June Examination Session
22	F	Good Friday (Public Holiday)
25	M	Easter Monday (Public Holiday)
26	Tu	Mid Semester Break Begins COLL Vacation School Begins
28	Th	Last day for Submission to the Library and the Official Bookseller of the lists of Prescribed Text books for the 2nd Semester, 2011
29	F	Last day for Course Cancellation of Any Nature 100% of Total Fees Payable: Semester Courses 38% of Total Fees Payable: Year Courses Mid Semester Break Ends COLL Vacation School Ends

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## MAY

1	S	Workers Day (Public Holiday)
2	M	Public Holiday
3	Tu	Institutional Holiday
4	W	Cassinga Day (Public Holiday)
5	Th	Lectures Begin: All Schools Meeting: BOS – Communication
6	F	Meeting: BOS – Information Technology
7	S	MIB (Entrepreneurial Management) Contact Sessions End (2009/11 Cohort)
9	M	Meeting: BOS – Business and Management Submission to Examinations of Final, Moderated Question Papers: June Examination Session
10	Tu	Meeting: BOS – Natural Resources & Tourism
11	W	Meeting: BOS – Engineering
12	Th	Meeting: BOS – Health and Applied Sciences Deadline for Submission of Notice of Expectation to Graduate: October 2011 Ceremony
15	S	MIB (Sustainable Development) Contact Sessions Begin (2009/11 Cohort)
16	M	Namibian Schools Open (Second Term) Submission to Examinations of Semester Marks: COLL
18	W	HIV AND AIDS AWARENESS CAMPAIGN
19	Th	HIV AND AIDS AWARENESS CAMPAIGN
20	F	Lectures End: First Semester – All Schools
23	M	Last Day for Submission of Semester Mark: Semester Courses
25	W	Africa Day (Public Holiday)
26	Th	Agendas Close: Senate Information Administration Practical Examinations Begin
28	S	Information Administration Practical Examinations End
30	M	Examinations Begin: June Session – Semester Courses 50% of Total Fees Payable: Year Courses

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## JUNE

2	Tu	Ascension Day (Public Holiday)
4	S	MIB (Sustainable Development) Contact Sessions End (2009/11 Cohort)
10	F	Meeting: Senate
15	W	Agenda Closes: Council
16	Th	Day of the African Child (School Holiday)
18	S	Examinations End: June Session – Semester Courses
19	S	HOSTEL & KITCHEN OFFICIALLY CLOSE
20	M	Last Day for Submission of Final Marks and Result Codes: CASS Courses Mid Year Recess Begins

24	F	Polytechnic Management Meeting Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in June)
26	S	MIB Contact Sessions Begin (2010/12 Cohort)
27	M	Last Day for Submission of Examination Marks: June Session
30	Th	62% of Total Fees Payable: Year Courses  Last Day for Course Cancellations with 50% Credit: Year Courses

## JULY

1	F	SENEX: June Examination Results (am) Release of June Examination Results (pm)
3	S	HOSTEL & KITCHEN OFFICIALLY OPEN
4	M	Registration Begins: Second Semester COLL Vacation School Begins (pm): Windhoek- Information Administration
8	F	Meeting: Council Registration Ends: Second Semester COLL Vacation School Ends: Windhoek - Information Administration
10	S	Mid Year Recess Ends
11	M	Lectures Begin: Second Semester – All Schools
14	Th	Last Day for Application for Remark: June Examinations
15	F	Last Day for Deans/HOD's to Submit Fees Analysis to Finance Submission of Action Plans for 2012 Academic Year MIB Contact Sessions End (2010/12 Cohort)
16	S	MIB Contact Sessions End (2010/12 Cohort)
22	F	Polytechnic Management Meeting
25	M	Academic Promotion of Students Begins
27	W	Agenda Closes: Senate
29	F	33% of Total Fees Payable: Semester Courses 74% of Total Fees Payable: Year Courses Last Day for Course Amendments/Cancellations with 100% Credit: Semester Courses Last Day for Submission to Finance of Budget Estimates and Motivations

## AUGUST

1	M	CULTURAL FESTIVAL BEGINS
3	W	Academic Promotion of Students Ends Agenda closes: Institutional Research & Publication Committee INTERNATIONAL CUISINE DAY
5	F	MR AND MISS POLYTECHNIC CULTURAL FESTIVAL ENDS
8	M	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/Centres (PD&R, QA, CTL) for Review (October Senate)
12	F	Meeting: Senate
18	Th	Meeting: Institutional Research & Publication Committee Last Day for Departments/Centres (PD&R, QA, CTL) to Comment on Draft Programme (Curriculum) Documentation
19	F	Polytechnic Management Meeting Approval of Polytechnic Action Plan for 2012 Academic Year Lectures End Agenda Closes: Council
22	M	Mid Semester Break Begins COLL Vacation School Begins: Windhoek
23	Tu	Agendas Close: All Boards of Studies
24	W	Namibian Schools Close (Second Term)
25	Th	Submission to COLL of 1st Tutorial Letter with Assignments for 2012: First Semester and Year Courses Submission to COLL of New and Revised Study Material for 2012
26	F	Heroes Day (Public Holiday)
27	S	COLL Vacation School Ends: Windhoek
28	S	Mid Semester Break Ends
29	M	Lectures Begin Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in August)
31	W	66% of Total Fees Payable: Semester Courses 86% of Total Fees Payable: Year Courses Last Day for Application for 3rd and 4th Opportunity Examinations

## SEPTEMBER

1	Tu	SENEX: October Promotion and Graduation
2	F	Meeting: Council
5	M	Meeting: BOS – Engineering Namibian Schools Open (Third Term)
6	Tu	Meeting: BOS – Natural Resources and Tourism
7	W	Meeting: BOS – Information Technology
8	Th	Meeting: BOS – Communication Last Day for all Course Cancellations with 50% Credit: Semester Courses
9	F	Meeting: BOS – Health and Applied Sciences
12	M	Meeting: BOS – Business and Management

14	W	Agenda Closes: Senate
15	Th	Last Day for Submission to the Library and the Official Bookseller of the lists of Prescribed Textbooks for the 1st Semester 2012
23	F	Polytechnic Management Meeting
25	S	MIB Contact Sessions Begin (2010/12 Cohort)
29	Th	Mature Age Entry Testing Begins Last Day for Submission of Applications for 2012 Last Day for Course Cancellations of Any Nature 100% of Total Fees Payable: Semester and Year Courses

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## **OCTOBER**

1	S	Mature Age Entry Testing Ends MIB Contact Sessions End (2010/12 Cohort)
3	M	Submission to Examinations of Draft Question Papers & Memoranda: November Examination Session
4	Tu	Last Day for Submission of Names for Inclusion in the Graduation Booklet: October 2011 Ceremony – Faculty Officers only – Closing of ITS Cycles for Entry of Marks
7	F	Meeting: Senate
10	M	Submission to Examinations of Final, Moderated Question Papers & Memoranda: November Examination Session
13	Th	Awards Ceremony
14	F	Last Day for Submission of Semester Marks: COLL Graduation Ceremony
20	Th	Deadline for Submission of Notice of Expectation to Graduate: April 2012 Ceremony
21	F	Lectures End: Second Semester – All Schools Polytechnic Management Meeting Agenda Closes: Council
24	M	Last Day for Submission of Semester Marks: Second Semester Courses Information Administration Practical Examinations Begin Last Day for Submission of NQF Applications to PD&R (all new/revised programmes approved by Senate in October)
28	F	Information Administration Practical Examinations End
31	M	Examinations Begin: November Session Last Day for External Purchase Orders

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## **NOVEMBER**

3	Th	Last day for Processing of Applications of Prospective Students for 2012
4	F	Meeting: Council
7	M	Selection of New Students for 2012 Begins
19	S	Examinations End: November Session
20	S	HOSTEL & KITCHEN OFFICIALLY CLOSE
21	M	Selection of New Students for 2012 Ends
22	T	Last Day for Submission of Final Marks and Result Codes: CASS Courses
25	F	Polytechnic Management Meeting Submissions of Contributions for Annual Report 2011
28	M	Last Day for Submission to Examinations of all Examination Marks Dispatch of Letters of Admission/Rejection Last Day for Internal Purchases from the Stores

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## **DECEMBER**

2	F	Academic Promotion of Students Begins
7	W	Namibian Schools Close (Third Term)
8	Th	Academic Promotion of Students Ends
9	F	SENEX: November Examination Results (am) Release of November Examination Results (pm) End of Academic Activities
10	S	International Human Rights Day (Public Holiday)
22	Th	Institution Closes: 16:30
23	F	Institution Closed
25	S	Christmas Day (Public Holiday)
26	M	Family Day (Public Holiday)
27	Tu	Institution Closed

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## JANUARY 2011

1	S	New Years Day (Public Holiday)
2	M	Public Holiday
3	Tu	Administrative Staff Resume Office Duties
16	M	Namibian Schools Open (First Term)
18	W	Academic Staff Resume Office Duties
19	Th	Last Day for Applications for Remark: November 2011 Examinations Academic Welcome
22	S	HOSTEL AND KITCHEN OFFICIALLY OPEN
23	M	Registration Begins: Senior Students and COLL COLL Vacation School Begins (pm): Windhoek – Information Administration
24	Tu	Last Day for Submission of Draft Programme (Curriculum) Documentation to Relevant Departments/ Centres for Review (PD&R, QA, CTL)
27	F	Registration Ends: Senior Students COLL Vacation School Ends: Windhoek – Information Administration
30	M	Registration Begins: First Year Students COLL Vacation School Begins (pm): Windhoek- Information Administration

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## ACADEMIC YEAR 2011

### SEMESTER DATES

Semester 1	08.02 – 20.05
Mid-semester break	26.04 – 29.04
GOOD FRIDAY	22.04.2011
EASTER MONDAY	25.04.2011
Mid-year Recess	20.06-08.07
Semester 2	11.07 - 21.10
Mid-semester break	22.08 - 25.08

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## PUBLIC HOLIDAYS 2011

DATE	MONTH	DAY	HOLIDAY
01	January	Saturday	New Year's Day
21	March	Monday	Independence Day
22	April	Friday	Good Friday
25	April	Monday	Easter Monday
01	May	Sunday	Workers' Day
02	May	Monday	Public Holiday
03	May	Tuesday	Institutional Holiday
04	May	Wednesday	Cassinga Day
25	May	Wednesday	Africa Day
2	June	Thursday	Ascension Day
26	August	Friday	Heroes' Day
10	December	Saturday	International Human Rights Day
25	December	Sunday	Christmas Day
26	December	Monday	Family Day

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## ACADEMIC YEAR 2012

### SEMESTER DATES

Semester 1	06.02 - 24.05
Mid-semester break	10.04 - 13.04
GOOD FRIDAY	06.04.2012
EASTER MONDAY	09.04.2012
Mid-year Recess	18.06 – 06.07
Semester 2	16.07-26.10
Mid-semester break	28.08- 31.08

## MEETINGS

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### BOARDS OF STUDIES

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SCHOOL/MONTH	FEB/MAR	MAY	SEPTEMBER
Natural Resources and Tourism	21.02	10.05	06.09
Communication	22.02	05.05	08.09
Engineering	23.02	11.05	05.09
Business and Management	24.02	09.05	12.09
Information Technology	28.02	06.05	07.09
Health and Applied Sciences	01.03	12.05	09.09

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### SENATE

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March	June	August	October
18 (Friday)	10 (Friday)	12 (Friday)	07 (Friday)

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### SENEX (EXAMINATIONS)

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July	December
01 (Friday)	09 (Friday)

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### SENEX (PROMOTION AND GRADUATION)

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February	September
25 (Friday)	01 (Thursday)

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### COUNCIL

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April	July	September	November
21 (Thursday)	08 (Friday)	02 (Friday)	04 (Friday)

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### INSTITUTIONAL RESEARCH AND PUBLICATION COMMITTEE

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February	August
17 (Thursday)	18 (Thursday)

# CURRICULUM FRAMEWORK AND QUALIFICATIONS

## CURRICULUM FRAMEWORK

### INTRODUCTION

The curriculum framework of the Polytechnic of Namibia (PON) was approved by Senate in October 2009 and implementation commenced in January 2010. The curriculum framework document was developed in the context of the institution's vision, mission and values and brings together all aspects of the Polytechnic's intentions and expectations in terms of programme attributes and development imperatives, teaching and learning and assessment, and provides a coherent guiding document within which these attributes are to be achieved and these activities are to be carried out. The provisions of the curriculum framework apply to the development, teaching and assessment of all programmes leading to qualifications at the Polytechnic and facilitate, amongst others, the alignment of qualifications to the National Qualifications Framework (NQF).

### POLYTECHNIC GRADUATE OUTCOMES

The Polytechnic of Namibia expects all its graduates to possess, at the level appropriate to the qualification being awarded, the following graduate attributes:

- Technical and/or professional and/or subject knowledge and the application thereof for the purpose of furthering a career or engaging in economic activity in the field of expertise or cognate area of learning of the relevant qualification.
- Critical thinking.
- Problem solving.
- Good Communication Skills in English and another language if required.
- Culturally sensitive global and responsible citizenship.
- Engaged community membership.

### POLYTECHNIC CURRICULUM MODEL

The Polytechnic Curriculum Model (illustrated in Figure 1 below) is primarily aimed at guiding undergraduate programmes and is based on the following principles:

- Design of a programme of learning that will facilitate delivery of the Polytechnic graduate outcomes, meaning that generic competencies are built into the curriculum.
- Articulation between qualifications, meaning that credit may be transferred more easily between qualifications within a School and even between Schools. This is to be achieved by starting students in programmes in the same cognate area from a common base, and gradually specialising at the higher levels.
- Increasing complexity of learning moving from foundational learning to application and specialisation at the higher levels, meaning that a more-or-less even spread of credits must be achieved in a programme covering more than one NQF level.
- Professional or career focus, meaning that work-integrated learning is an integral part of any curriculum and that specific career-focused competencies must be delivered.

The Curriculum Model includes the following types of learning:

#### **Basic Studies (maximum 72 credits)**

Basic Studies are courses designed to provide the incoming student with basic and foundational (subject) competencies (knowledge) underpinning learning in a higher education institution in general and in the specific cognate area of the programme of learning. In total, Basic Studies should not exceed 72 credit points, but may include required learning that is not credit-bearing.

***Institutional Core requirements (maximum 36 credits)***

Polytechnic core requirements that should form part of all qualifications are courses delivering competencies in the following areas:

- Computer User Skills
- English Communication
- Information Competence
- Basic Mathematics
- Basic Science
- Contemporary Issues

The table, below, summarises essential information regarding institutional core courses which will be implemented effective from January 2011:

<b>Course Code</b>	<b>Course Title</b>	<b>Semester(s) Offered</b>	<b>NQF Level</b>	<b>NQF Credits</b>
CUS411S	Computer User Skills (CUS)	1 and 2	4	10
LIP411S	Language in Practice (LP)	1 and 2	4	Non-Credit Bearing (NCB)
ICT521S	Information Competence	2 or higher <i>(following CUS in the curriculum)</i>	5	10
BMS411S	Basic Mathematics	1 and 2	4	12
BSC410S	Basic Science	1 and 2	4	8
CIS610S	Contemporary Issues	5 or 6 <i>(of all new/revised undergraduate programmes)</i>	6	12

Learners entering with good competencies in some of the above courses may be exempted from these courses in accordance with standards and criteria decided by Senate from time to time. Some of these institutional core courses, such as Basic Mathematics and Basic Science, may be subsumed by the core courses of a programme.

***Exemption from Institutional Core Courses***

Candidates may be considered for exemption, in accordance with Senate's resolution, from the following institutional core courses based on their Grade12/NSSC Grades in relevant subjects:

<b>INSTITUTIONAL CORE COURSE</b>	<b>SCHOOL SUBJECT(S)</b>	<b>GRADE</b>
Basic Mathematics	Mathematics	Minimum B (Ordinary Level) or 4 (Higher Level)
Basic Science	Biology and Physical Science	Minimum B (Ordinary Level) or 4 (Higher Level)
Computer User Skills	Computer Studies	Minimum B (Ordinary Level) or 4 (Higher Level)

Language in Practice	English Language	Minimum B (Ordinary Level) or 4 (Higher Level)
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***School Core (approximately 18 credits)***

School core courses are those courses that lay the foundation in the cognate area of the programme. These are selected by each School as appropriate.

***Electives (approximately 18 credits)***

Elective courses that form part of Basic Studies are courses designed to broaden the experience of the student and to ensure that graduates are well-rounded and possessed of a broad worldview. These courses may include such courses as Sociology, Psychology, Economics, Law, and so forth. Schools must choose these electives with care to ensure that students do achieve the broadening as expected.

**Professional Studies (minimum 180 credits)**

Professional Studies form the core of the cognate area (subject/profession/career) of the specific programme. These courses form the mainstay of the programme and should be designed to ensure basic competence of the graduate in the specific cognate area, including specific technological competence.

**Specialisation (minimum 72 credits)**

Specialisation courses are designed to add value to the professional studies and to provide deepening of competence in a specific subject area or area of professional or technical practice. These are programme specific and may be offered in the form of electives.

**Work Integrated Learning (minimum 36 credits)**

Work-integrated learning is the opportunity afforded to students to practice, in a real work situation, what they have learnt in the programme. Work-integrated learning is an important part of the process of achieving competence. Schools must make provision for work-integrated learning to take place at a stage of the programme when learners have gained sufficient knowledge to make their practical learning valuable to themselves and the workplace. Although it is preferable that students are placed in a real work situation for fulfilment of this requirement, it may also be met by simulated work integrated learning.

**Research/Creative Work/Professional Project (minimum 30 credits)**

Creative work/Research output/Professional Project work is a requirement at Level 8 of the Professional Bachelor and the Integrated Bachelor Honours (480 credits) degree.

## POLYTECHNIC QUALIFICATION TYPES

### **Certificates and Diplomas at NQF Level 4-8 including Postgraduate Certificates and Diplomas**

Polytechnic Certificates and Diplomas are qualifications issued at any level from 4 - 8. The purpose of these qualifications is to fulfil particular needs in society and industry.

Polytechnic Certificates consist of a minimum of 60 credits.

Polytechnic Diplomas consist of a minimum of 120 credits.

The NQF Level of the Certificate/Diploma will always be communicated in the description and title of the qualification and in the transcript, with those at Level 8 being designated 'Postgraduate'.

### **The Bachelor (Level 7)**

The Polytechnic Bachelor degree at Level 7 consists of a minimum of 360 credits. The Bachelor degree will consist of the following types of learning as per the Polytechnic Curriculum Model:

- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the School.
  - Electives (18 credits) representing broadening of the learner's experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.
- **Professional and/or Technical Studies** forming the basis of the career/professional roles to be carried out by the graduate (approximately 180 credits).
- **Work-integrated Learning** (approximately 36 credits) representing the opportunity for practice of learned competencies in a real workplace situation.
- **Specialisation** (approximately 72 credits) representing deepening of knowledge and competence in a specific area of specialisation in the subject knowledge and/or professional practice.

The Bachelor degree may include the credits for a National Certificate and/or a National Diploma.

The credits for the Bachelor degree are spread more or less evenly over levels 5, 6 and 7 of the NQF to ensure progression of complexity of learning and the building and deepening of knowledge in one or two major subject areas or areas of professional/technical practice.

The Polytechnic of Namibia restricts the use of the qualification title 'Bachelor of Science' to those Bachelor degrees of which the professional or technical studies comprises at least 50 % of studies in the Natural Sciences. All other Bachelor degrees may use the appropriate professional/technical designation.

The curriculum for the Bachelor degree in each School or common area of study is designed in such a way that there is great opportunity for credit transfer at Levels 4 and 5 between qualifications in the same School and also across Schools in the institution.

### **The Professional Bachelor (Level 8)**

The Professional Bachelor degree at Level 8 is designed to fulfil the educational requirements for registration as a professional in any of the fields controlled by national regulated professional bodies. The outcomes of the Professional Bachelor will meet both the requirements of the NQF and that of the profession or occupation concerned, should these be different.

The Professional Bachelor consists of a minimum of 480 credits and must meet the professional registration requirements of the appropriate professional body. A minimum of 120 credits must be at Level 8. In addition to the requirements of the professional body, if not subsumed by such requirements, the professional Bachelor shall include the following essential elements of the Polytechnic Curriculum Model:

- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the School.
  - Electives (18 credits) representing broadening of the learner's experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.

### **Integrated Bachelor Honours 480 credits**

The integrated Bachelor Honours degree of minimum 480 credits culminating at Level 8 is an initial higher education degree designed to meet the outcomes and requirements of those careers and fields where a level of training beyond that of Bachelor is required, but such field or career is not regulated by a nationally recognised professional body. The Polytechnic Bachelor Honours consists of a minimum of 480 credits. A minimum of 120 of these credits must be at Level 8, of which a minimum of 30 credits must be for research output.

The Integrated Bachelor Honours shall include the following essential elements of the Polytechnic Curriculum Model:

- **Basic Studies** (approximately 72 credits) comprising:
  - Institutional Core (36 credits) representing basic subject knowledge and skills in Mathematics, Science, Communication, Information and Technological Competence, and Contemporary Issues.
  - School/Faculty Core (18 credits) representing basic knowledge in the subject areas underpinning applied studies and research in the programmes conducted in the School.
  - Electives (18 credits) representing broadening of the learner's experience and competence. These electives are to be taken from basic courses offered outside the School/Faculty.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.

### **Bachelor Honours (Postgraduate) 120 credits**

The Bachelor Honours (Postgraduate) is an initial postgraduate specialisation degree that links the undergraduate Bachelor degree (Level 7) with studies at Level 9. The Bachelor Honours (PG) consists of a minimum of 120 credits, of which at least 30 credits must be for research

output. The Bachelor Honours (Postgraduate) degree builds on the outcomes of a Bachelor degree in the same subject area or career-focused cognate area of learning.

The degree will, under normal circumstances, provide access to further study at Master Level or any other appropriate qualification at level 9.

### **Master**

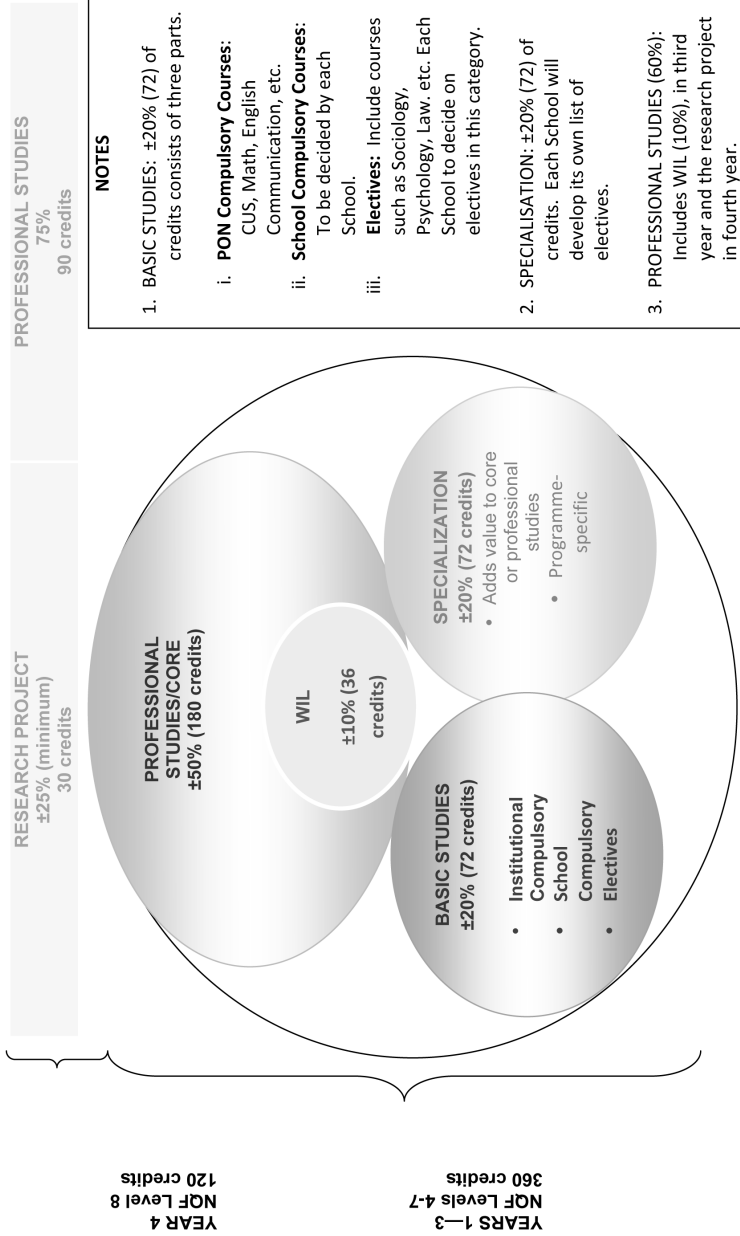
The Polytechnic Master degree is a postgraduate degree at Level 9, consisting of a minimum of 240 credits, all of which must be at Level 9. The requirements for the Master degree can be completed by thesis only, by thesis and coursework combined or by mini-thesis and coursework combined. In the case of a Masters degree combining coursework with a thesis or mini-thesis, the contribution of research output must constitute at least 80 of the eligible credits.

The Master degree will, under normal circumstances, provide access to further studies at Doctoral level or any other qualification at Level 10.

### **Doctorate**

The Polytechnic Doctoral degree is a postgraduate degree at Level 10, consisting of a minimum of 360 credits, all of which must be at level 10.

**FIGURE 1: POLYTECHNIC CURRICULUM MODEL**  
**4-YEAR PROFESSIONAL DEGREE OR INTEGRATED BACHELOR HONOURS DEGREE**  
**[480 CREDITS - NQF Level 8]**



**YEAR 4**  
 NQF Level 8  
 120 credits

**YEARS 1-3**  
 NQF Levels 4-7  
 360 credits

1. Bachelor of Science: ±50% (180 credits) of core in Natural Sciences.
2. Common first year in all Schools.
3. A maximum of 40 credits at Level 4.
4. The research project or mini-thesis to constitute a minimum of 25% (30) of the credits in the fourth year.

## QUALIFICATIONS

The following certificates, diplomas and degrees are offered by the Polytechnic of Namibia:

### QUALIFICATIONS REGISTERED ON NATIONAL QUALIFICATIONS FRAMEWORK (NQF)

#### Undergraduate

Certificate in Criminal Justice	132 credits	Level 5	25CCJT
Bachelor of Criminal Justice (Policing)	375 credits	Level 7	25BACJ
Bachelor of Science in Applied Maths and Stats	455 credits	Level 7	35BAMS
	(Accounting option)		
	461 credits		
	(Economics option)		

#### Postgraduate

Bachelor of Criminal Justice Honours	137 credits	Level 8	25BHCJ
Bachelor of Science Honours in Applied Maths	150 credits	Level 8	35BHAM
Bachelor of Science Honours in Applied Stats	150 credits	Level 8	35BHAS

### QUALIFICATIONS ALIGNED WITH NQF (REGISTRATION PENDING)

#### Undergraduate

Certificate in Public Management	1 year	24BPMA
Certificate in Transport Management	1 year	05CTRM
Diploma in Human Resources Management	2 years	06DHRM
Diploma in Transport Management	2 years	06DTRM
Bachelor of Public Management	3 years	24BPMA
Bachelor of Human Resources Management	3 years	07BHRM
Bachelor of Transport Management	3 years	07BTRM
Bachelor of Logistics and Supply Chain Management	3 years	07BLSM
Bachelor of Entrepreneurship Honours	4 years	22BHEP
Bachelor of English	3 years	25BAEN
Bachelor of Communication	3 years	25BACO
Bachelor of Criminal Justice (Correctional Management)	3 years	25BCSM
Bachelor of Journalism & Communication Technology	3 years	25BJCT
Bachelor of Engineering: Civil	4.5 years	35BECV
Bachelor of Engineering: Mining	4.5 years	35BEMI
Bachelor of Engineering: Electronics & Telecommunications	4.5 years	35BEET
Bachelor of Engineering: Electrical Power	4.5 years	35BEEP
Bachelor of Engineering: Mechanical	4.5 years	35BEME
Bachelor of Architecture	3 years	59BHAR
Bachelor of Biomedical Sciences	4 years	50BBMS
Bachelor of Environmental Health Sciences	4 years	50BEHS
Diploma in Information Technology	1 year	80NDIT
Bachelor of Information Technology: Business Computing	3 years	80BSBC
Bachelor of Information Technology: Software Development	3 years	80BSSD
Bachelor of Information Technology: Systems Admin & Networks	3 years	80BSAN
Certificate in Land Administration	1 year	27CLAD
Certificate in Land Surveying	1 year	27CLAS
Diploma in Agricultural Management	2.5 years	27DAGR
Diploma in Property Studies	3 years	27DPRS
Diploma in Land Administration	2.5 years	27DLAD
Diploma in Geomatics	3 years	27DGEM
Diploma in Geoinformation Technology	2 years	06DGIT

Bachelor of Agricultural Management	3.5 years	27BAGR
Bachelor of Property Studies Honours	4 years	27BPRS
Bachelor of Land Administration	3 years	27BLAD
Bachelor of Science in Geomatics	3 years	27BSGE
Bachelor of Geoinformation Technology	3 years	07BGIT

### **Postgraduate**

Bachelor of Human Resources Management Honours	1 year	08HRMH
Bachelor of Public Management Honours	1 year	24BHPM
Bachelor of Logistics Honours	1 year	22BCOH
Master of International Business	2 years	22MIIB
Master of Science in Leadership and Change Management	1.5 years	22MSLC
Post Graduate Executive Cert. in ICT Policy and Regulation	1 year	22PCIT
Bachelor of English Honours	1 year	25BHEN
Bachelor of Journalism and Communication Technology Honours	1 year	25HJCT
Bachelor of Architecture Honours	1 year	59BHAR
Master of Transportation Engineering	2 years	52MTEN
Bachelor of Information Technology Honours: Business Computing	1 year	80BHBC
Bachelor of Information Technology Honours: Software Engineering	1 year	80BHSE
Bachelor of Information Technology Honours: Computer Networks	1 year	80BHCN
Post Graduate Cert.: Business Computing (Information Systems Audit)	1 year	08PGBC
Master of Information Technology	2 years	80MIFT
Bachelor of Agricultural Management Honours	1 year	27BHAM
Master of Integrated Land Management	2 years	27MILM

### **PRE-NQF QUALIFICATIONS (TO BE ALIGNED)**

#### **Undergraduate**

National Certificate in Accounting and Finance	1 year	23BACF
National Certificate in Business Studies	1 year	21CBUS
National Certificate in Office Management & Technology	1 year	25COMT
National Diploma in Accounting and Finance	3 years	23BACF
National Diploma in Marketing	3 years	21DMRK
National Diploma in Business Administration	3 years	21DBAD
National Diploma in Office Management & Technology	3 years	25DOMT
Bachelor of Technology in Accounting and Finance	4 years	23BACF
Bachelor of Technology in Economics	4 years	23BECO
Bachelor of Business Administration	4 years	21BBAD
Bachelor of Marketing	4 years	21BMRK
Bachelor of Office Management & Technology	4 years	25BOMT
National Certificate in Engineering (Civil and Project Management)	1.5 years	35DCPM
National Certificate in Power Engineering	2 years	35BPEN
National Certificate in Electronic Engineering	2 years	35BELL
National Certificate in Mechanical Engineering	2 years	35BMEC
National Higher Certificate in Engineering (Civil and Project Man)	2 years	35DCPM
National Higher Certificate in Power Engineering	2.5 years	35BPEN
National Higher Certificate in Electronic Engineering	2.5 years	35BELL
National Higher Certificate in Mechanical Engineering	2.5 years	35BMEC
National Higher Certificate (Vocational Instructor)	2 years	35HPVT
National Diploma in Engineering (Civil and Project Management)	3 years	35DCPM
National Diploma in Power Engineering	3 years	35BPEN
National Diploma in Electronic Engineering	3 years	35BELL
National Diploma in Mechanical Engineering	3 years	35BMEC
National Diploma (Vocational Instructor)	3 years	35DPVT

Bachelor of Technology in Civil Engineering (Urban)	2 years	35BCUR
Bachelor of Technology in Civil Engineering (Water)	2 years	35BCWT
Bachelor of Technology in Electronic Engineering	2 years	35BELL
Bachelor of Technology in Mechanical Engineering	2 years	35BMEC
Bachelor of Technology in Power Engineering	2 years	35BPEN
National Higher Certificate in Emergency Medical Care	2 years	55CEMC
Certificate in Community-Based Natural Resource Management	1 year	27CNRM
Certificate in Namibian Environmental Education	1 year	27NEEC
National Technical Certificate in Food and Beverage Operations	1 year	27CFBO
National Technical Certificate in Rooms Division Operations	1 year	27CRDO
National Certificate in Food and Beverage Operations	1 year	27CFBO
National Certificate in Rooms Division Operations	1 year	27CRDO
National Certificate in Travel and Tourism Operations	1 year	27CTTO
National Certificate in Land Use Planning	1 year	27CLUP
National Certificate in Nature Conservation (Techniques)	1 year	27CNAT
National Diploma in Hotel Management	3 years	27DHMN
National Diploma in Travel and Tourism Management	3 years	27DTTM
National Diploma in Natural Resource Management (Nature Conservation)	3 years	27DNAT
National Diploma in Land Use Planning	3 years	27DLUP
Bachelor of Hospitality Management	4 years	27BHMN
Bachelor of Travel and Tourism Management	4 years	27BTTM
Bachelor of Technology in Land Management	1 year	27BLMN
Bachelor of Technology in Nature Conservation	1 year	27BNAT

### **Postgraduate**

Master of Integrated Water Resources Management: Module: Water for People (SADC-Cooperation)	6 months	35MWRM
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### **OUTSIDE PROGRAMMES ACCREDITED BY THE POLYTECHNIC**

- Certificate (Sea Fisheries Observer)
- Certificate (Sea Fisheries Inspector)
- Certificate (Junior Hospitality Skills)

### **EXTRA-CURRICULAR COURSES**

- Hospitality Skills Courses
- Resort Operations Courses
- Computer Training Courses
- Language Courses

### **CENTRE FOR ENTREPRENEURIAL DEVELOPMENT**

- Certificate in Business Process Management (CATS)
- Certificate in Events Management
- Short Courses

### **ACCREDITATION OF THE POLYTECHNIC QUALIFICATIONS**

The Polytechnic of Namibia is established by a law of the Republic of Namibia to deliver higher education programmes leading to qualifications at all tertiary levels. As such, its qualifications are nationally and internationally recognised.

However, to ensure international comparability and quality of its programmes, the Polytechnic has, since 1999, been evaluated by South African higher education accreditation bodies. Currently the Higher Education Quality Committee (HEQC) of the Council for Higher Education in South Africa is the body that evaluates and accredits its qualifications.

The Master of International Business is accredited by the Foundation for International Business Administration Accreditation.

## GENERAL INFORMATION

### G11 APPLICATION FOR ADMISSION

All prospective full-time, part-time, and distance education students must apply for admission to the Polytechnic of Namibia on the prescribed form. Application forms are available on request from the Office of the Registrar and on the website. All applications have to be accompanied by the relevant fees. The closing date for all applications is the last working day in September preceding the year in which admission is sought. Applicants will be notified as soon as possible after the closing date whether their applications for admission have been successful or not.

International students are subjected to a medical examination for admission to the Polytechnic.

Mature age applicants are required to sit for a series of tests shortly after the closing date for applications.

No late applications are accepted for mature age entry.

### G12 ADMISSION CRITERIA

The pre-NQF Bachelor degree is a four-year integrated programme with exit points at two or more of the following levels:

- National Certificate;
- National Higher Certificate;
- National Diploma;
- Bachelor.

#### G12.1 General Admission Requirements

In addition to the normal admission criteria for enrolment, the Polytechnic of Namibia reserves the right to restrict the number of students being admitted to a particular programme by means of selection. Candidates may generally be admitted to the Polytechnic for instruction and training subject to such specific departmental requirements as determined by Senate for admission to a specific programme on the following conditions:

Candidates must have passed at least 5 subjects (not necessarily during the same examination session), including English Language, with an E symbol or better on the NSSC Ordinary level and have obtained a total score of at least 25 points on the Evaluation Scale. Where candidates offer more than five (5) subjects the best five (5), including English Language, will be counted,

**OR**

Candidates must have obtained any other school leaving certificate from other examination authorities that can be regarded as equivalent to the prescribed qualifications and obtain a total score of at least 25 points on the Evaluation Scale based on the best five (5) subjects, including English Language.

#### Final Selection for a Programme

Final selection for a programme will take place based on the real examination results of all qualifying candidates for that programme. All qualifying candidates will report on campus on a date as determined by the Registrar and will participate in such specific selection processes as may be determined by the Department concerned.

A qualifying candidate is a candidate who has properly submitted an application for studies; who has met the general admission requirements; and who has met the specific admission requirements of a programme.

The final selection process will generally not be applicable to students who wish to study on the distance education mode, but may be so applied in exceptional cases. Notice of such final selection process for such distance education programmes will be given separately.

#### **G12.2 Mature Age Entry Scheme**

Applicants who do not meet normal admission requirements, but have at least a Junior Certificate or equivalent qualification, may, in the spirit of lifelong learning and redress of past disadvantage, apply for admission through the mature age entry scheme.

Applicants under the mature age entry scheme should:

- (a) Have reached the age of 23 years on or before 1 January of the academic year for which admission is sought.
- (b) Normally have completed their full-time school or college education at least three years before the academic year for which admission is sought.
- (c) Have at least three years work experience.

Selection for mature age entry will be by means of appropriate written entrance tests, three years work experience, satisfactory references, and passing of the Polytechnic language proficiency test in English at a level which enables them to commence programmes of study as approved by Senate.

#### **G12.3 General criteria**

The highest qualification of a candidate will serve as a basis for evaluation for admission.

Students who cannot provide substantial proof of admission qualifications, may be allowed to continue with their studies based on outstanding academic performance, subject to the approval of Senate.

#### **G12.4 Admission to the Fourth Year (Bachelor) Level of pre-NQF Programmes:**

Admission into the fourth year level of the programme is by way of one of the following paths:

- i. Current and continuing students may enrol for courses on the fourth year level before having completed all requirements for the award of the National Diploma, provided that all pre-requisites for such courses are met and that the progression rules of a particular programme are satisfied.
- ii. Applicants from outside the Polytechnic or those who are not current students, must be in possession of a recognised National Diploma, or its equivalent as determined by Senate, provided that Senate may require such applicants to do additional study before allowing them to enrol for the Bachelor level.
- iii. Students transferring from another university of technology and other recognised institutions during their study period would be dealt with as 'continuing' students.

#### **G12.5 Admission with Advanced Standing**

The Registrar may, upon recommendation of the Dean and Head of Department, grant admission with advanced standing i.e. admit applicants with credits or

completed qualifications from other accredited institutions of higher learning to higher study levels within a programme.

Granting such advanced standing shall not involve an evaluation of the credits on a course-by-course basis as provided for by Rule AC2, but shall rather be considered on the volume of **relevant** credits presented and the attainment of core competencies (learnings) within the curriculum of the programme. Admission with advanced standing shall be considered under the following conditions:

- (a) In the case of credits being presented, such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for. If such credits do not have the sufficient volume, i.e they do not make up the equivalent of one study period, the applicant should be advised to apply for course-by-course credits under Rule AC2.
- (b) In the case of credits being presented, such credits must not be older than eight years and must be presented in an official original academic transcript from the institution concerned. Exceptions to the 8-year limitation may only be decided upon by Senate.
- (c) In the case of completed qualifications being presented, such application must be accompanied by a detailed original academic transcript issued by the certifying institution.
- (d) The volume of advanced standing granted shall not exceed 50 % of the credit requirements for a degree, except in such cases where a National Diploma is considered appropriate for enrolment in the fourth-year level of a degree, in which case such application shall not be considered under this rule, but rather under rule GI2.4.

Applicants wishing to be considered for advanced standing must apply on the prescribed form and must pay the prescribed, non-refundable fee. Applications for advanced standing must be made together with the application for admission.

#### **GI2.6 Application for Resumption of Studies**

Students who have gained credits towards completing their qualification, but who have interrupted their studies for a semester or longer, must apply for resumption of studies by completing the prescribed form, before they will be allowed to re-register. The provision that allows students to apply for resumption of studies will last for three years from the last date that the student was registered. Should the student fail to resume studies within this three-year period, s/he must apply for admission to the programme again.

#### **GI3 REGISTRATION AS A STUDENT**

Registration commences at the beginning of each semester after selection has been completed and the compilation of the course controlled.

##### **GI3.1 General Regulations**

Students shall, **annually** prior to the commencement of their studies, enrol as students of the Polytechnic of Namibia by completing the registration form in full, thereby binding themselves to the rules of the Polytechnic of Namibia and undertaking to pay the prescribed fees. In the event of semesterised programmes, students may be required to enrol for every semester.

Students are **provisionally** registered until they submit the original certificates serving as requirements for admission to a particular programme. Such certificates

must be submitted on or before **31 May** in the year of first registration as a student, unless the Registrar allows extension of time.

Students have to provide the Registrar with a postal and residential address as well as an address for the receipt of accounts. Any change in these addresses must be submitted to the Registrar **without delay** but not later than 7 days after such a **change**. Official correspondence/financial statements sent to the address thus provided by the students will be deemed to have been received by them.

Senate may annually determine the closing date for enrolment, provided that Senate may consent to late registration on payment of a late registration fee.

No student shall be admitted as a candidate for more than one degree, diploma, or certificate at the same time without the special permission of Senate.

Council may, after consultation with Senate, restrict the number of persons who may be permitted to register for a particular programme, in which event Senate may, from amongst the persons qualified to register for such a programme, select those who will be permitted to register.

**Note:** *Documents to be submitted on first registration*

*On first registration the original of the qualification serving as admission qualification must be submitted together with an original identity document or birth certificate and official proof of a change of name, where applicable, plus such other documents as specified for a specific programme.*

**G13.1.1 Requirement for Consistency of Offering Types (Qualification and Course Level)**

Students are allowed to combine offering types at the course level, i.e. enrol for courses on a combination of full-time, part-time and distance education modes. However, the offering type on which the qualification is enrolled will be strictly determined by the offering type on which the majority of courses is enrolled. In other words, a student will be registered for the full-time offering type on the qualification level only if the majority of the courses are also enrolled on the full-time offering type.

**G13.1.2 Obligation to pay for Study Material when changing from Distance Education or e-Learning to Face-to-face Mode of Study**

Students who enrolled for (a) course(s) on the Distance Education or e-Learning mode and then change to a face-to-face mode will be charged a fee for the study material issued to them. No study material will be accepted as returns.

**G13.2 Registration for non-credit purposes (NCP)**

A student who does not wish to register for a degree, diploma, or certificate, but is only interested in (a) particular course(s) may register for non-credit purposes (NCP) if he/she meets the relevant admission requirements for such course(s).

Courses, half-courses, modules, or papers followed for NCP are subject to the same financial conditions and other administrative stipulations as those applicable to students following these for degree, diploma or certificate purposes.

Courses, half-courses, modules or papers in which a student has passed for NCP will not necessarily be recognised as credits for a future degree or diploma.

The granting of such credit may be considered only if the student has **qualified for admission to study** for the relevant programme on or before **April 30** of the academic year in which he/she has passed the NCP courses or modules.

### **G13.3 Registration as a guest student**

Any person who does not want to follow an approved degree or diploma programme, but wants instead to attend lectures in one or more courses may be admitted as a guest student, if he/she:

- completes the prescribed application form
- obtains the written permission from the relevant Dean to attend the lecture(s)
- registers as **guest student** (including payment of the prescribed fees) and
- submits such proof of registration to the relevant lecturer(s)

A guest student is **not entitled** to formal evaluation and certification, i.e., he/she will write no tests or examinations and receive no credit for attending lectures in (a) specific course(s). A guest student is **not entitled** to any rights/privileges to which bona fide students are entitled. All uncertainties regarding this matter must be taken up with the Registrar.

### **G13.4 Registration dates**

Student registration will take place in accordance with the registration dates as contained in the **Calendar**. The registration programme is also announced in the media and prospective students must make sure of the dates, times and venues of registration. Students must abide by the registration programme and relevant deadlines.

### **G13.5 Late registration**

A late registration fee is levied on students who register during or after the period of late registration provided for in the **Calendar**.

### **G13.6 Student cards**

The Polytechnic issues a student card to each student on which the student's registration number and photo appear.

Lost student cards are only replaced after submission of an official receipt for the prescribed replacement fee.

Students are required to carry their student cards on their person at all times and may be asked to show such student card by any authorised staff member of the Polytechnic or its contractors. Students may be denied access to buildings, classrooms and/or services should they be unable to show a valid student card on demand.

### **G13.7 Change of address**

A student must immediately notify the Registrar of any change of address on the prescribed form.

## **G14 ISSUING OF DOCUMENTS**

### **G14.1 Academic records and certificates**

Upon graduation each candidate will be issued a free copy of an academic record and a degree or diploma certificate. Subsequent to graduation, academic records will be reprinted at a fee. A past student wishing to obtain a copy of her/his academic record shall apply for it on the prescribed form, pay the prescribed fee and produce the receipt to the Student Records Department before the document will be issued to her/him.

A student currently registered at the Polytechnic wishing to obtain a copy of her/his academic record shall also apply on the prescribed form, pay the relevant fee and produce the receipt to Student Records Department before s/he is furnished with the document.

The Polytechnic shall not reprint degree or diploma certificates the originals of which have been lost by a student. A statement certifying that the student completed such a degree or diploma will be issued instead.

The Polytechnic shall not re-issue qualifications upon a subsequent change of biographical data of the recipient. It is the responsibility of the holder of the qualification to provide official proof of the change in biographical data to any employer or other stakeholder.

### **G14.2 Proof of registration**

A student wishing to obtain a proof of registration after the standard document has been issued at registration shall pay the prescribed fee.

### **G14.3 Syllabuses**

A past student shall apply in writing to the Student Records Department for the issuing of a certified syllabus. The student shall pay the prescribed fee at the cashier and produce the receipt to the Student Records Department before s/he shall be furnished with the document/s.

### **G14.4 Examination results**

A student wishing to have her/his results reprinted, due to non-receipt of such results, which were posted to the student's registered address, shall pay the prescribed fee and produce the receipt before such results are issued to her/him by the Examinations Department.

- After the advice of results has been sent to candidates, the Polytechnic cannot take responsibility for delivery of such results or lack thereof.
- Once the advice of results has been sent to a candidate's registered address, the Polytechnic presupposes that s/he have received them.
- Results will also be available through the Internet and via sms.

## ACADEMIC REGULATIONS

### AC1 CURRICULUM REGULATIONS

#### AC1.1 Timetable clashes

The student is responsible for selecting his/her courses in such a way that these can be accommodated within the existing timetable.

Notice of timetable clashes must be handed in at the Office of the Registrar in writing on a prescribed form within five lecturing days of commencement of lectures.

**Note:** *Timetable clashes are clashes only when courses of the same prescribed curriculum for the same qualification and the same level appear at the same time on the timetable.*

#### AC1.2 Sequence of Courses and Pre-Requisites

Unless otherwise determined by Senate, a student shall not be admitted to a second or subsequent level course in a subject if he/she has not fulfilled the pre-requisites for that course. The Prospectus gives additional details in this regard in the Curriculum section.

If a course is prescribed as a prerequisite course, students who obtain a semester mark of at least 50% shall be deemed to have satisfied the pre-requisite.

**NOTE:** *Certain departmental rules may be different from the above. Please consult departmental rules.*

#### AC1.3 Course Amendment

A student may only amend his/her curriculum course(s) **within** the period as decided by Senate and published in the Academic Calendar. In respect of each amendment:

- the written approval of the Head of the Department the student wishes to enter and
- the consent of the Faculty Officer must be obtained, and
- the Registrar must be notified on the prescribed form within the prescribed period

#### AC1.4 Termination of Studies

In the case of a student who wishes to terminate a course or programme, the Registrar must be notified in writing. The date on which such written notification is received will be deemed as the official date for the cancellation of the course and/or programme. *(For financial obligations arising out of cancellations, refer to the Students Fees Regulations).*

Students may not cancel individual courses after 30 April and 30 September for the first and second semesters respectively.

Tuition fees are not transferable from one academic period to the next or to a future academic period. A student who cancels (a) course(s) during the semester will be refunded the portion of tuition fees as per the refund rules contained in the Fees section of the Prospectus.

If it becomes clear that a student follows a course for which he/she is not registered, the student's participation in the activities of such a course will be terminated.

### **AC1.5 Requirement to be registered before participating in a course**

Students are not allowed to attend classes or participate in a course in any manner or form (such as submitting assignments) without being registered for such course. Should it become clear that a student is participating in a course for which s/he is not registered; such participation will be terminated with immediate effect.

Students who are found not to be registered for a course will not receive assessment marks nor will they be allocated supervisors in the case of Research Projects, Theses or Mini-theses. Such cases will be referred to the Faculty Officer to be investigated.

Students who are found to participate in courses for which they are not registered may be charged with misconduct.

## **AC2 RECOGNITION OF PRIOR LEARNING**

Credits obtained while a Polytechnic student was suspended due to disciplinary reasons, will not be recognised by the institution.

### **AC2.1 General Conditions and Procedures for Course Recognition**

**Note:** *Courses completed eight or more years before the date of application will not be recognised for credit purposes.*

Students, who wish to apply for recognition of courses successfully completed at academic institutions other than the Polytechnic of Namibia, must direct such applications to the Registrar before 31 October of the year preceding the intended year of registration. The Registrar may accept applications after this closing date for submission to Senate, but the full liability for any consequences of an unsuccessful late application for exemption rests with the student (see below). No late applications will be accepted after 28 February of the relevant year of registration.

Recognition of courses at a tertiary level will not be considered on the basis of courses passed at secondary or other school level. Also a course completed on certificate/diploma level does not necessarily entitle a student to recognition of such course.

An application for recognition of a course must be accompanied by documentary proof issued by the examining body concerned that the student has passed the relevant course and has obtained a minimum of 50 % of the total marks. Condoned pass marks are not accepted for recognition.

Course recognition will normally be considered if the corresponding course covers 80 % of the current syllabus.

A student, **who has not completed** a qualification at the Polytechnic of Namibia and wants to enrol for another qualification at the Polytechnic of Namibia, will be entitled to recognition **of all corresponding courses** on condition that the original programme of study is no longer pursued. However, a student from another institution who has not completed a qualification, and who wants to enrol for a programme of study at the Polytechnic of Namibia, will only be entitled to recognition of a maximum of 50 % of the courses contained in the curriculum of a corresponding programme.

A student **who has completed** a qualification at the Polytechnic of Namibia or another institution and wants to enrol for another qualification course at the Polytechnic of Namibia is entitled to recognition of a maximum of 50 % of the courses contained in the envisaged curriculum. The number of courses for recognition may be exceeded only with the approval of Senate.

If any existing qualification has been revised so that the structure and the name of the qualification change, the qualification will not be interchangeable and recognition of completed courses will be restricted.

If a student holds a terminated qualification and wishes to obtain the new qualification, this student will receive recognition for a maximum of 50 % of the number of relevant prescribed courses.

**Procedure: Application for course recognition**

On application for course recognition, an original advice of results and a certificate of conduct must accompany the application as well as syllabi of the courses for which recognition is requested.

A fee per course is payable to the Polytechnic of Namibia upon application.

**Unsuccessful application for course recognition**

In the case of an unsuccessful application, the student remains fully liable as far as academic and financial consequences for the relevant courses he/she might have registered for are concerned.

**AC2.2 Recognition of courses of other institutions**

**Note:** *Courses completed eight or more years before the date of application shall not be recognised for credit purposes.*

The Registrar may, upon recommendation of the Dean and Head of Department concerned, grant recognition for examinations and/or courses completed successfully at other institutions up to a maximum of 50 % of the courses required for a qualification.

Such recognition shall be applied for on the prescribed form and shall be granted on merit as judged against the following criteria:

- (a) There is at least 80 % overlap between the content of the two courses concerned that is, the one presented for recognition and the one for which recognition is requested.
- (b) The institution at which the course was completed is recognised by the relevant authorities in the country of origin.
- (c) The academic standard and the standard of assessment in the course are to the satisfaction of the School/Department.
- (d) The syllabus of the course presented has not changed significantly since the completion of the course.

**AC2.3 Recognition of Internal Examinations/Courses**

**Note:** *Courses completed eight or more years before the date of application will not be recognised for credit purposes.*

A student, who wishes to register for another programme of study before completing a qualification at the Polytechnic, is entitled to recognition of all corresponding courses on condition that the current programme of study is cancelled and that the overlap between the curricula of such courses is at least 80 %. Such recognition shall also be applicable to corresponding courses completed for non-credit purposes.

**AC2.4 Recognition of Non-certified Prior Learning**

A registered student of the Polytechnic may apply for the recognition of competencies gained through experience for the purpose of gaining credit for a course or courses that form part of the curriculum of the programme he/she is registered for.

Students wishing to apply for such recognition of prior learning should do so in writing indicating clearly the course(s) that they wish to be assessed for, and should pay the prescribed fee. Such candidates should construct a portfolio of evidence of the learning and present this to the relevant Head of Department for appraisal. The Head of Department will grant access to the assessment of prior learning process based on his/her appraisal of the portfolio of evidence.

Candidates granted access to assessment of prior learning would be assessed using a set of assessments, which is equivalent in standard and content to the normal assessment in the course, and would be required to pay a further fee.

**AC2.5 Recognition of Research Projects/Theses**

A research project or thesis shall be recognised for the award of only one degree, be that at the Polytechnic or another institution.

**AC2.6 Recognition of Major Courses**

A candidate shall not offer as a major or principal course for a degree/diploma a course which was a major or principal course of a degree/diploma already conferred upon him/her, but shall offer an alternative course approved by Senate.

**AC3 CLASS ATTENDANCE****AC3.1 Attendance at lectures/contact sessions**

Lectures/contact sessions are presented at the reasonable discretion of the relevant lecturer within the prescriptions and policy regarding tuition and training of Senate, the Boards of Studies and Departments.

Full-time and Part-time students are expected to attend at least 80% of contact sessions, practicals and excursions.

Students are expected to attend lectures regularly and do the required assignments, tests and examinations.

Absence from lectures may be considered in the calculation of a student's semester mark.

Students and/or staff may not use devices (such as cell phones or audio sets) that may cause disturbance during contact sessions.

#### **AC3.4 Academic Honesty and Integrity**

A student shall do all prescribed work which has a bearing on his tuition and shall write all tests and examinations.

The Polytechnic does not condone any form of academic dishonesty, including plagiarism and cheating on tests and assessments, amongst other such practices. The Polytechnic requires students to always do their own assignments and to produce their own academic work, unless given a group assignment.

Academic Dishonesty includes, but is not limited to:

- Using the ideas, words, works or inventions of someone else as if it is your own work.
- Using the direct words of someone else without quotation marks, even if it is referenced.
- Copying from writings (books, articles, web-pages, other students' assignments, etc.), published or unpublished, without referencing.
- Syndicating a piece of work, all or part of an assignment, by a group of students, unless the assignment was a legitimate group assignment.
- The borrowing and use of another person's assignment, with or without their knowledge or permission.
- Infringing copyright, including documents copied or cut and pasted from the internet.
- Obtaining the assistance of someone else in preparing an assignment or to write or sit an assessment, whether this is against payment or not.
- Re-submitting work done already for another course or programme as new work, so-called self-plagiarism. A maximum of 20 % of a student's work may be from previous work done by the student.
- Bringing notes or any other unauthorised material or equipment into an examination or test venue, regardless of whether such notes or material were used to copy or not.
- Receiving any outside assistance in any form or shape during an examination or test.
- Unauthorised communication during an assessment.
- Accessing the work of another student during a computer-based assessment.

All forms of academic dishonesty are viewed as misconduct under the Polytechnic Student Rules and Regulations. Students who make themselves guilty of academic dishonesty will be brought before a Disciplinary Committee and may be suspended from studying for a certain time or may be expelled. All students who are found guilty of academic dishonesty shall have an appropriate endorsement on their academic record, which will never be erased. Sponsors and/or bursary donors will further be informed of such misconduct, while such information will also be shared with other institutions.

#### **AC3.5 Full-time/part-time Jobs**

Full-time students should note that they are registered at the Polytechnic of Namibia on a full-time basis and therefore the Polytechnic may make demands on the time of such students.

Absence from classes, tests or examinations due to job commitments will not be considered. The Polytechnic of Namibia reserves the right to request proof of study

leave, written permission from an employer, etc. from a student before admitting him/her to a full-time programme. In the case where programmes are offered both full-time and part-time, employed persons are expected to make use of the part-time mode.

Part-time students, who commit themselves to studies at the Polytechnic of Namibia, will be expected to attend the classes, tests and examinations set down for the relevant programmes. No provision is made for students who engage in other commitments during this period which could interfere with their studies, e.g.: job-related courses (local and abroad), out-of-town work, etc.

## **AC4 ASSESSMENT**

### **AC4.1 General Provisions**

Evaluation of a student's performance in a certificate/diploma/degree programme shall be based on continuous assessment and/or examinations.

The weighting between continuous assessment and formal examinations shall be as determined by the special Departmental and School Regulations.

In cases of courses assessed wholly by continuous assessment only, the relevant regulations shall be as determined by the Department/School concerned and approved by Senate (See AC7).

Overall performance in a course shall be assessed on a percentage scale divided as follows:

(a) 75 and above	Distinction
(b) 70-74	Merit
(c) 60-69	Credit
(d) 50-59	Pass
(e) 0-49	Fail

**Note:** *Departmental regulations approved by Senate may be different from the above general outline and shall be applicable to programmes for which such departmental regulations were approved.*

Saturdays that fall in the academic period are considered academic days for the purposes of conducting tests and examinations.

### **AC4.2 Passing a course**

In order to pass a course, a student shall, unless otherwise determined by Senate, upon recommendation of a department, obtain a final pass mark of at least 50 % in that course, subject to a sub-minimum of 40% in the examination mark, in the case of an examined course. Such exceptions as approved by Senate are reflected in the departmental rules.

**Note:** *Refer to the departmental regulations for more information.*

### AC4.3 Allocation of Annual Result

The Polytechnic uses a system of annual result codes signifying the outcome of a period of study as follows:

CODE	DESCRIPTION	ALLOCATION RULES
P (Study Period)	Pass Study Period	Student has passed 50% or more of the courses required for a specific study period, e.g. first, second, or third year.
P8	Pass Programme Extended	Student has obtained sufficient credits to continue studying, but will not be able to complete in normal time.
F	Fail	Student passed less than 50 % of the required courses for the study period and/or lower study periods
PI	Obtain Certificate	Student has completed all the minimum curriculum requirements for the Certificate
P7	Obtain Higher Certificate	Student has completed all the minimum curriculum requirements for the Higher Certificate
PF	Obtain Diploma	Student has completed all the minimum curriculum requirements for the National Diploma
PG	Obtain degree	Student has completed all the minimum curriculum requirements for the Bachelor or B.Tech degree
PC	Obtain qualification cum laude	Student has completed the qualification cum laude
MA	Obtain Masters degree	Student has completed all the minimum curriculum requirements for the degree of Master
BH	Obtain Hons degree	Student has completed all the minimum curriculum requirements for the Bachelor Honours degree

### AC4.4 Completion and Submission of Undergraduate Research Projects for Examination

Undergraduate research projects must be submitted for examination by 31 October each year if the student is expecting to graduate in March/April of the following year and by 31 May if the student is expecting to graduate in October. The student may further be granted time until 31 January (for those registered in the second semester) and 31 July (for those registered in the first semester) each year to so submit a research project, but graduation at the immediately following graduation ceremony is then not guaranteed. Such extension of time must be approved by the relevant Head of Department in exceptional cases and after due consideration of the student's circumstances. Students must make application for such extension to the head of Department through their supervisors before the first due date of

31 October or 31 May, whichever is applicable. Failure to do so will result in the student having to re-register for the project and pay the prescribed fee.

A student who fails to submit a complete Research Project for examination on or before 31 January or 31 July, whichever is applicable, or who obtained a failing mark for such Research Project submitted on 31 January or 31 July, whichever is applicable, must re-register for the Research Project and pay the prescribed fee.

A student who has submitted a complete Research Project for examination on or before 31 October or 31 May, whichever is applicable, but who fails to obtain a pass mark for the project, may revise/improve such project until 31 January or 31 July whichever is applicable, without the need for re-registration. Should the student fail to submit the revised/improved research project on or before 31 January or 31 July, whichever is applicable, or obtain a failing mark after such re-submission, the student must re-register for the research project and pay the prescribed fee.

## **AC4.5 PROMOTION REGULATIONS: EXAMINATIONS**

### **AC4.5.1 General Regulations**

#### **AC4.5.1.1 Conducting of examinations**

The duration and scope of the examinations for the different qualifications shall be determined by Senate, and be conducted under the supervision of Senate at such venues, dates and times as Senate may determine. On completion of a prescribed syllabus (unless determined otherwise) examinations shall be conducted in all courses. Unless Senate determines otherwise, all papers for a specific course shall be written during the same examination period. A disabled candidate (e.g. blindness, physical handicap) shall be accommodated if the necessary arrangements have been made beforehand and with the approval of Senate.

Practical Examinations for full- and part-time students shall be conducted in the week before the commencement of semester or end of year examinations.

#### **AC4.5.1.2 Determination of Semester Mark**

For all residential courses, the semester mark will be determined by way of appropriate assessments during the semester. A minimum of two assessments must be set per semester, although variations may occur per course and/or programme as approved by Senate.

Students who miss one or more of these assessments will be allowed to make up one assessment by writing an appropriate supplementary assessment set on the relevant parts of the syllabus as determined by the lecturer or by doing a supplementary laboratory or practical assignment towards the end of the semester. The mark for such supplementary assessment will be used to substitute the mark for one other assessment. Students who miss more than one assessment during the semester will be allowed to substitute one assessment with the supplementary test and will be given zero for the other assessments missed. No reason needs to be provided for missed assessments.

The semester mark will be calculated using assessments in a ratio as determined in the course outline of each course.

A semester mark passed successfully shall give the student the right of admission to the course examination and any subsequent course demanding the

respective contents as prerequisite. The following learning outcomes have been accomplished:

- Students command the intellectual capacity to master the contents and complexity of the relevant course.
- The share of parts with no evidence of understanding is likely to be sourced by adequate self-learning.
- The lessons learnt are likely to be re-called sufficiently with adequate preparation in an examination situation.

Subject to such exceptions as approved by Senate, and by the Registrar in terms of rule AC4.3.6, a semester mark shall be valid only for the examinations in the period during which it has been achieved and the immediately succeeding period.

Lecturers may decide to allow not only students who have missed assessments to sit for supplementary assessments, but also those who wish to improve their marks. Lecturers who decide to allow their students this opportunity must communicate this arrangement to all students well in advance and must ensure that all students who either qualify for a supplementary assessment or who wish to make use of such supplementary assessment, are informed of the arrangements for the supplementary assessment.

Students must note that this rule does not entitle all students to such supplementary assessments, but that the decision to allow or not to allow access to such supplementary assessment lies entirely with the lecturer concerned.

#### **AC4.5.1.3 Examination admission**

A student who is registered for a course shall be admitted to the examination of such a course after having satisfied the assessment requirements of the course. Satisfactory work is determined by the various departments by means of practicals, tests and assignments embodied in a semester mark.

A student shall be required to produce a student card and any other documentation that may be required from time to time on entrance to the examination venue.

Students, who gain admission to examinations for which they do not meet all academic, administrative, financial or any other requirements, will have their marks for such courses nullified and will be subject to disciplinary action.

Admission to the examination of a course will normally require a semester mark of at least 50 %. Exceptions to this requirement are approved by Senate and contained in individual course outlines. Students who fail to gain admission to the examination must repeat the course when it is offered again.

A student shall be required to produce a student card on entrance to the examination venue.

#### **AC4.5.1.5 Determination of the final mark**

The semester mark and examination mark shall be used jointly to determine the final mark in a ratio determined by the relevant department and approved by Senate. (*Note: refer to the departmental regulation for more information*)

In the case of a course for which no semester mark is required, the examination mark shall be the final mark.

The final decision regarding examination/course results shall be vested in Senate.

The overall course performance results in the final mark and is proof of the following learning outcomes:

- Students are able to recall lessons learnt sufficiently by adequate self-learning and for examinations preparation
- Evidence given shows that sufficient content parts and relationships are understood and can be applied.
- The share of content parts with no evidence of understanding can be sourced through adequate self-learning.
- Subsequently, contents and related knowledge not covered are likely to be presented by accessing known sources.

## **AC4.5.2 Examining**

### **AC4.5.2.1 Examination opportunities**

Examination opportunities will be offered once in all courses at the end of each semester i.e. in June and November each year. Students are encouraged to utilise the first opportunity offered immediately following the semester in which the course is taught, but may also choose to utilise only the second opportunity at the end of the following semester. No notification of absence from the examination is required.

A student who has gained admission to the examination shall be free to choose whether s/he will write the first examination in the course concerned:

Provided that -

- the decision to write the first examination or not shall be irrevocable as soon as the student has reported for the first examination;
- a student who writes the first examination and who does not pass the course, shall be permitted to write the second examination also;
- all papers of a course are written in the same examination session.

### **AC4.5.2.2 Duration**

The duration of an examination shall be as approved by Senate for each course.

### **AC4.5.2.3 Examiners and Moderators**

Senate shall, on recommendation of the Schools, appoint at least one examiner and one moderator for each examination, provided that, where more than one person is involved in teaching a course, all such persons shall be appointed examiners.

Except in exceptional circumstances such as in the case of death, resignation, absence, illness or other inability of the lecturer concerned, at least one examiner shall be a lecturer who has been involved in the internal teaching of the course.

External moderators shall be appointed for all exit level courses as determined and required by the specific accreditation body.

Regardless of the requirements of accreditation bodies, external moderators shall at least be appointed for all courses at NQF level 7 and above.

For pre-NQF programmes, external moderators shall be appointed for all courses at the third and/or fourth-year level for all programmes that have both a National

Diploma and a Bachelors degree, or a National Diploma only, as exit points. External moderators shall be appointed for all courses at the fourth-year level for all programmes that have only a Bachelors degree as exit point.

External moderators shall be appointed for all courses leading to a postgraduate qualification.

An external person is a person who:

- is not a full-time employee of the Polytechnic;
- is not involved with the teaching of the course at the Polytechnic.

In the absence of an internal moderator, an external moderator may be appointed.

#### **AC4.5.2.4 Supplementary examinations**

Supplementary examinations will be a re-examination written together with the second opportunity examination. A student, who fails a course in the first opportunity examination, shall be entitled to sit for a supplementary examination.

The supplementary examination shall be a re-examination of the same course content valid for the ordinary examination and shall comprise the same number of papers as the ordinary examination.

The supplementary examination shall be subject to the general examination and promotion regulations/requirements.

There shall be no restriction on the number of courses in which a student may be admitted to sit for supplementary examinations.

If the student has been admitted to a supplementary examination but does not report for it, the examination mark obtained in the first opportunity examination shall be awarded.

The mark obtained in the supplementary examination shall replace the ordinary examination mark.

Supplementary examinations shall be conducted during a period determined by Senate.

There will be no supplementary examinations for students who have taken second opportunity examinations.

#### **AC4.5.5 Repeating a course**

A student who repeats a course after having failed such a course shall repeat the entire course as if it were being taken for the first time, subject to such exceptions approved by Senate and reflected in departmental rules.

#### **AC4.5.6 Retention of semester mark**

The Registrar may, upon notification by the Head of Department and Dean, approve the retention of semester marks for students who failed to attain a pass mark in the examination period as stipulated under AC4.3.2. Such retention of semester mark shall only be granted to students who have obtained a semester mark of at least 50 % and shall only be valid for the second and third semester following the semester during which the semester mark has been achieved (thus resulting in a

3rd and 4th opportunity examination). Students shall be required to write all the examination papers in the course again.

Applications for retention of semester mark and the admission to a 3rd opportunity examination must be made to the faculty officer on or before the last working day in March for examinations taking place in the June session and on or before the last working day of August for examinations taking place in the November session. Applications must be accompanied by a full motivation explaining the reasons for failure in the previous examinations and how the student intends staying informed of potential changes in the course material. It should also contain a statement committing the student to attending a set of tutorial classes that will be offered during the last week of that semester. If a student fails to obtain a pass mark, any subsequent new course linked by a chain of prerequisites cannot be taken.

No retention of semester mark shall be granted for courses where the syllabi have been amended. Students will be required to repeat the new syllabi of such courses.

The fee payable for this service shall be non-refundable whether or not a student wrote the examination and regardless of the outcome of such examination.

Students who are registered for higher level courses on the basis of having achieved a 50 % semester mark in a pre-requisite course shall be de-registered for the higher level courses as soon as they are registered for tuition for the pre-requisite course again.

Students who attended the relevant tutorial classes in the previous semester but failed to attain a pass mark can apply for a 4th opportunity examination. Applications must be made to the faculty officer on or before the last working day in March for the examinations taking place in the June session and on or before the last working day of August for examinations taking place in the November session. Applications must be accompanied by a full motivation explaining the reasons for failure in the previous semester. In order to gain approval a student might be required to meet with a student counsellor at a time and place set by the Registrar to reflect on his/her performance.

If a pass mark in the four opportunity examinations has not been attained or if no third or fourth opportunity was available, the semester mark is nullified, the course is failed and has to be repeated.

Students will remain registered for the third and fourth opportunity examinations in the offering type (mode) in which they have gained the admission mark for the course concerned.

Students will be required to pay a fee for this service as determined by Council.

#### **AC4.5.7 Assessment of Students with Special Learning Needs**

The Registrar may, upon recommendation of the Dean and/or Head of Department, grant additional time based on the category of disability to students with physical disabilities to complete tests and examinations.

Students wishing to make use of such additional time should submit a written request to the Student Information Officer and should provide proof of the disability.

**AC4.6 Contagious/Communicable Diseases**

Students suffering from contagious/communicable diseases, particularly in times of known epidemics, will be required to write examinations in seclusion, or may be required to write a special examination at a date and time as decided by Senate.

**AC5 RE-REGISTRATION FOR A QUALIFICATION**

Students who have failed to pass any courses in the first semester/year of their study must re-apply for admission. The Registrar may, upon recommendation of the Dean and Head of Department concerned, approve re-registration for a student who has failed to pass any course(s) in an academic period.

**AC6 MAXIMUM STUDY PERIOD**

A student shall not be permitted to re-register for the same qualification after double the minimum period of study from first registration.

The maximum period for undergraduate qualifications per offering type is:

	<b>FT</b>	<b>PT</b>	<b>DE</b>
1 year Certificates	2	3	3
2 year Higher Certificates	4	6	6
3 year Diplomas	6	8	8
4 year Degrees	8	10	10

Students may appeal to Senate for extension of this period.

**Note:** *For maximum study periods of postgraduate qualifications, see the Prospectus for Postgraduate Studies.*

**AC7 PROMOTION REGULATIONS: CONTINUOUS AND DIVERSIFIED ASSESSMENT**

Courses that are assessed by continuous assessment only (no final examination), will have a minimum of six (6) assessments in a semester that will be utilised to calculate the final mark in a ratio as determined in the course outline for each course. Exceptions to the minimum number of assessments or the general application of this rule must be approved by Senate.

Students, who miss one or more of these assessments during a semester, will be allowed to make up one such assessment by writing a supplementary assessment set on the whole syllabus of the course or another appropriate supplementary assessment as determined by the course lecturer. Such supplementary assessment will take place during the examination period. The mark for such supplementary assessment will be used to substitute the mark for one other assessment provided that in courses where separate assessments are used for theory and practical, students may be allowed to do one supplementary for theory and one supplementary for practical. Students, who miss more than one or two assessments in the case of courses with theory and practical during the semester, will be allowed to substitute one or two assessments with the supplementary assessment(s) and will be given zero for the other assessments missed. No reason needs to be provided for missed assessments.

## **AC8 APPEAL BY A CANDIDATE**

### **AC8.1 Remark (Applicable only to Examined Courses)**

A student who has failed a course may upon written application to the Registrar and payment of the prescribed non-refundable fee on or before 15 January for the November Examinations, and on or before 15 July for the June Examinations request remarking of his/her scripts for such course(s).

For a script to be remarked, a student shall have obtained an examination mark of at least 35 % and a final mark of at least 45 %.

The remarking will be done by the moderator, hereinafter referred to as the arbiter.

The student is required to complete the remark application form.

The marks allocated by the arbiter shall constitute the results of the remark, after approval by Senex/Senate.

Such result shall supersede the result of the original examination and may cause a lowering of the mark or symbol originally awarded.

Remarking shall not be permitted for scripts already moderated, practical examinations or for a course of which all papers are marked entirely by computer.

A student who applies for the remarking of a course shall not forfeit any right which he/she may already have to a supplementary examination.

If the remarking results in the student passing the course, this shall supersede the original and/or supplementary examination result.

### **AC8.2 Recheck of Examination marks (Applicable only to Examined Courses)**

A student, who has strong reasons to believe that an examination mark may be incorrect, can apply that such mark be re-checked, regardless of the mark obtained.

The student shall apply for such a recheck on the prescribed form and pay the non-refundable fee. Such re-check shall not necessarily lead to a re-mark of the script, unless so determined by the officer conducting the re-check.

### **AC8.3 Objection to Final Mark (Applicable to both Examined and Continuous Assessment Courses)**

Any objection to a final mark obtained in a course must be raised with the Examinations Department within six (6) months of the publication and or notification date thereof, failing which the final mark shall thereafter be deemed as the correct final mark obtained by the student.

## **AC9 GRADUATION:**

### **AC9.1 Requirements for Graduation:**

Qualifications of the Polytechnic will only be awarded to students who have met all curriculum requirements for the specific programme as determined by Senate. Students who have outstanding financial or other obligations to the Polytechnic will not be allowed to graduate.

Students who are unable to provide original proof of their admission qualification will not be allowed to graduate.

**AC9.2 Notice of Expectation to Graduate:**

Students who are in the final semester of study towards the National Diploma or Bachelor degree must complete and submit the form Notice of Expectation to graduate to the Faculty Officer before or during Week 8 of that semester. Failure to do so may lead to such student not being allowed to graduate at the ceremony following that semester.

Students completing such forms will be held accountable for information they provide on such forms.

**AC9.3 Obtaining a National Diploma or Degree cum laude:**

A student shall pass a National Diploma or Degree degree cum laude if s/he has achieved an overall average of 75 % for all courses in the curriculum of the diploma or degree, provided that each course was passed with at least a credit. None of the courses prescribed in the programme must have been failed and the programme must have been completed in the minimum prescribed time. Cum laude awards will only be made at the highest qualification in a programme.

**AC9.4 Closing of Graduation Lists**

Graduation lists will close, finally, at least ten days before the scheduled date of the Graduation Ceremony. No assessment marks may be captured between such final closing date and the date of the Graduation Ceremony

**AC10 APPLICATION AND INTERPRETATION OF THE RULES**

The interpretation of the rules shall be a matter of the exercise of academic judgment by the relevant authorities.

Should a disagreement arise between the recommending and approving authorities in the application of these rules, the case under consideration shall be forwarded to Senate or SENEX for a final decision.

## **RULES FOR POSTGRADUATE STUDIES**

- PG1 General:**  
These rules are to be read in conjunction with the General Information and Regulations. The General Regulations shall apply unless specifically amended by the Rules for Postgraduate Studies or by special rules approved for a postgraduate programme.
- PG1.1 The Postgraduate Studies Committee:**
- PG1.1.1 Functions and Powers:**  
The Postgraduate Studies Committee, a standing committee of Senate will, upon the recommendation of the Department and School:
- i) Consider applications and admit new students to all postgraduate study programmes, including the degree of Master.
  - ii) Consider and approve Research proposals for all student research activities that contribute to the award of a higher degree.
  - iii) Approve supervisors for such research activities.
- PG1.1.2 Composition:**  
The Postgraduate Studies Committee shall consist of the following members:
- i) The Vice Rector: Academic Affairs and Research Chairperson;
  - ii) The Registrar or his nominee;
  - iii) A representative from each School/Faculty, appointed by Senate who must hold at least a Masters degree, but preferably a Ph.D.
- PG1.1.3 Term of Office:**  
The term of office for the postgraduate studies committee will be three years, but members shall be re-appointable at the discretion of Senate.
- PG1.2 Application and Admission:**  
Candidates wishing to apply for postgraduate studies shall do so on the prescribed form and at a time as determined by Senate for each programme.
- PG1.2.1 English Proficiency as Requirement for Admission into Postgraduate Studies**  
The Polytechnic's postgraduate studies programmes are offered in the medium of English. Applicants who have completed their admission qualifications in another medium will be required to show competence in the English language before being admitted to postgraduate studies, as determined by Senate.
- PG1.3 Registration:**  
Candidates admitted for study towards a postgraduate qualification shall register at a time as determined by Senate.
- PG1.3.1 Registration of Research Topic:**  
Candidates shall register research topics for Theses/Mini-theses separately after approval of such research proposals by either the Department (in the case of Honours degrees) or the PGSC (in the case of Master and Doctorate degrees). The registration shall take place on the prescribed form obtainable from the Office of the Registrar. Research Topics so registered may be amended only with the approval of the relevant authority, i.e. either the department or the PGSC.

**PG1.3.2 Ethical Requirement**

All candidates engaged in Research for mini-theses or theses are required to sign the appropriate declaration concerning ethics in research. Such declarations are obtainable from the relevant academic department.

**PG2 POSTGRADUATE QUALIFICATIONS**

**PG2.1 Postgraduate Certificates and Diplomas**

Postgraduate Certificates and Diplomas are offered at Level 8 of the NQF and consist of at least 60 credits in the case of certificates and at least 120 credits in the case of Diplomas.

Admission into these certificates and diplomas will normally require a Bachelor degree or equivalent qualification at NQF Level 7.

**PG2.2 The Bachelor Honours degree (Postgraduate)**

**General:**

The Bachelor Honours degree is an initial postgraduate degree building on the Bachelor degree. The B. Hons degree shall consist of a minimum of 120 credits, all of which must be at NQF level 8. At least 30 of these credits shall be represented by a mini-thesis or research project.

**Admission Requirements:**

Candidates for the degree of Bachelor Honours shall be holders of a three-year Bachelor degree from a recognised institution of Higher Education or an equivalent qualification at NQF Level 7 and as determined by Senate.

Admission decisions shall be taken by the Department hosting the programme leading to the specific B.Hons degree.

**Note:** Specific admission requirements for specific programmes are spelt out in the relevant section of the Department or School.

**Minimum and Maximum Study Periods:**

The minimum study period for the degree of Bachelor Honours shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements. However the minimum period of registration shall not be less than 2 semesters or one year.

The maximum study period for the degree of Bachelor Honours shall not exceed twice the minimum study period for such degree and may only be extended at the discretion of Senate. Students who fail to complete the degree within the maximum study period must re-apply for admission to the degree.

**Mini-Thesis:**

Supervisors for the Mini-thesis shall be allocated and approved by the Department.

Research Proposals for the mini-thesis shall be approved by the Department.

## **PG2.2 The Masters Degree:**

### **Admission:**

Prospective candidates for the degree of Master shall apply in writing for admission to the required study year. Each application shall be considered on its merits by the Postgraduate Studies Committee.

The general requirement for admission to the degree of Master shall be a recognised four-year bachelor degree with a research component or an equivalent qualification as approved by Senate.

*Note: For more specific admission requirements for specific Master degrees please see the Sections on the different Schools.*

### **Information from external sources**

Any candidate for the degree of Master who intends to make use of information from sources outside the Polytechnic's control shall submit - if the Polytechnic so requires - a written statement of the conditions on which the organisation concerned is prepared to permit the use of the said information.

### **Minimum and Maximum study periods:**

The minimum study period for the degree of Master shall be as determined by the notional learning hours required for each degree and the learning path provided by the different departments to provide for the attainment of the curricular requirements.

The maximum study period for the degree of Master shall not exceed twice the recommended study period for such degree and may only be extended at the discretion of Senate. Students who fail to complete the degree within the maximum study period must re-apply for admission to the degree.

## **PG2.3 Annual reporting by Candidates for Postgraduate Degrees involving Research:**

### **PG2.3.1 Candidate's obligation**

Any candidate for a postgraduate degree shall have an obligation to keep his/her supervisor informed of how his/her research is progressing.

### **PG2.3.2 Written reports**

In cases where the supervisor may deem it necessary, he/she shall have the right to require one or more written reports, as may be necessary, from the candidate.

### **PG2.3.3 Departmental reports**

Departments shall report to the School annually on the progress of students engaged in research for postgraduate degree purposes.

### **PG2.3.4 Reminder by the Dean**

Where a department's annual report shows that a candidate is not making satisfactory progress, or has failed to report on his/her progress or lack thereof, the dean shall in a formal letter remind such candidate of his/her above-said obligation.

**PG2.4 Supervisors and Examiners for theses:**

**PG2.4.1 Definitions**

The terms “internal”, “external” and “unattached”

A person is internal if s/he is a full-time employee of the Polytechnic; a person is external if he/she is not a full-time employee of the Polytechnic. A person is “unattached” if s/he did not have any involvement with the production of a thesis.

**PG2.4.2 General**

The supervisor must have at least a Master’s degree in a relevant or appropriate discipline, and have proven research experience in the field of study of the candidate.

The acceptance of a candidate and the appointment of the supervisor will be approved by the Postgraduate Studies Committee and communicated to the Board of Studies for noting. (*See exception for Honours mini-theses above*)

**PG2.4.3 Appointment of supervisors and co-supervisors**

**PG2.4.3.1 External supervisor**

The supervisor for a thesis need not be a member of the Polytechnic’s teaching staff: provided that, if s/he is not, there shall be a co-supervisor who is a member of the Polytechnic’s teaching staff.

**PG2.4.3.2 Co-supervisor**

If the supervisor is a member of the Polytechnic’s teaching staff, either another such member or an external person may be appointed co-supervisor.

Co-supervisors may be identified to assist a candidate with subject related matters or to assist in the supervision of research projects in companies/organisations outside the Polytechnic.

A co-supervisor may or may not have suitable qualifications in the field, provided that in such a case the person is a reputed expert in the field.

**PG2.4.4 Appointment of examiners:**

**PG2.4.4.1 Minimum of two**

There shall be a panel of not less than two examiners.

**PG2.4.4.2 Manner of appointment**

All the examiners shall be appointed by the Senate upon recommendation of the Postgraduate Studies Committee in consultation with the department concerned.

**PG2.4.4.3 Normal composition of panel**

The panel of examiners shall in the normal course of events consist of (i) a supervisor, and (ii) an external examiner. At least one of these persons shall be unattached.

**PG2.4.4.4 Communication with examiners**

Candidates for a postgraduate degree shall under no circumstances communicate with the external and/or unattached examiners about their theses/mini-theses. All communication about the theses/mini-theses shall be through the supervisor and/or co-supervisor.

- PG2.5 Final Mark for Theses**  
For the purpose of determining the final mark of any thesis for the degree, account shall be taken of the recommendation(s) from all the examiners.
- PG2.5.1 Marking of mini-theses and theses**  
Mini-theses and theses shall be awarded a percentage score according to which the work is passed or failed. The pass mark for the mini-theses/theses shall be 50%.
- PG2.5.2 Procedure if examiners are in disagreement**  
In the event that the marks given by the examiners differ by 20% or more, or in the event that the examiners are in disagreement on whether to pass or fail a candidate, a third examiner will be appointed, and the mark allocated by the third examiner shall be the final mark allocated to the mini-thesis/thesis.
- PG2.5.3 Mark only released after oral examination**  
The final mark for the thesis shall be released only after the candidate has successfully completed the oral examination and after approval by SENEX.
- PG2.6 General provisions for mini-thesis and thesis:**
- PG2.6.1 The only recognised terminology: “mini-thesis” and “thesis”**  
The terms “thesis” and “mini-thesis” shall be the only officially recognised terms for referring to the product/products of research for Postgraduate studies.  
“Thesis” as against “mini-thesis”  
In cases where coursework is prescribed in addition to a treatise and the treatise (including the oral examination thereon) contributes a weight of 40% or more of the credits of the degree, the treatise shall be referred to as a “thesis” and shall be dealt with as such; in contrast, a treatise shall be referred to as a “mini-thesis” if it contributes less than 40% of the credits of the degree. Exceptions to these definitions must be expressly approved by Senate.
- PG2.6.2 Master’s degree subsequent to Honours or recognised four-year Bachelor**  
The Master’s degree subsequent to the Honours or other recognised four-year Bachelor degree may be awarded on the basis of a thesis only or a thesis/mini-thesis and coursework in the case of a structured study programme, as approved by Senate.
- PG2.6.3 Master’s degree on the basis of a thesis only**  
In cases where only a thesis is required, but no additional coursework, the final mark for the Master’s degree shall be determined on the basis of the thesis and the oral examination prescribed in PG2.8 below.
- PG2.6.4 Master’s degree on the basis of additional coursework and a thesis**  
In cases where additional coursework and a thesis are prescribed, the thesis (including the oral examination prescribed in PG2.8 below) shall contribute a weight of not less than 40% of the credit points of the degree.
- PG2.6.5 Examination and moderation of modules**  
The examination and moderation of a taught course will be dealt with by the department that offers the course, in accordance with the assessment policies of the Polytechnic.

**PG2.6.6 Master's degree on the basis of additional coursework and a mini-thesis**  
In cases where additional study and a mini-thesis are prescribed, the mini-thesis (including the oral examination, where one is required by the department) shall contribute a weight of one quarter or more but less than 40% to the credits for the degree.

*NOTE: Further School-specific provisions and requirements, if any, are set out in the School's section of the Polytechnic Prospectus and/or its manual "Guidelines for Postgraduate Studies"*

**PG2.7 Examination: Closing date for and form of submission**

**PG2.7.1 Number of copies for examination**

When candidates present their theses/mini-thesis for examination, they shall lodge with the Polytechnic Offices one unbound copy of their thesis or mini-thesis for each of the examiners concerned. Departments may also require candidates to lodge an electronic copy of the theses/mini-theses with the department at this time.

**PG2.7.2 Technical requirements for copies**

Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth in PG2.11 below.

**PG2.7.3 Illustrations:**

If a mini-thesis or theses contains illustrations (such as maps, freehand drawings, etc.), the examiners may require one copy with original illustrations to be submitted.

**PG2.7.4 Closing dates for submission for examination**

In order to enable the examination process to be completed on time, the number of copies of a mini-thesis or thesis shall, subject to faculty-specific provisions, be submitted for examination, with a view to the March/April graduation ceremony, prior to 1 December, and with a view to the October graduation, prior to 1 July.

**PG2.8 Oral examination:**

**PG2.8.1 Oral Examination**

Every Master's candidate who has been required to complete a thesis shall also undergo an oral examination. The oral examination must be passed by the candidate, but shall not be separately marked to contribute to the final mark for the thesis.

**PG2.8.2 Repetition of Oral Examination**

Candidates who fail the oral examination may be granted another opportunity by the examination panel.

**PG2.8.3 Scope of Oral Examination**

The oral examination may deal with the thesis or with the candidate's knowledge of the subject in general or both of the above. Only members of the panel may ask questions at the oral examination.

- PG2.8.4 Examiners for Oral Examination**  
The oral examination shall be conducted by at least two examiners, one of whom shall be the supervisor and the other may be the external examiner, but may also be a moderator appointed by the Polytechnic specifically for the purpose of conducting oral examinations. The moderator is considered a member of the panel.
- PG2.9 Final Submission:**  
**PG2.9.1 Alterations compulsory in master copy/copies**  
Before the supervisor can give final approval of a thesis or mini-thesis, the candidate shall, in the master copy/copies for duplication, make or cause to be made, to the supervisor's satisfaction, all alterations considered by the examiners to be necessary.
- PG2.9.2 Number of copies to be submitted after completion**  
Upon completion of all requirements and upon a letter from the supervisor confirming that the necessary alterations/corrections have been made and that s/he has checked them, the candidate must submit the following copies of the thesis/mini-thesis.
- PG2.9.3 Bound copies for supervisors and the Library**  
Every candidate shall hand one bound copy of his/her thesis or mini-thesis to each supervisor and one such bound copy to the Library.
- PG2.9.4 Copy on disk (CD-Rom)**  
Every candidate shall hand a copy of his/her thesis/mini-thesis on disk (CD-Rom) to the Library for safekeeping in the Archives of the Polytechnic.
- PG2.10 Publication of mini-theses and theses**  
**PG2.10.1 Right of publication**  
If a candidate for a degree (i) completes a mini-thesis or (ii) completes a thesis, and if the mini-thesis or the thesis is not otherwise published within three years after the candidate's qualifying for the degree, the Polytechnic shall have the right to publish the mini-thesis or the thesis (or part thereof) without financial reward to the candidate. During the first three years after completion of the thesis/mini-thesis, publication shall be with the supervisor as co-author only. Credit must be given to the supervisor at all times when the thesis/mini-thesis is published.
- PG2.10.2 Permission for publication**  
Permission for publication shall be obtained from the Polytechnic as represented by the Dean, acting on the recommendation of the Head of Department and the supervisor, provided that the requirement for such permission to be obtained shall lapse after three years.
- PG2.10.3 Protection of Intellectual Property Rights**  
Publication of a thesis/mini-thesis shall occur taking into account any conditions set by any outside organisation that may have intellectual property rights over information contained in such thesis/mini-thesis.

**PG2.10.4 Published mini-theses or theses**

When a mini-thesis or thesis, as approved by the Polytechnic, is published, the following two (2) items shall appear on the title page:

*Identificatory formula*

The “Mini-theses” wording or the “Thesis” wording shown below, whichever may be appropriate, represented in a suitably completed version:

*Set wordings*

“Mini-thesis/thesis presented in partial fulfillment of the requirements for the degree of Master/Bachelor (Honours) of (e.g. Science) at the Polytechnic of Namibia”

*Date of degree awarded*

The year and month of degree awarded (for instance “March 2001” or “December 2007”).

**PG2.10.5 Mention in preface**

Where a thesis/mini-thesis, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

**PG2.11 Provisions as to the typing, duplication and binding of theses and mini-theses:**

**PG2.11.1 Theses/Mini-theses**

In the case of every thesis/mini-thesis that contributes to the credits for Postgraduate studies, it shall be compulsory to submit a bound copy thereof to the Polytechnic Library.

**PG2.11.2 Abstracts compulsory**

All theses or mini-theses which are to be lodged with the Polytechnic Library shall be required to contain an abstract (summary) of not more than 500 words each in English immediately following the title page and, in the case of a thesis, following the author’s declaration.

**PG2.11.3 Requirements for typewriting and formatting**

Every thesis and mini-thesis shall be typed:

- in letters of not less than 10 point font and not more than 12 point font,
- with either double spacing or one-and-one-half spacing between successive lines,
- on 80 gram white bond of A4 format (perforated computer paper is not acceptable),
- with a blank border of not less than 3 cm on the left side of the type-written portion,
- with a blank border of not less than 2 cm in width around the rest of the type-written portion, and
- on only one side of each sheet of paper.

**PG2.11.4 Title page**

On the title page the following five (5) items shall appear:

- In the top third, the title of the thesis or mini-thesis,
- Directly below this, the author’s name and surname,
- Below the author’s name, a suitably completed version of the “thesis” wording or the “mini-thesis” wording indicated below, whichever may be appropriate,

*Set wordings*

“Thesis/Mini-thesis presented in partial fulfilment of the requirements for the degree of Master/Bachelor (Honours) of ..... at the Polytechnic of Namibia.”

- At the bottom, the names of the supervisor(s), and
- the year and month in which the degree is to be awarded,

These five items shall be followed by the following declaration for the thesis or mini-theses, whichever is appropriate,

*Declaration*

I,.....(full names and surname) hereby declare that the work contained in the thesis/mini-thesis, entitled .....(title of thesis/mini-thesis) is my own original work and that I have not previously in its entirety or in part submitted it at any university or other higher education institution for the award of a degree.

Signature:..... Date:.....

**PG2.11.5 Retention and Use of Theses**

Each thesis/mini-thesis submitted for the award of a postgraduate degree shall contain the following statement concerning the use and retention of such thesis/mini-thesis,

*Retention and Use of Thesis*

I,.....(full names and surname) being a candidate for the degree of Master/Bachelor (Honours) of ..... accept the requirements of the Polytechnic relating to the retention and use of Master’s theses/mini-theses deposited in the Library.

In terms of these conditions, I agree that the original of my thesis/mini-thesis deposited in the Library will be accessible for purposes of study and research, in accordance with the normal conditions established by the Librarian for the care, loan or reproduction of theses/mini-theses.

Signature:..... Date:.....

**PG2.11.6 Requirements for binding**

Bound copies of theses/mini-theses shall be thread-sewn with full binding in royal blue (one of the official colours of the Polytechnic). The thesis title, the initials and surname of the author, the degree awarded and the year awarded shall be embossed in gold lettering on the front cover and the spine. If the registered title is too long for the spine, an appropriately abbreviated title shall be used.

**PG3 Assessment of Coursework:**

Coursework that forms part of a postgraduate degree will be assessed as determined by the syllabus of each course, in accordance with the Polytechnic’s general rules and as approved by Senate.

## **F: STUDENT FEES**

### **F.1 ENQUIRIES AND PAYMENTS**

#### **F.1.1 METHODS OF PAYMENTS**

- 1) **PERSONALLY**  
The Cashier  
Administration Building  
13 Storch Street  
Windhoek
  
- 2) **BY MAIL**  
All payments by mail must be directed to:  
The Bursar  
Polytechnic of Namibia  
Private Bag 13388  
Windhoek
  
- 3) **BY DIRECT DEPOSIT**  
The Polytechnic of Namibia's bank details are as follows:  
First National Bank  
Branch: Ausspannplatz  
Branch Number: 28 18 72  
Account Number: 555 001 26319  
Reference Number: Student #

Submit a copy of the deposit slip or fax to (061) 207-2952 or (061) 207-2273 for the attention of the Assistant Bursar: Finance only if the payment is not updated within 5 business days. Kindly ensure that the correct student number is clearly stated as reference number.

#### **F.1.2 OFFICE HOURS: Enquiries and Payments**

- 1) **For Enquiries**  
Mondays to Thursdays  
10:00 - 13:00  
14:00 - 16:00  
  
No enquiries on Fridays
  
- 2) **For Payments**  
Mondays to Thursdays  
09:00 - 13:00  
14:00 - 16:00  
  
Fridays  
09:00 - 13:00

**Note: For opening times of Regional Centres, see the section on Centre for Open and Lifelong Learning (COLL)**

### **F.1.3 PAYMENT REQUIREMENTS**

- (a) Cheques must be crossed and made out to the Polytechnic of Namibia.
- (b) No post dated cheques are accepted.
- (c) Never send cash by post.
- (d) Students will be de-registered immediately for dishonoured or unpaid (R/D) cheques and an amount of N\$600.00 will be charged to the account.
- (e) Payment must be made only to the Cashier and not to any other staff member. An official receipt should be obtained upon payment.
- (f) No receipt will be issued for direct deposits. The bank's stamp on the deposit slip serves as a proof of payment.
- (g) The Polytechnic and its staff cannot be held responsible for possible losses that may occur when the payment requirements are not adhered to.

## **F.2 STIPULATIONS REGARDING STUDENT FEES**

### **F.2.1 GENERAL**

F.2.1.1 Council reserves the right to amend, without prior notice, all fees payable to the Polytechnic.

F.2.1.2 Tuition fees shall differ from course to course depending on course requirements.

F.2.1.3 Should Council temporarily or permanently suspend any student's rights or privileges, or permanently refuse admission to any student, the student concerned shall forfeit all claims to refunds, reduction or remission of fees paid or payable to the Polytechnic of Namibia.

F.2.1.4 Fees are payable on a monthly basis, whether a student received an account or not. Failure to adhere to stipulated due dates will result in de-registration, withheld of results, refusal of access to meals, accommodation and examinations.

## **F.3 FEES PAYABLE**

### **F.3.1 TUITION FEES**

Tuition fees (denoted in the Namibian dollar, N\$) are charged per course regardless of whether the course is taken on full-time, part-time or distance education mode.

General tuition fees per course are charged as follows:

<b>School of Business and Management</b>	
B. Tech./Bachelor: Accounting and Finance, Economics, Business Admin, Marketing, Human Resources Management, Office Management and Technology, Public Management - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	960
B. Tech./Bachelor: Accounting and Finance, Economics, Business Admin, Marketing, Human Resources Management, Office Management and Technology, Public Management – 4 <sup>th</sup> yr	1 280
Bachelor Honours	1 280
Master of International Business (MIB) - full programme	75 000
M.Sc. Leadership and Change Management - full programme	75 000
<b>School of Communication, Criminal Justice and Legal studies</b>	
National Diploma: Journalism and Communication - 1 <sup>st</sup> year	1 100
National Diploma: Journalism and Communication - 2 <sup>nd</sup> & 3 <sup>rd</sup> year	2 870
BA English, BA Communication	1 280
B.Communication Honours, B. English Honours	1 400
National Diploma: Police Science	960
B. Criminal Justice	1 530
B. Criminal Justice Honours	1 530
B. Journalism and Communication Technology	2 870
B. Journalism and Communication Technology Honours	1 710
Other disciplines (incl. Service Courses)	960
<b>School of Engineering</b>	
Introduction to Engineering Studies	1 190
National Diploma: Engineering (Power, Mechanical)	2 040
B.Tech.: Civil, Electrical Power, Electronics, Electronic/Power, Electronics and Telecommunication, Mechanical	2 550
B. Engineering: Mining, Mechanical, Electronics & Telecommunications	2 550
B. Architecture Honours - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	2 040
B. Architecture Honours - 4 <sup>th</sup> yr	2 550
Technical & Vocational Education Programmes:	
<u>Full Credit</u>	960
<u>Half Credit</u>	700
Master – Waternet/IWRM	3 610
M. Transport Engineering	3 750
<b>School of Health and Applied Sciences</b>	
National Higher Certificate: Emergency Medical Care	1 530
B. Bio-Medical Science, B. Environmental Health Science - 1 <sup>st</sup> year	1 530
B. Bio-Medical Science, B. Environmental Health Science 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> yr	1 650
B.Sc. Applied Mathematics and Statistics	1 190
B.Sc. Applied Statistics Honours	1 440
B.Sc. Applied Mathematics Honours	1 440
<b>School of Information Technology</b>	
National Diploma: Informational Technology	1 860
B. Information Technology: Business Computing, Systems Admin and Networks, Software Development 1 <sup>st</sup> – 3 <sup>rd</sup> yr	1 860
B. Information Technology Honours: Business Computing, Computer Networking, Software Engineering	2 550
Master of Information Technology	3 050

<b>School of Natural Resources and Tourism</b>	
National Certificate: Nature Conservation (Techniques)	1 620
Certificate: Community-Based Natural Resource Management - cost for full programme	4 190
Certificate Namibian Environmental Education - cost for full programme	4 190
Land Admin, Land Surveying, Land Use Planning, Geo-Information Technology, Land Valuation and Estate Management,- 1 <sup>st</sup> – 3 <sup>rd</sup> yr	1 340
Land Management and Admin. - 4 <sup>th</sup> yr	1 680
National Technical Certificate: Food & Bev. Operations, Rooms Division Operations	1 340
National Certificate: Food and Bev. Operations, Rooms Division	1 340
National Diploma: Land Use Planning, Geo-Information Technology, Geomatics, Property Studies, Land Management and Registration, Land Valuation and Estate Management	1 340
B.Tech.: Land Management	1 680
B. Travel and Tourism Management, - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	1 340
B. Travel and Tourism Management - 4 <sup>th</sup> yr	1 680
B.Hospitality Management - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	1 340
B.Hospitality Management - 4 <sup>th</sup> yr	1 680
B.Tech. Nature Conservation - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	1 620
B.Tech. Nature Conservation - 4 <sup>th</sup> yr	1 980
B. Agricultural Management - 1 <sup>st</sup> - 3 <sup>rd</sup> yr	1 620
B. Agricultural Management - 4 <sup>th</sup> yr	1 980
Master in Integrated Land Management	3 750

**N.B.** Other course fees may vary as per qualification. Please consult the Fees Booklet of 2011 for specific course fees.

### F.3.1.1 EXCEPTIONS TO NORMAL TUITION FEES

<b>COURSE</b>	<b>FEE - N\$ (Per Semester)</b>
<b>School of Business and Management (SBM)</b>	
Computerised Accounting	1,090
<b>School of Natural Resources and Tourism (SNRT)</b>	
Basic Hotel Information Systems	2,105
Community Based Land Management	1,770
Food and Beverage Operations & Management 1	1,940
Food Production Theory and Practice	3,340
Tour Guiding 2	2,105
Tourism Destination Management 1 & 3	2,105
Travel Theory & Practice 3 (Galileo)	2,480
Research Project (PRO101N)	1,560
Practical 1 - 4 (BTN)	280
In Service Training (All disciplines in SNRT)	2000

### F.3.2 FEES FOR OTHER SERVICES

<b>SERVICES</b>	<b>FEE - N\$</b>
	<b>NON-REFUNDABLE</b>
Undergraduate Application	95
Postgraduate Application	150
Late Application	280
Registration (inclusive of Technology, Assessment & Student Activity Fee)	820
Late Registration Fee (in addition to Registration fee)	260
Fines for Unpaid Cheque or Refer to Drawer (R/D)	600
Application for Credit Transfer from Other Institutions	95
Application for Advanced Standing (in addition to application fee)	95
Credit Transfer from Other Institutions (per course)	445
Academic Record	50
Statement to Replace Certificate/Diploma	280
Remark (per course)	365
Re-check of Marks (per course)	95
Replacement of Student/Meal Card	75
Application fee for Recognition of Prior Learning	95
Recognition of Prior Learning (RPL) Assessment Fee (per course)	490
Retention of Semester Mark – payable on application (per course)	490
Application for resumption of studies	95
Receiving of Qualification in Absentia	135
Reprinting of Examination Results	50
Copies of Official Documents (Proof of Registration, etc.)	50
Medical Services – Fees per visit	15
Duplicate Study Guide (Distance Students)	245
Duplicate Tutorial Letter	35

#### **Library Fees**

##### **Membership for non-Polytechnic users**

One book at a time	235
Two books at a time	400
Three books at a time	560

##### **Fines**

Overdue fines on normal loans	1,20
Overdue fines on short loans	1,20
Damage to library materials	140
Irreparable damage to library materials	
Loss of Library materials	
Illegal removal of library materials	1,300
Cellular Phone (talking on/ringing)	135
Eating/Drinking in the library	135
Making noise	135
Library Deposit – UNAM (staff/students)	610

##### **Other**

Parking	70
Parking violation	150
Internet Café charges to Students	10/hour
Making noise	135

### F.3.3 RESIDENCE FEES

- (a) Registration in residence will be done per semester.
- (b) Any student who leaves the residence during a semester will be charged for the whole semester, unless a replacement is made with immediate effect.
- (c) All resident students will be levied 50% of the meal fees (N\$ 4,160.00) per semester, which is payable whether meals are taken or not.
- (d) Any student who wishes to be given more credit for meals has to pay in advance.

Residence Breakage deposit (Refundable) N\$ 700.00

Residence Fees: NAMIBIAN & SADC Citizens

Single Room	N\$6,200 (per semester)
Double Room	N\$4,850 (per semester)

Residence Fees: INTERNATIONAL

Single Room	N\$10,360 (per semester)
Double Room	N\$8,710 (per semester)

Meal Fees (including VAT)	N\$8,320 (per semester)
	N\$16,640 (per year)

Cost per meal inclusive of VAT for full-time boarders:

Meals:	Breakfast - N\$8.40	Lunch - N\$28.10	Supper - N\$22.10
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Cost per meal for non-residential students, staff and occasional customers:

Meals:	Breakfast - N\$21.50	Lunch - N\$39.17	Supper - \$31.39
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Accommodation for occasional occupants (per day): N\$130.00

#### F.3.3.1 RESIDENCE BREAKAGE DEPOSIT

- (a) A deposit of N\$700.00 must accompany a confirmed admission to the residence.
- (b) Such deposit does not form part of the residential fees and is refundable on completion of the student's studies or when the student leaves the residence permanently.
- (c) The deposit must be paid in cash, cheque or by direct deposit. Please note that the deposit fee does not form part of the bursary.

In the following circumstances the deposit shall be forfeited in full or in part:

- (a) If a student cancels the application after a place in the residence has been allocated to him/her, 10% of the breakage deposit shall be forfeited.
- (b) A student who fails to pay the full residence fees before the due date must again pay a full residence deposit before readmission is granted.
- (c) If a student has an outstanding account or has caused losses/damages to the Polytechnic's property when he/she leaves the residence, the relevant amount will be deducted from the deposit.

#### F.3.4 EXAMINATION FEES

An assessment fee of N\$160 is payable at date of registration and is included in the registration fee.

## F.4 PAYMENT OF FEES

F.4.1 The various fees are payable as follows:

Application Fee:	Payable on application until 30 September
Late Application Fee:	Payable on application after 30 September
Registration Fee:	Payable on registration date
Technology Fee:	Payable on registration date
Assessment Fee:	Payable on registration date
Late Registration Fee:	Payable after registration date
Residence Breakage Deposit:	Payable on/or before admittance

Fixed Deposit Fee For All Students: N\$2,000 for all disciplines

### Notes:

1. The amounts above are inclusive of Registration, Technology, Assessment and Student Activities fees.
2. If the total fee account is below the minimum amount specified above, then the whole fee account is payable at Registration.
3. Students will pay the Registration, Technology and Assessment Fees only once per year on registration for that year.

Balances on fee accounts are payable on the due dates as specified in F.4.2 below.

Residence Fees Per Semester	Deposit At Registration N\$2,000	On Due Dates Balance
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## F.4.2 DUE DATES

Installments are payable on/or before:

<b>Year courses:</b>	28 February	12%	30 June	62%
	31 March	26%	31 July	74%
	29 April	38%	31 May	50%
	31 August	86%	30 September	100%
<b>Semester 1:</b>	29 February	33%		
	31 March	66%		
	29 April	100%		
<b>Semester 2:</b>	29 July	33%		
	31 August	66%		
	30 September	100%		

**NB:** Where students fail to pay their fees on the due dates, Council reserves the right to refuse such students registration, meals, accommodation, examination admission, or any other steps Council may take from time to time.

## F.4.3 BURSARY STUDENTS

On registration, bursary holders must produce original written proof of bursaries awarded. Should sponsorship be subsequently withdrawn, the student should pay the required fees.

**NB:** No withdrawal of the award will be accepted after 28 February for first semester and 31 July for second semester.

Residence breakage deposit of N\$700.00 must be paid in cash, cheque or by direct deposit, as this does not form part of the bursary unless otherwise stipulated.

## **F.5 REBATES AND/OR DISCOUNTS**

### **F.5.1 Rebates to Personnel Members and their Dependants**

Personnel members and their dependants in the permanent employ of the Polytechnic and UNAM shall pay a registration fee only at date of registration. They may register at the beginning of the academic year for any academic course, except for extra-curricular courses, as the latter courses must be self-supporting. No rebate will be allowed if the relevant person has a bursary and/or when subjects are repeated. To qualify, students must submit an original letter from Human Resources Department to the Student Debtors Officers ON REGISTRATION DATE. Rebates not applied for in this manner will be forfeited.

### **F.5.2 Rebate to Council Members**

Officially appointed Council members and their dependants shall pay a registration fee only at date of registration. They may register at the beginning of the academic year for any academic course, except for extra-curricular courses, as the latter courses must be self-supporting. No rebate will be allowed if the relevant person has a bursary and/or when subjects are repeated.

### **F.5.3 Rebate to Members of Housing Committee**

A rebate equal to 30 % of residence fees will be granted to the Housing Committee Chairperson and 20 % of residence fees to Housing Committee members for the period served in that capacity. Rebates will only be refunded if all accounts are settled in full.

### **F.5.4 Rebate to Students Representative Council**

A rebate of 50 % to SRC Chairperson and 40 % to SRC members will be granted on the following conditions:

- (a) The rebate will be calculated for the period served as SRC member or chairperson.
- (b) Rebates will be calculated on tuition fees only, excluding residence fees or any other charges.
- (c) Rebates will be refunded at the end of each semester.
- (d) Rebates will only be refunded, if the fee account is settled in full.

## **F.5.5 DISCOUNTS**

### **F.5.5.1 Discount of 20 % for students from the same family (excluding the first student) based on the following conditions:**

- (a) Students are self-funding, i.e. they do not get a bursary or scholarship.
- (b) Students must apply for the discount in writing to the Bursar.
- (c) Applicants must produce a full birth certificate to prove that at least one parent is the same or a documentary proof that they are legally adopted.
- (d) No discount will be considered for courses being repeated.
- (e) Students must be studying concurrently; i.e. at the same time.
- (f) Part-time and/or married students do not qualify for the rebates.

### **F.5.5.2 Discount for Full Payment**

A 10 % discount on tuition fees will be granted if tuition fees are paid in full. The following conditions apply:

- (a) On or before 29 February each year for year and first semester accounts.
- (b) On or before 31 July each year for second semester accounts.
- (c) Students who are de-registered for whatever reason will forfeit the discount and will then be liable for the full account.
- (d) Students who cancel their courses or subjects will not be entitled to a refund of the discount after the discount has been allowed.

### **F.5.5.3 Discount for Excellent Academic Performance**

All students who obtain at least 85% in the final mark of a course shall receive a discount on tuition fees for that course as follows:

- 5 % for a first year course;
- 10 % for a second year course;
- 15 % for a third, fourth or fifth year course.

**NOTE:** No discount shall be given for excellent academic performance in courses that the student repeats.

## **F.6 INTEREST ON OVERDUE ACCOUNTS**

A 15 % annual interest will be charged on all residence and tuition accounts overdue by 30th September.

## **F.7 REFUNDS**

### **F.7.1 Refund Upon Discontinuation of Studies**

#### **F.7.1.1 Year/Semester**

Written applications for refunds of class fees should be submitted to the Student Debtors Officers.

#### **F.7.1.2 Year Courses**

- (a) Cancellation of course(s) on or before 29 February - 100 % credit
- (b) Cancellation of course(s) on or before 30 June - 50 % credit
- (c) Cancellation of course(s) on or after 01 July - no credit

#### **F.7.1.3 First Semester Courses**

- (a) Cancellation of course(s) on or before 29 February - 100 % credit
- (b) Cancellation of course(s) on or before 07 April - 50 % credit
- (c) Cancellation of course(s) on or after 08 April - no credit

#### **F.7.1.4 Second Semester Courses**

- (a) Cancellation of course(s) on or before 31 July - 100 % credit
- (b) Cancellation of course(s) on or before 08 September - 50 % credit
- (c) Cancellation of course(s) on or after 09 September - no credit

#### **F.7.1.6 Students who fail to cancel courses and residence in writing remain responsible for the full fees for the particular academic year.**

#### **F.7.1.7 Extra-Curricular Courses**

No refund unless courses are cancelled by the Institution

#### **F.7.1.8 Refunds - General**

Students who wish to request 100 % refund due to cancellation as a result of factors beyond their control may appeal to the Registrar in this regard. Such appeal must be submitted to the relevant Faculty Officer. No refunds can be guaranteed.

Claims for refunds will be processed twice a month, i.e. on the 15th and 30th day. An official claim form should be completed and handed in at the Enquiry Counter, Ground Floor, Administration Building.

#### **F.7.1.9 Credit balances will be forfeited if it is not claimed within one year.**

#### **F.8 NON-FORMAL COURSES**

Non-Formal courses are offered on an extra-curricular basis and are subject to a minimum of 10 registered students per course. These courses are run on a self-financing basis.

Fees For Foreign & National Languages (Total Hours 75) - N\$1,700  
(Inclusive of Registration Fee)

#### **F.9 FINANCIAL ASSISTANCE**

Please note that the Polytechnic does not offer any financial assistance in the form of loans and/or bursaries. For additional information contact the Student Financial Aid Officer at telephone number (061) 207-2187.

**NB: Notwithstanding the fact that all the information contained herein has been compiled as accurately as possible, Council, Senate and the Boards of Studies of the Polytechnic accept no responsibility for any errors that may occur.**

## SCHOOL OF BUSINESS AND MANAGEMENT

### OFFICE OF THE DEAN

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	:	<b>Winson Nepembe</b> , ND Public Admin. (PoN), B.Tech. Public Mngt. (UNISA)
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## **HAROLD PUPKEWITZ GRADUATE SCHOOL OF BUSINESS**

### **MASTER OF INTERNATIONAL BUSINESS**

#### **Introduction**

The seamless integration of customers and suppliers into the corporate business fraternity compels business management systems to be innovative. Further, today's business environment has become more complex and turbulent thus requiring the future international business executives to be aware of cultural uniqueness and how it impacts on the multinational business management and success. The companies which have understood this new dimension of management clearly have a competitive edge in the world markets. In this international and competitive context, it is therefore incumbent upon management education to focus on nurturing the knowledge and developing skills that would provide multinational companies with future top managers capable of operating across national boundaries.

Therefore a career in international business management not only equips the participants with skills and knowledge to function in a multinational business setup but also gets them well prepared to assume responsible positions in the public, private and non-government organisations dealing with trade, logistics, finance and economic policy issues and as leaders in innovation and entrepreneurial development.

#### **Polytechnic Statutes and Regulations**

The programme shall be offered within the Polytechnic of Namibia Statutes, general rules and guidelines. Thus, the rules in this prospectus must be interpreted in line with the Polytechnic's General Academic Regulations for Master degrees by coursework and thesis or mini-thesis.

#### **Admission Requirements**

The requirements for admission to the Master of International Business programme are as follows:

- (i) A recognised 4-year bachelor's degree or its equivalent qualification or a recognised graduate degree with a research component;
- (ii) At least two years of relevant full-time work experience;
- (iii) Computer literacy and a proven proficiency in English language;
- (iv) Be employed or self-employed during the programme; and
- (v) Exceptions may be based on the Recognition of Prior Learning (RPL) and candidates must demonstrate that they possess the necessary learning abilities to succeed in the programme.

Apart from the admission requirements listed above, all the students admitted will be required to work through the text-book "The Future of Business" prior to their first lectures. Mastering of the content will be tested and the Polytechnic reserves the right in case of poor performance in the test to cancel or defer the admission.

#### **Programme Duration**

Ordinarily the modular Master of International Business programme will be covered over a minimum period of two and half (2½) years, however if the thesis is carried out concurrently with other modules in the fourth phase then the programme can be completed in two (2) years.

The entire programme must be completed in maximum period of five (5) years from the date of first registration.

### **Fees Information**

The fees that will be charged for Master of International Business programme cover tuition, books and course materials but do not include accommodation and transport expenses which the participants will incur over their stay in Windhoek while attending the programme. Besides, extra costs incurred by the students during their visits to partner institutions for earning credits towards the programme will be met by the respective students.

- i. Any extra cost of the exchange phase abroad will be met by the students from their own resources.
- ii. The fees are payable in two installments and such payments must be made before the commencement of phases I and III respectively.
- iii. Any arrangement different from (ii.) above shall be negotiated between the student and the Bursar's Office.

The table below shows the distribution of fees among the various potential categories of students for the programme:

**Table 1: Fees Schedule**

<b>Categories of Students</b>	<b>Fees N\$</b>
Namibian Students	75 000.00
Students from the SADC* region	75 000.00
International Students coming from the rest of the world	85 000.00

\*SADC – Southern Africa Development Community

### **Programme Structure**

The programme is divided into four phases: (i.) theory and practice of management, (ii.) value creating skills, (iii.) networking across cultures and (iv.) managing for results. All the modules in phases I to III are considered core management areas and are therefore compulsory for all the students except for exchange students who have covered the equivalent in other institutions. The modules in phase IV are optional and at least one area must be taken in addition to the core modules.

Table 2: Curriculum

Compulsory and Core Modules - Phases: I - III				Phase IV: Specialisation (Elective) Modules - Managing for Results				
Phase I: TPM510 - Theory and Practice of Management	Phase II: VCS520 - Value Creating Skills	Phase III: NBC530 - Networking Across Cultures	ITL541 -Intl. Trade and Logistics	FIM542 - Financial Management (Intl. Trade)	ENM543 - Entrepreneurship	SUD544 - Sustainable Development	IRM545 - Integrated Resource Management	
TPM511M: Presentation and Communication	VCS521M: Marketing and Customer Relations Management	NBC531M: Team Design and Roles Games	ITL5411: Global Supply Chain Management	FIM5421: Financial Institutions and Markets	ENM5431: Innovation and Process Management	SUD5441: Economic Approaches to Local Development	IRM5451: Cleaner Production	
BID510C*: Business Information and Decision Processes	VCS522M: Service Management and Logistics	NBC532M: Intercultural Management	ITL5412: International Economics and Economic Cooperation	FIM5422: Corporate Finance and Investment Management	ENM5432: International Perspective of SME Sector	SUD5442: Sustainable Project Management	IRMS452: Economic Instruments for Environmental Management	
TPM515M: Accounting and Finance	VC5523M: Managerial Accounting	NBC533M: Economics of Namibia and SADC	ITL5413: International Trade and Project Management	FIM5423: Financial Risk Management	ENM5433: High performance Management	SUDS443: Environmental Conservation and Protection	IRM5453: Energy Systems Management	
TPM516M: Human Resource Management	VCS524M: Management Simulation Games	NBC534M: Negotiation and Conflict Management						
TPM517M: Applied Economic Analysis		NBC535M: International Business Law	TSS5441: Thesis Or MTS5442: Mini Thesis	TSS5441: Thesis Or MT55442: Mini Thesis	TSS5441: Thesis Or MT55442:Mini Thesis	TSS5441: Thesis Or MTS5442:Mini Thesis	TSS5441: Thesis Or MTS5442: Mini Thesis	

The course Business Information and Decision Processes is divided into three (3) parts: Systems thinking; Decision Making Methodologies and Business Intelligence. All the parts require adequate coverage and assessment.

Students will choose one of the following options to complete Phase 4:

- i. Enrol for only one group of specialisation together with a 1080 notional hour Thesis; the Thesis in this case shall be allocated 45% of the programme's time;
- ii. Alternatively, enrol for two (2) phase four specialisation groups together with a Mini Thesis of 720 notional hours (30% of the programme's time); or
- iii. Finally, opt for a semester abroad and a Mini Thesis of 720 notional hours.

### **Examination Admission**

All modules assessed by both continuous assignment and/or tests and examination will require students to obtain a minimum continuous assessment (CA) mark of 40% for them to be eligible to write the final examination in the particular module.

### **Programme Assessments**

- i. The assessment outcomes listed in table 3 below are based on the National Qualification Framework (NQF) in Namibia and the Graduate Management Recruitment Agencies descriptors in Table 4;
- ii. Each of the modules must be passed with a final mark of 50% comprising of assignments, tests and examination as appropriately indicated in table 3;
- iii. In the determination of the final score for passing a module, cognisance will be taken of the following:
  - a. A student must obtain a subminimum of 40% in the examination.
  - b. A student will be given an opportunity to obtain a Continuous Assessment (CA) mark, which may be comprised of an assignment, a test or both.
  - c. Both the examination and the CA marks are added together proportionately according to the table below to obtain the final mark for passing the module which is 50%.
  - d. In the case of a module not assessed by an examination, the entire final mark is deemed to come from the CA.
  - e. A student can carry forward or improve any of these marks over the period of 4 years, after which they elapse and the student has to register afresh and pay the required fees.
- iv. All the candidates are required to pass all the core or compulsory management modules in phases (I – III) before taking on the specialisation or optional modules in phase four (IV); only under exceptional circumstances may a student be allowed to proceed to phase IV without meeting this condition; and
- v. Students who fail to attend or pass particular modules in the programme will be required to continue in the following cohort or year. Such students will be expected to sit for second opportunity examination as appropriate subject to the maximum programme duration allowed.

**Table 3: Program Assessment Schedule**

		<b>Total Hours</b>	<b>NQA Level Outcomes</b>	<b>Test(s)</b>	<b>Assign</b>	<b>Exam</b>	<b>Total</b>
<b>Code</b>	<b>Module</b>			<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
TPM511M	Presentation & Communication		AF	20	80		100
2M-7M	Individual Presentation/ Seminar		AF				
BID510C	Business Information and Decision Processes		BC	50		50	100
TPM515M	Accounting & Finance		DN	50		50	100
TPM516M	Human Resource Management		DN	50		50	100
TPM517M	Applied Economic Analysis		DN	50		50	100
	<b>Phase 1: Summary</b>	<b>360</b>					
8M-11M	Group Presentation/ Seminar		FX		100		100
VCS521M	Intl. Marketing & Customer relationship		DN	40		60	100
VCS522M	Services Management and Logistics		DN	40		60	100
VCS523M	Managerial Accounting		DN	40		60	100
VCS524M	Management Simulation		BX		100		100
	<b>Phase 2: Summary</b>	<b>288</b>					
GRP536A	Group Project: Knowledge Acquisition						
NBC531A	Team Work Debriefing / Brief		FY				

NBC531B	Team Design & Role Games		FY		100		100
GRP536B	Group Project: Project Acquisition		DN				
NBC532M	Economics of Namibia and SADC Countries		CZN	40		60	100
NBC533M	Intercultural Management		DN	20	30	50	100
NBC534M	Negotiation & Conflict Management		CZN	20	30	50	100
NBC535M	International Business Law		DN	20	30	50	100
GRP536C	Group Project: Project Contracting		DN				
	<b>Phase 3: Summary</b>	<b>312</b>					
GRP545D	Group Project: Execution & Report		DN		100		100
	Elective 1		DN	20	30	50	100
	Elective 2		DN	20	30	50	100
	Elective 3		DN	20	30	50	100
EDP546M	Expert Delphi Panel / Open		FY		100		100
	<b>Phase 4: Summary</b>	<b>312</b>					
LRM547M	e-Learning Research Methodology	48	DN				
TSS5441/ MTS5442	Thesis / Mini Thesis	1080 / 720	AE		100		100
<b>Total Hours</b>		<b>2400</b>					

**Table 4: Notes on the Descriptors A – Z**

**The Major Outcomes of the MIB Programme**

- A Capacity for self - directed study and ability to work independently;
- B Advanced information retrieval, processing, analysis, synthesis and independent valuation of quantitative and qualitative data;
- C Identification, analysis and proposed responses to the real world on complex issues and problems drawing systematically and creatively on the principles, theories and methodologies of particular disciplines (in this case: International Trade and Logistics, Finance, and Entrepreneurship);
- D Comprehensive and systematic knowledge in a discipline or field (International Business) with specialist knowledge in an area at the forefront of that discipline or field (Trade, Finance or Entrepreneurship);
- E Planning and carrying out of a substantial piece of original research or scholarship to internationally recognised standards involving a high order of skill in analysis and critical evaluation;
- F Ability to present and communicate academic or professional work effectively, catering for a wide range of specialist and non-specialist audiences and/or in diverse genre;
- X Strong interpersonal and communication skills;
- Y Proven ability to perform; and
- Z Cultural fit with an organisation within a competitive business environment.

**Grading Scheme**

The overall performance in a module shall be graded on a percentage scale divided as follows: (ref: Gen Rules AC 4.1)

i.	75 and above		Distinction	
ii.	70	–	74	Merit
iii.	60	–	69	Credit
iv.	50	–	59	Pass
v.	0	–	49	Fail

**Transfers of Credits from Other Institutions**

(ref. Gen. Rules AC 2)

The Registrar may, upon recommendation of the Higher Degrees Committee or an appropriate body (i.e. Senate) and Dean of the School concerned, grant recognition for examinations and / or courses completed successfully at other institutions up to a maximum of 50% of the courses required for the qualification.

Such recognition shall be applied for on the prescribed form and shall be granted on merit as judged against the following criteria:

- i. There is at least 80% overlap between the contents of the two courses concerned: the one presented for recognition and the other for which recognition is requested;
- ii. The institution at which the course was completed is recognised by the relevant authorities and is an accredited institution in the country of origin;

- iii. The academic standard and the standard of assessment in the course are to the satisfaction of the School or Department;
- iv. The curriculum of the course presented has not changed significantly since the completion of the course; and
- v. Courses completed four or more years before the date of application for exemption will not be recognised for credit purposes.

## **Module Descriptions**

### **PHASE I: THEORY AND PRACTICE OF MANAGEMENT**

#### **Presentation and Communication - TPM511M**

One of the major competencies expected from a Master programme graduate is to be “able to present and communicate academic or professional work effectively, catering for a wide range of specialist and non-specialist audiences and/or in diverse genres”. Although many opportunities exist during the programme to acquire and develop these skills, a firm basis is needed not only to ensure the communication and presentation skills of the individual modules but also to enhance the learning experience and benefit of the fellow participants in the programme.

#### **Business Information and Decision processes - BID510C**

This course is part of the Theory and Practice of Management phase and is divided into three sections that support each other: Systems Thinking, Decision Making Methodologies and Business Intelligence.

The systems thinking introduce the essential concepts of complexity theory and insight into systems relating to the business environment, planning, learning processes, and information management. Rational decision-making is based on a systematic and systemic understanding of system elements and their interactions in any given situation. According to Peter Senge, systems are “perceived wholes whose elements must ‘hang together’ because they continually affect each other over time and operate toward a common purpose”.

The sustainable running of a project or an enterprise is based on an appropriate assessment of the underlying factors as represented by the information gathered – business intelligence and on an evaluation of the options available. Decision making methodologies address decisions in complex business set ups often encountered in competitive business environments that require choice in the associated methodologies to deal with particular situations; the second part of this course therefore gives workable insights to the practising manager on possible combination of techniques. It presents the methodologies for situational analysis and data processing techniques leading to an adequate information base for decision making. Business intelligence on the other hand is a process for increasing the competitive advantage of a business by the intelligent use of available data in decision-making and reporting. In this section special attention is given to the collection, collation and analysis of data. Various market research methods will be discussed. Different forecasting techniques will be investigated and the information technology support function will be outlined. Furthermore, methods of measuring business performance will be investigated, e.g. the Balanced Scorecard.

Thus, the course provides know-how together with tools to be applied in subsequent parts of the programme.

#### **Accounting and Finance - TPM515M**

Making sound business decisions means having good information and using it effectively. The principal goal of this course is to provide an understanding of financial information as presented in the financial statements and how this information can be used in financial planning and analysis of the enterprise. This course therefore, will cover the basic financial statements

and how these financial statements are used to value and evaluate the performance of an enterprise for better business decisions. In addition, the course presents the fundamental concepts used in finance, thus emphasising basic financial literacy and the tasks associated with making responsible financial management decisions. Sources and uses of capital and functions of financial markets will be addressed to include time value of money, risk and return as well as fundamental aspects of investments management.

### **Human Resource Management - TPM516M**

This course is designed to give a thorough foundation of Strategic Human Resource Management. The concept of "Strategic HRM" means that HR activities within an organisation should be directly linked to the wider overarching business goals, as well as to the internal and external environment in which the organisation operates. The aims of this course are to ensure that students: (i) develop a sound knowledge base of, and (ii) critically assess various aspects of human resource management that are of strategic relevance to work in the organisations.

### **Applied Economic Analysis - TPM517M**

The main objective of this course is to facilitate critical economic thinking for optimal decision making. The participants will be prepared to apply theoretical economic concepts and principles in finding optimum solutions to practical economic problems that confront their businesses and communities as a whole.

## **PHASE II: VALUE CREATING SKILLS**

### **Marketing and Customer Relations Management - VCS521M**

International Marketing and Customers Relationship Management (CRM) is all about the management of marketing functions at national/international level as well as the identification of marketing-based international business opportunities and the understanding of the cultural factors in buyer behaviour.

It is about managers constructing and evaluating global and culturally adjusting marketing strategies to meet the various market challenges for their products. The second part however entails how marketing managers need to move from the customers' satisfaction tenet to a broader and more modern customers' relationship/intimacy tenet.

### **Services Management and Logistics - VCS522M**

The aims of this course are to teach the student about the different links in the supply chain that cross international boundaries and enable the student to develop a supply chain for future business ventures. Beginning with the service encounter, service managers are required to blend together marketing, technology, people, and information to achieve a distinctive competitive advantage culminating in customer satisfaction.

### **Managerial Accounting - VCS523M**

Decision-making in organisations is based on systematic sieving of relevant information that is available to managers on a daily basis. This course emphasises the use of accounting information by managers for decision-making. It is designed to impart skills required by managers to make use of information supplied by accounting systems in organisations. The course provides an in-depth exposure to the principles of managerial accounting through concepts, practices and skills needed to effectively use accounting information in managerial decision-making situation. In addition, this course provides skills required to appropriately evaluate managers' performance and control operations of the organisation.

### **Management Simulation Games - VCS524M**

This course provides practical experience quickly and in a risk free environment. Emphasis is on the use of competencies gained in all the other modules to make effective business decisions

in changing times and yet remain competitive. Participants team up in a multidisciplinary (self-managed) team faced with a real world situation and compete against other teams in simulating business decision making scenarios. This is a practical course establishing links between business management theory and business management in practice.

### **PHASE III: NETWORKING ACROSS CULTURES**

#### **Team Design and Role Games - NBC531M**

The 2009 Global Corporate Recruiters Survey by the Graduate Management Admission Council (GMAC) identified the top three characteristics looked for in a job candidate: strong communication and interpersonal skills, proven ability to perform, and cultural fit with the company. Consequently, an important focus of the MIB programme is the team playing capabilities of the participants. In this context, it is not only crucial to receive adequate feedback as a team member but that tools and methods are also introduced which enable the participants to effectively design teams and assess their relationships and performance.

#### **Intercultural Management – NBC533M**

This course examines the impact of culture on communication and, therefore, interpersonal relationships. It identifies potential problems which might be encountered in team work, and provides directives regarding the variables that play a significant role in inter-cultural communication. The premise on which this course is based is that the individual and his/her culture are interlocking.

#### **Economics of Namibia and SADC - NBC532M**

The main objective of this course is to get the programme participants exposed to the operations and functioning of the Namibian economy as well as the economies of the SADC countries. The course begins by exposing the participants to the structure of the Namibian economy as well as its performance since the attainment of independence twenty years ago. The course deals mainly with performance policies within the CMA regime and covers the economic integration mechanisms not only within the region but also with regard to the ROW.

#### **Negotiation and Conflict Management - NBC534M**

This course serves to explore the negotiation process not only in terms of the local participants but also within an international environment. Not only are the negotiation styles debated but also the appropriate communicative approach analysed. Since the cultures of the negotiating parties often differ, conflict could arise. How to deal with potential conflicts and resolve such conflicts would also be examined and debated.

#### **International Business Law - NBC535M**

The objective of this course is to introduce the students to some of the legal considerations involved in doing business internationally. A brief review of the international legal framework will be followed by an examination of the international sale of goods and international investment flows. The examination of the international sale of goods will deal, inter alia, with the following: formation and performance of export contracts; some special forms of export contracts; standardisation of international trade terms (Incoterms); the international carriage of goods; payment and financing of the transaction; and insurance. The examination of international investment will include a discussion of the following: the types of foreign investment (FI); reasons for FI; incentives for FI; transfer of technology; joint ventures; principles of international business conduct. The alternative forms of dispute settlement available for resolving disputes that may arise in either the international trade or investment transaction which will be examined. Emphasis here will be on arbitration as the preferred method of dispute settlement.

## **PHASE IV: SPECIALISATION (ELECTIVE) MODULES**

### **INTERNATIONAL TRADE AND LOGISTICS**

#### **Global Supply Chain Management - ITL5411**

This module evaluates the strategic role of logistics and supply chain management in the modern global organisations. This is achieved through the examination of the principles of strategic supply chain management and their application to examples and case studies relating to a range of supply chain scenarios in relevant organisations. The nature and characteristics of global supply chains are explained. Transport options and inventory strategies are discussed. Various tools for supply chain mapping are applied to relevant examples. Emphasis is placed on the information needs for successful strategic supply chain management in a modern global organisation. Topics covered include the design and operation of logistics information systems, the use of key performance indicators and benchmarking. Structural issues relating to effective management structures, inter-company supply chain relationships, partnerships, strategic alliances and the emergence of the virtual supply chain organisations are explored in a global business context.

#### **International Economics and Economic Cooperation - ITL5412**

This module aims to provide a highly focused discussion of topics in International Economics. International Economics comprises two separate subject areas—international trade and international finance. The module commences with a detailed discussion of the theories of international trade and trade policy. This part of the module relies heavily on the tools of microeconomics and therefore can be called International Microeconomics. The second part of the module deals with issues in international finance and makes use of concepts and tools of macroeconomics. Topics included are a discussion of the foreign exchange market, exchange rate policy, international lending and financial crises, and operations of the open macro-economy under different exchange rate regimes. Finally the last part of the module will deal with the international and regional trade cooperation issues and breakthroughs, including the creation of regional free-trade area.

#### **International Trade and Project Management - ITL5413**

Discussions on this module centre on managing multiple projects/deadlines, and how the basic project management tools are applied to optimise resources (capital, time and human). In this module students will acquire relevant skills to manage international trade activities effectively while ensuring competitive advantage in initiating, planning, implementing, executing and closing international business ventures and collaborations. It is a primary cornerstone of this specialisation and will culminate with the preparation of an International Business Plan.

## **FINANCIAL MANAGEMENT (INTERNATIONAL TRADE RELATED)**

#### **Financial Institutions and Markets - FIM5421**

As national boundaries become increasingly irrelevant in the global financial marketplace, students of business need a good understanding of the complex interrelationship between international financial markets and national macroeconomic policy-making. On the one hand, there is a growing appreciation of the potential of foreign exchange markets and stock markets to affect national macroeconomic performance. On the other hand, the turbulence experienced by many emerging and developed markets in recent years has raised the profile of international financial flows and substantially altered the incentives for international policy coordination. This self-contained module aims to alert students to these new realities and develop their interest in the operations of the international monetary and financial system via a combination of economic and political theory. The focus throughout is on the two-way interaction between international financial markets and institutions and how these interactions affect the national macroeconomic policy decisions.

### **Corporate Finance and Investment Management - FIM5422**

Building on a summary review of the issues covered in International Financial Markets, Foundations of Finance and Corporate Finance, such as EMH, PD, CAPM, etc., the module provides an introduction to the general issues related to investments, asset allocation, securities, portfolios, and capital markets, followed by key issues relating to securities valuation, selection, and portfolio management. The three most important types of securities that are fundamental to investment choices – equities, bonds (fixed income), derivatives – will be analysed from the point of view of valuation, returns, risk, and portfolio choices. The role of cash and other alternate investments in an investment portfolio will also be discussed.

The module is designed to meet the expectations of two different types of target audiences at the graduate level. The first target group are those students who may be seriously contemplating a very lucrative but challenging career in the investments industry. The second target group are those students who are curious about investment techniques and strategies for their own personal investment choices.

### **Financial Risk Management - FIM5423**

Unpredictable movements in exchange rates, interest rates, and commodity prices can affect not only a firm's market value, but also whether the firm will survive or not. The global financial crises in the late 1980s, 1990s and 2000s have definitely convinced many firms that risk management should play an important role in a firm's overall strategic development. In fact, lapses in risk control often lead to huge financial losses to a company. On the other hand, sound risk management practices can increase the market value of the firm. The purpose of this module is to offer a step-by-step approach to the development of a proper risk management strategy for a company. The module will focus on: the identification and measurement of a firm's exposure to financial risk; use of various financial instruments in managing the firm's exposure to risks; and implementation of a risk management programme.

A break-down in risk control system eventually costs the shareholder money, directly or indirectly, either by being forced to inject more capital or by seeing the value of equity fall when losses resulting from risk control failures become public knowledge. It is thus within every manager's interest to understand the impact of risk management to the market value of a firm.

## **ENTREPRENEURSHIP MANAGEMENT**

### **Innovation and Process Management - ENM5431**

This module is divided into two parts: part one is about technology management and involves an understanding of technology development process as an object of management and learning of the basic principles of the management of technology and innovation. Further it explores the impact of Japanese traditions and cultures on management industry and understanding of major factors influencing Japanese technology development and management practices. It proceeds to point out the sources of success and barriers to technological innovation in Japan. And finally it assesses the opportunities for successes in international collaboration amongst companies in technological development. The second part focuses on the development and management of new and existing products from a decision-making perspective. Successful innovation requires a balance of creativity and commercialisation. Both are explored in this module.

As product innovation is a multi-disciplinary field, this section, while focusing on marketing's role in product innovation, heavily relies on techniques that encompass engineering, research and development, management, production, and design.

### **International Perspective of SME Sector - ENM5432**

Small and Medium Enterprises (SMEs) are the economic backbone of many developing countries. This module will focus on programmes that enhance their knowledge base and capabilities in order to increase their productivity and profitability based on international experiences and practices. Further it touches on the impact of SME's based on their rapid expansion on the environment brought about by their drastic changes in their production processes and inputs. Equally important is how to bring about sustainable development of SMEs to remain competitive nationally and internationally. This requires well-balanced economic, social and environmental dimensions in development. This module will cover all these dimensions and their policy instruments.

### **High Performance Management - ENM5433**

This module covers the basics of performance management and then proceeds to performance updates and end-of-cycle reviews. In conducting all these it introduces the students to the aspects of developing & setting performance objectives including: introduction to performance objectives setting; developing measurable performance objectives; conducting an objective-setting discussion; performance action planning. Coaching and handling performance reviews by: giving and receiving performance feedback; coaching; conducting a performance update discussion; conducting an end-of-cycle performance appraisal; handling unacceptable performance. And finally, continuing development: career planning and professional development.

## **SUSTAINABLE DEVELOPMENT**

### **SUD5442 - Management of Sustainable Projects**

Governments are praised for their strength of vision, whilst criticised when it comes to the implementation the same visions. There is a shift away from an emphasis on large scale, big size, centralised responsibility, problem-solving, and externally focused projects, to small, adaptive, decentralised improvement and consumer focus in service delivery. Public managers of local development projects and programmes need to be able to execute what is prescribed by policy. Therefore, project management is about developing and implementing sustainable programmes and projects. In this module, students will be equipped with project management skills that will enable them to implement institutional policies effectively and efficiently. The module is based on sound theoretical and practical foundations, enabling the students to emerge from the module with a clear concept on how to apply the skills required for the project management cycle in practice within their specified work contexts.

### **SUD5441 - Economic Approaches to Local Development**

This module aims at highlighting the basic concepts in sustainable development and showing some policy implications in selected relevant contexts. Special attention will be devoted to the focusing of general concepts and methodological issues, but empirical examples will be discussed, too.

The module starts by addressing the very definition of the local community and from that the local economy and the rationale for its consideration as a distinct entity within the development process, followed with the definition of sustainability from three aspects. The first is the economic perspective. This would assess sustainability in terms of market values, and from within the context of the development of the national economy. The second perspective is that of external economies, specifically with respect to the environment. The concept of sustainability is nowadays indissolubly bound with the debate on environmental issues. Finally, the role of the state is examined and a classification of policy options is presented.

The laboratories will look at international resolutions on the environment and sustainable development. This is followed by case studies that enable the student to look at experiences in sustainable local development in a variety of contexts, rural and urban, in developing and developed economic contexts. Finally specific spatial development programmes are discussed.

### **SUD5443 - Environmental Conservation and Protection**

The world's natural resources have and continue to undergo changes due to "ego-centric" human exploitation. Exploitation means have evolved with advances in technology and human population growth. The human imprint on some of these resources has comprised their persistence ability. Therefore, the need for managers to understand the historical aspects of natural resources use in order to understand today's natural resources status. Furthermore, managers need to develop management plans according to the best available knowledge using the best available assessment and monitoring techniques. In addition, they need to be able to communicate their results to different audiences in a compelling way. In this module, students will be exposed to environmental history as a tool to understand current world resources problems and a range of techniques to monitor both the physical and biological resources and further introduce them to different methods of how to rely on the results.

## **INTEGRATED RESOURCE MANAGEMENT**

### **IRM5453 - Energy Systems Management**

This module is designed to provide the students with the methods, tools and perspectives to understand, critique and influence the management of technical, economic, and policy choices regarding the options for energy generation, marketing, and use. In this regard, the focus of this module is on the technical, socio-economic, political and environmental impacts of energy consumption.

### **IRM5451 - Cleaner Production**

Cleaner Production (CP) tools and techniques are becoming very popular in today's industry as they face the challenges of bridging the gap between competitive industrial production and environmental concerns. CP is more than just a technical solution. It has wide spread application at all decision-making levels in industry, with the chief focus on adoption of cleaner technologies and techniques within the industrial sector. Costly end-of-pipe pollution control systems are gradually being replaced with a strategy that reduces and avoids pollution and waste throughout the entire production cycle, from efficient use of raw materials, energy and water to the final product.

This module will seek to expose the participants to the concepts of cleaner production, its tools and techniques that are necessary to identify and apply CP in industries. The module will begin first by introducing the participants to the issues of impacts of conducting business to the environment in order for them to appreciate the necessity of changing the way production processes are designed and run. Then the details of CP concepts, approach and tools will be covered.

Through case studies, games and excursions, participants will be able to acquire the necessary CP knowledge and various CP option identification skills during the entire module and be able to apply them in their respective workplaces as they seek to plan and manage business processes.

### **IRM5452 - Economic Instruments for Environmental Management**

Environmental economics places more emphasis on the central role of the market and focuses primarily on efficient allocation of scarce resources. Both environmental and ecological

economics approaches provide valuable insights into a wide range of environmental issues such as the causes and control of pollution; resource degradation, depletion and remediation; congestion and urban sprawls, despoliation and privatization of the global commons, and they raise vital questions of intra and inter-generational equity and policy-making.

The environmental policy and management, currently embraced by the developed and developing countries alike, is divorced from the reality of economic policy and sustainable development. The developed countries having achieved high levels of economic development with unrestricted access to resources and unhindered by environmental concerns, have sought to protect their environment and ultimately their quality of life from the side effects of economic activity. However, the challenge for developing countries and transitional economies in this milieu is to identify and adopt instruments that integrate environmental and economic policy and that are parsimonious in their use of scarce developmental and management resources; instruments that allow differential response by economic units and adjust flexibly to changing circumstances. The focus of this module is to identify instruments of environmental management in developing countries and transitional economies which essentially is a search for instruments of sustainable development. Certain economic instruments meet most of these conditions and are uniquely suited for the integration of environmental issues and economic policy and therefore can be designed to advance sustainable development.

#### **Group Project - GRP535A/B/C and GRP545D**

This is a management development training exercise and consolidates the students' understanding of management concepts through a consolidation of classroom-taught concepts as applied in solving real world management problems using consultancy projects. It is carried out by teams of 5-6 students using an integrated dataset and case problems. The project integrates all the formal teaching in Phases I - III, and trains students to be team players in multi-disciplinary management group settings. This is a competitive exercise assessed by a panel of three including external and internal assessors.

#### **SEMESTER ABROAD Code: SMA546**

##### **Rules for Completion**

Phase Four of the Master of International Business (MIB) programme entails students choosing specialisation modules. These currently include International Trade and Logistics, Entrepreneurship, International Financial Management, Sustainable Development, and Integrated Resources Management. In terms of the requirements of the NQF, Masters Degrees should have a minimum size of 240 credits or 2400 notional hours at or above Level 9 of which a minimum of 25% of the credits must be awarded on the basis of a thesis or creative work. In order to fulfill the requirement of 2400 notional hours the following alternatives routes are available to students:

- i. course work according to phases 1 to 4 (1320 hours) plus a thesis of 1080 notional hours completed successfully; or
- ii. course work according to phases 1 to 4 (1320 hours) plus one further specialisation module (312 hours) and a thesis of 768 notional hours completed successfully; or
- iii. course work according to phases 1 to 3 (1008 hours) at PoN plus a semester abroad (624 hours = 26 ECTS credit points or 62 NQF credit points minimum) and a thesis of 768 notional hours completed successfully.

The choice of electives and thesis shall be used to determine the specialisation to qualify the Master of International Business (MIB) award.

All research work should have a sound foundation as well as a practical base allowing learners to demonstrate an understanding of theory and its application at Master's level. Cooperation

of an employing organisation is desirable to enable learners to conduct action research where practicable. In the absence of this, the Polytechnic or Partner Institution should provide alternative means for the learners to carry out action research as need be.

The semester abroad should be with a Partner institution that has international accreditation to offer postgraduate management and business programmes. The student exchange programme requires prior approval of the Programme Coordinator and the Director of the Graduate School of Business at the Polytechnic.

### **Prerequisites**

A semester a broad will require successful completion of the modules in phases 1 – 3 of the Master of International Business (MIB) programme.

Course Duration: The exchange duration will be one semester with a workload equivalent to 624 notional hours or 62 NQF credits.

### **Aims of the Semester Abroad**

Besides the generic management know-how acquired in the phases 1 - 3, the participants will need to:

- i. Focus on one of the following areas: International Trade and Logistics; Trade related International Financial Management, Entrepreneurship, Sustainable Development and Integrated Resources Management.
- ii. Provide proof of full participation in lectures, presentations, assignments, projects, and finalise with mini-theses.
- iii. Design and implement a strategy for identification, collection, processing, and management of information both academic and professional to communicate and defend substantial ideas that are products of research and development through the application of a range of advanced and specialised skills to sustain a discourse in the field of specialisation.
- iv. Engage in interdisciplinary problem solving taking into account ethical and multiple views of stakeholders while resolving business and management issues.

### **Procedure**

- i. Students desiring to study a semester a broad need to select a university from among the universities with which the Polytechnic has inter-university exchange agreements. Information on such universities is obtainable from the Programme Coordinator or the Faculty Officer.
- ii. Students will be required to apply for the student exchange through their Heads of Departments who will forward the same to the Registrar's office and such students will remain enrolled with the Polytechnic over the period of exchange.
- iii. Such students will undergo screening at their respective departments to determine their preparedness in terms of academic standing and ability to support themselves abroad. On completion of the screening process, the student will submit an application to the university s/he wants to study at as an exchange student abroad through the Polytechnic.
- iv. Going abroad to study as an exchange student becomes possible only when an agreement has been obtained from the university that the student has chosen.
- v. Credits acquired at the university where the student studied are generally translated and included into credits earned at the Polytechnic. Depending on the number of credits earned, it becomes possible for the student to graduate when the minimum number of credits necessary for acquiring the degree is reached.
- vi. All students proceeding abroad will pay their tuition abroad as well as their transportation and maintenance costs. The Polytechnic will only refund the equivalent fee of Phase IV if the programme was done at the Polytechnic.

- vii. On arrival, exchange students will be required to submit original copies of their transcripts earned abroad together with course outlines of all the courses taken and for which recognition of credit is desired.
- viii. Returning students will also be required to debrief on their experience abroad, such information if found valuable will serve to inform the course content of the Specialisation Electives. Such debriefs will be submitted as reports to the section heads.

### **Expert Delphi Panel / Open - EDP546M**

This is a structured review process designed to help students in assessing the validity for example of methods used to measure the value of management concepts and applications to resolve management issues. It is a tool for harnessing the views of geographically dispersed and anonymous group of experts in a particular field.

Other uses for Expert Delphi panels are in the surfacing and judging components of messy issues.

### **e-Learning Research Methodology - LRM547M**

This is an Internet based module and will provide an understanding of an integrated research methodology which will enable students to undertake a study commensurate with master's level. The module will show how academic theory is developed and will provide research training in the individual components of research design, implementation and reporting. The module will outline the basic steps in the formulation of research questions and the way in which this should be used to derive a data specification and method of data collection. Strengths and weaknesses of different data collection methods will be emphasised and students will be encouraged to develop their own research skills.

### **Dissertation/Thesis - MTS5441**

The aim of this module is to develop the student's skills and ability to carry out an original investigation in a particular field of specialisation outlined in phase IV. The module is underpinned by LRM547M, e- Learning Research Methodology in which an appropriate dissertation topic will have already been identified. Students will receive regular weekly supervision from their supervisor who will provide further guidance on methodology, literature sources and review techniques, specification of data requirements, data collection and analysis, and final presentation. The dissertation will normally be between 20 000 to 30 000 words.

### **Facilities and Services**

The following resources will be offered for the benefit of the students:

- I. Library Services
  - 1. Automatic membership;
  - 2. Resources and facilities;  
The Library provides, besides a variety of printed books, the following resources and facilities:  
Periodicals; Online Resources; OPAC; Inter-Library Loans; Group Study Areas and Carrels;  
Internet; and
  - 3. Borrowing Privileges and Rules  
(<http://www.polytechnic.edu.na/library/library.html>).
- II. Computer Laboratories
- III. Auditoria and Conference Rooms; and
- IV. Faculty from the Polytechnic of Namibia and its partner institutions.

Further, each student will be provided with career guidance and counseling. Mentoring programmes and career development will be available to round up the package of support for the students.

### **Accommodation**

The Polytechnic may, from time to time have available accommodation and catering facilities. However, the students may be required to arrange for alternative accommodation and catering facilities should the Polytechnic not be able to provide the same. The cost of such facilities, if arranged by the Polytechnic, will be extra charges not included in the fees, and will be based on competitive market rates.

### **Programme Timetable**

The programme schedule in Table 5 in the appendix is detailed by block, week and modules and shows the distribution of how time will be spent on structured studies at the Polytechnic and unstructured studies required between the consecutive blocks. The following arrangement will be followed:

- i. Students are required to spend time in direct student-faculty contact hours which are made up of multimedia based Lectures (lec), Presentations (pre), and Seminars (sem), Simulations (sim), Projects (pro), and Excursions (exc), these are indicated in green bold prints within the scheduled week;
- ii. Further, students are required to spend time on tests (tes) and examinations (exa) as shown in the table above as well as preparatory (asg) time in groups at the Polytechnic (prep PoN) and for assignments at home (prep asg) together with the writing of various reports (reports), the sum of all these shall constitute supplementary structured studies; and
- iii. Finally, students shall engage in own reading and self-study (rss) for the thesis.

### **Refund Policy and Privacy Statement**

(ref. Gen. Rules F 7.1.8)

Students who wish to request a refund due to cancellation as a result of factors beyond their control may appeal to the Registrar in this regard. Such appeal must be submitted to the relevant Faculty Officer. Refunds are not guaranteed.

Claims for refunds made on official claim forms must be completed and handed in at the Student Information Desk, Ground Floor, Administration Building and will be processed twice a month.

### **Programme Information and Application**

All enquiries about the programme must be directed to:

Mrs. Derlien Katunohange

Faculty Officer

Tel: (+264 61) 207 2320,

Fax (+264 61) 207 2401

Email: [dkatunohange@polytechnic.edu.na](mailto:dkatunohange@polytechnic.edu.na)

Website: [www.polytechnic.edu.na](http://www.polytechnic.edu.na)

OR

Ms. Martha Haukongo

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Tel: (+264 61) 207 2969

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Website: [www.hpgsb.polytechnic.edu.na](http://www.hpgsb.polytechnic.edu.na)

**Curriculum Structure**

The programme is offered as block delivery, structured to allow students to study either in full or part-time mode. There will be one intake per annum in the month of September. The programme is designed to be completed within three semesters/stages.

**Semester 1**

<b>Course Title</b>	<b>Course Code</b>	<b>Prerequisite</b>
Personal Development Planning	PDP911M	None
The Board, Executive and Management	BEG912M	None
Corporate Strategy	CTS922M	None
Leadership, Self and Creating the Future	LSC914M	None

**Semester 2**

The Implementation of Strategic Change	ISC921M	None
Advanced Project Management	APM913M	None
Negotiations and Conflict Management		None
Intercultural Management	NBC533M	None
<b>Plus Any Two Electives</b>		
Management of People and Organisations	MPO923M	None
Corporate Finance	CTF924M	None
Marketing Communications Strategy	MCS925M	None
Managing Corporate and Stakeholder Relationship	MCR926M	None
Business Process Evaluation	BPE927M	None
Corporate Governance Leadership	CGL928M	None

**Semester 3**

Research Methods	RMA931S	None
Dissertation	DST932S	Research Methods

**Induction Programme**

Fundamental to the success of the programme is that the student has the generic study skills appropriate to the programme; and mutual support to avoid the feeling of isolation common to many students undertaking a student-centred programme. Likewise it is important for students to develop the ability to reflect on, and identify strategies to overcome learning needs. These will be covered by Leeds Met staff in a one day Induction prior to the study of the first module. One of the aims of the MSc Leadership and Change Management programme is to help students to become more reflective in their approach to their work as senior managers. That is, they will integrate practical activity with an increasingly informed consideration of the effects of that activity.

Where the pace of change in subject knowledge is rapid, updating in subject knowledge, while essential, is not adequate to provide students with the skills they need to remain effective practitioners. The programme seeks to provide a framework for the development of such an effective practitioner, a person capable of performing unfamiliar tasks in unfamiliar situations and solving new problems in new situations alongside the updating in subject knowledge.

This will be implemented through the objectives and competencies of the programme which will be developed throughout the taught elements of the programme and through the delivery of the dissertation. Further a number of the modules require the student to reflect on their learning and thereby practice and enhance the reflective skills needed to take responsibility for their own learning and to continue to do so once the programme has finished.

**The core modules are:**

**A. Personal Development Planning**

The aim of this module is to develop, through reflective practice, postgraduate Students' personal, academic and professional skills to enable them to achieve their potential at University and as lifelong learners.

**B. The Board, Executive and Good Governance**

The aim of this module to provide knowledge, understanding and critical awareness of the central issues facing directors and senior executives to day. It focuses on the essential element for the effective leadership, management and direction at board level, of an organisation's business in a dynamic and often conflicting environment.

**C. Advanced Project Management**

The purpose of this module is to provide knowledge, understanding and critical awareness of contemporary approaches to the strategic and operational issues surrounding project management. The programme examines planning and controlling a project environment and considers a wide range of issues and events that may impact on the success of a project. It will explore how these might be effectively addressed, and will identify the critical factors for sustaining success. It will enable the student to evaluate critically the unique and multi-elemental nature of projects and to instil the motivation and commitment needed to develop and implement projects in a professional and enthusiastic manner.

**D. Leadership, Self and Creating the Future**

The purpose of this module is to provide knowledge, understanding, and critical awareness of the essential prerequisites for the effective strategic leadership, management, and direction of an organisation's business in a UK environment and also enable the students to conduct diagnostic analysis and reflect on self-development needs in context to their business and personal development needs. This provision underpins the subsequent learning process and course content.

Embraces leadership for the future and provides students with an in-depth knowledge of their leadership capabilities and skills. Equipped with this break-down of their own leadership style students can recognise their strengths and limitations and devise action plans accordingly.

**E. The Implementation of Strategic Change**

The purpose of this module is to provide knowledge, understanding and critical awareness of contemporary approaches to the strategic problems and opportunities for change. It will explore how these might be effectively employed, and will identify the critical factors for sustaining success. It seeks to enhance the student's capability to plan and implement change effectively taking both a strategic boardroom and general management perspective.

**F. Corporate Strategy**

This module seeks to develop a strategic organisational perspective and provide the basis for advancement and application of strategic level skills, competencies, and decision-making capability, and to promote intellectual development supporting improved management performance within the increasing diversity and complexity of organisations. Particular emphasis

will be placed on the role, scope and purpose of strategy in the context of rapidly changing and increasingly uncertain external environments in the light of increasing globalisation, the theory and practice of planning in uncertain environments **and** the impact of culture and stake-holder influence on strategic management, direction, implementation and organisational change

### **G. Negotiations and Conflict Management**

This module serves to explore the negotiation process not only in terms of local participants but also within an international environment. Not only are negotiation styles debated but also the appropriate communicative approaches. Since the cultures of the negotiating parties often differ, conflict could arise. How to deal with potential conflict and to resolve such conflict would also be examined and debated.

### **H. Intercultural Management**

This module examines the impact of culture on communication and, therefore, interpersonal relationships. It identifies potential problems which might be encountered, and provides directives regarding the variables that play a significant role in inter-cultural communication. The premise on which this course is based is that the individual and his/her culture are interlocking.

### **Research Methods**

Research Methods aims to develop skills, knowledge and understanding that will enable the preparation for and undertaking of self-directed research in an academic context required for the successful completion of a PG Research Project (Dissertation), the undertaking, managing or commissioning research in a professional context relevant to the needs of an organisation and interpreting, evaluating and applying research findings and conclusions in an academic and/or professional setting

### **Any Two of the Following Modules**

The six modules are each 20-point modules and run over one month with a three day intensive tuition period included.

### **Management of People and Organisations**

The module is designed to develop both functional knowledge and critical understanding of a number of key perspectives on human behaviour within the organisation and on the nature and processes of organising and managing human activity. As such it is designed not only to encourage the development of solutions to managerial problems but also to provide students with insights into the complex nature of organisational analysis and of organisational life.

In addition it seeks to develop some of the basic managerial skills necessary for effective performance in the workplace and for continuous self-development. The context for developing these skills and understanding is recognised as a world where change is ubiquitous, where organisations face the challenges of increased globalisation of markets, communication and resources and the acceleration of technological change and where the impact on organisations is difficult to predict.

In this context the module content has been collated around three themes:

- Perspectives on People – which looks at individual differences affecting orientation to work and learning;
- Perspectives on Organising – which looks at the development of managerial thinking and at approaches to organisation analysis and
- Strategies for Managing People - which examines strategies for getting, keeping, developing and motivating the workforce.

**Corporate Finance**

To enable students to critically evaluate the fundamental concepts and theories of modern financial theory and identify how these can be effectively applied in both national and multinational organisations.

**Marketing Communication Strategy**

The use of marketing communications is of major concern for organisations of all kinds in all sectors. For many it is of global strategic importance as brands proliferate in markets around the world. It is an integral and often driving element of the marketing mix. New technologies ensure that messages, good and bad, can be disseminated rapidly. The process needs careful and thorough management and control. An understanding of consumer behaviour and influences is an integral part of identifying the role that communications and branding can play in achieving marketing success.

The module will provide underpinning knowledge of the way in which communications work and how branding principles can be applied. The module takes an applied focus which is consistent with the overall course philosophy.

## BACHELOR OF LOGISTICS HONOURS

### Description

The degree of Bachelor of Logistics Honours will be awarded to candidates who achieve a total of 135 credits at Level 8, including 30 credits for research or project work as spelt out in the detailed regulations below.

- Semester 1: 4 x compulsory courses (56 credits) which includes the Research Methodology course for thesis preparation (15 credits and allowed to take in the second semester as well).
- Semester 2: 3 x compulsory course (39 credits).
- Semester 3: 1 x compulsory course (12 credits) with a Research Project (30 credits).

Total number of credits amount to 135 credits.

**Note:** The Programme is designed to span over 3 semesters, but the flexibility is available for students to complete the programme in one year, with the Research Proposal in the first semester, and the Research Project in the second semester, with all the modules required.

### Admission requirements

A Bachelor's degree at NQF level 7 from a recognised institution or its equivalent as determined by Senate. Such admission qualification must contain the foundational and professional core studies at NQF level 7 of the underlying subject matter in Logistics and may be in fields such as:

- Business Management
- Business Computing
- Economics

Other degrees or appropriate NQF Level 7 qualifications will be evaluated for admission on a case-by-case basis.

### Qualification Outcomes

#### Professional Roles

The different business and logistics processes and systems concerning procurement, warehousing, supply chain and customer relationships. The graduate's competencies will include analysing and defining of logistic concepts, together with implementation of IT solutions. The graduate will be able to complete the following tasks:

- Intergrate Logistics processes into entire Business Processes
- Discuss and compare Research Trends within Logistics
- Analyse, evaluate and implement Transport/IT systems and solutions
- Analyse Distribution processes
- Apply Statistics analysis skills to real-life situations in the industry.
- Manage Contact Relationships
- Analyse Infrastructure Utilisation
- Explain Procurement and Inventory Optimisation/Quality Controlling
- Analyse and Plan the entire Supply Chain
- Implement Logistics Theory in workplace
- Interpret Logistics Economic and Legal aspects
- Monitor and Evaluate Warehouse and Distribution systems
- Co-ordinate Logistics as a service process
- Apply Leadership and softskills to Time, Self, Cost, Workplace and Communication

### **Economics and Legal Framework Interpretation**

The Business Modules are necessary to allow the graduate to:

- evaluate the role of logistics in economics.
- evaluate the Legal Framework within Namibia and SACU countries
- analyse Logistics Business Processes and apply to economic and legal standards

### **Application of IT knowledge in Logistics**

The IT Module is necessary to allow the graduate to:

- define and compare Logistics Information Systems
- evaluate the various data models that is needed for IT solutions.
- evaluate integration within Enterprise Resource Planning (ERP)

### **Analysis and Application of Logistics Technology**

The Technology Module is necessary to allow the graduate to:

- apply current knowledge and to adapt it to emerging applications of environment, science, engineering and technology
- identify key elements of Materials Handling Technology and Storage Techniques and prepare engineering solutions for those problems
- identify and evaluate parameters that may adequately describe Logistics problems
- choose and compare the appropriate Machines and Technology to solve each task
- explain and evaluate the impact of engineering solutions in an economic and social context

#### **Semester 1**

<b>Course Title</b>	<b>Course Code</b>	<b>Prerequisite(s)</b>
IT in Logistics Management	ILM811S	None
Research Methodology	RMA411S	None
Distribution and Transport Management	DTM811S	None
Economics of Namibia & SADC	ECN411S	None

#### **Semester 2**

Transport Economics	TEC411S	None
Supply Chain Management and Global Logistics	SCG812S	None
Materials Handling Technology and Storage Techniques	MTT420S	None

#### **Semester 3**

Research Project	RPB412S	Research Methodology
Soft Skills for IT Management	SSM811S	None

## **POSTGRADUATE CERTIFICATE IN ICT POLICY AND REGULATION**

### **Description**

The aim of this multi-disciplinary certificate programme is to address a skills gap in Namibia's ICT sector. The skills gap arises not only for particular disciplines but also across them. For example, a lawyer working in the ICT sector needs to have a basic understanding of the economic and technical aspects while an economist needs to have a grasp of the technical and legal side.

### **Qualification Outcomes**

Certificate holders will be able to:

- Appraise the need for regulation of the telecommunications market;
- Analyse different approaches to competitive and economic regulation;
- Evaluate international trends in Information and Communication Technology, and predict their impact on the global and local ICT sector;
- Articulate an expert opinion on the issue of convergence;
- Articulate the rationales, principles and application of cost accounting models, and their key concepts;
- Compare different mechanisms for costing and pricing in the telecommunications market, and discuss them critically;
- Assess the macro-economic environment of a country, and its implication for the telecommunications sector;
- Analyse the economical mechanisms of the telecommunication market;
- Analyse, evaluate and apply the legal framework pertaining communications and broadcasting;
- Evaluate the national ICT legislation, and critically discuss the various approaches to its reform process;
- Compare the existing technologies for wired and wireless networks, and evaluate their advantages and disadvantages regarding telecommunication and broadcasting services;
- Analyse the role of the Internet and IP services regarding telecommunication and broadcasting;
- Predict the impact of future ICT developments in terms of devices, platforms and services.

### **Admission requirements**

Students are required to have at least a Bachelor Degree recognised at NQF Level 7 in a related discipline, or an equivalent qualification. Extensive professional experience in a field related to the postgraduate programme may replace this requirement, subject to approval by PoN's Graduate Studies Committee.

### **Programme Schedule, Progression and Academic Rules**

The Post Graduate Executive Certificate in ICT Policy and Regulation is designed at NQF level 8. It contains 720 notional hours, i.e. 72 credits, of which 120 are contact hours, and 120 hours are assigned to a research project, resulting in 462 hours for self-study and assignments.

**Table 1: Overview of Notional hours and Credits**

Module	Module Title	Credits	NQF level	Contact hours	Tests	Self study/ Assignments	Research Project	Total
1	Telecommunication Reg. & Theories of Economic Regulation	10	8	20	3	77		100
2	International ICT Trends, Organisation & Development	10	8	20	3	77		100
3	Costing & Pricing	10	8	20	3	77		100
4	Market Analysis & Research Methodology	10	8	20	3	77		100
5	Telecommunications Law	10	8	20	3	77		100
6	Telecom. & Broadcasting Technology	10	8	20	3	77		100
7	Project	12	8		3	77	120	100
<b>Totals</b>		<b>72</b>	<b>2</b>	<b>120</b>	<b>18</b>	<b>462</b>	<b>120</b>	<b>720</b>

The programme will be offered in the form of six one-week modules spread over one year, and will be rounded off with a research project. Each module is taught in one week in five 4-hour part-time sessions to allow professionals working in industry and government to participate. Each module is followed by a test. The certificate is awarded after passing all six modules with a mark of at least 50% and submitting a research project, which likewise requires a minimum mark of 50%. The research project is the equivalent of 20% of a Master thesis. Modules cannot be failed more than two times. The maximum time any student can be registered for the programme is 4 years. Students are expected to be present during all contact hours.

**Table 2: Weight of Modules and Project**

	<b>Total test marks</b>	<b>Minimum to pass</b>	<b>Share of final mark</b>
<b>Module 1</b>	120	60	12.5%
Module 2	120	60	12.5%
Module 3	120	60	12.5%
Module 4	120	60	12.5%
Module 5	120	60	12.5%
Module 6	120	60	12.5%
Module 7: Project	240	120	25%
<b>Total</b>	<b>960</b>	<b>480</b>	<b>100%</b>

One or more required readings will be provided for each session of each module. These are printed out and included in the programme pack. Participants are expected to complete those readings required for each session in advance, as the lecturer will assume familiarity with their content. Lecturers, who use teaching aids or provide additional material, will distribute these notes as they become available. These notes should be added to the programme file and included as part of the programme materials. It is assumed that for every 1 hour in the classroom, 20 in total per module, participants will need to spend approximately 4 additional hours in preparation. This includes reading and writing assignments.

There may be tasks to prepare for specific sessions, which will assist the student to work through the conceptual and theoretical understandings in each of the readings and begin to apply these to cases and issues. Students should read through each session outline carefully to ensure that there are no mishaps.

### **Equivalences and Articulation with other Programmes**

Due to the multi-disciplinary nature of the programme there are neither equivalences nor direct articulations to other existing programmes. In case at a later stage a Masters Programme in "ICT Policy and Regulation" should be established, the modules of the Postgraduate Executive Certificate should be considered for crediting.

## DEPARTMENT OF PUBLIC MANAGEMENT

### BACHELOR OF PUBLIC MANAGEMENT HONOURS (Phasing in 2013)

24BHPM

#### Description

This qualification is designed to enhance knowledge of the changing dynamics of public policy and management and expand the conceptual and practical skills for taking national, regional, international perspective on public management. The qualification combines the study of public management with special areas of development management, organisational management, environment and social policy. The qualification will furthermore facilitate critical and creative thinking about multi-organisational and institutional development and the central, regional and local levels of the public sector.

#### Admission Requirements

Students who have completed the National Diploma in Public Administration or Bachelor in Public Management Honours at the Polytechnic of Namibia can enrol for the Bachelor of Public Management provided that they have completed the following non-diploma courses, and they have an average of 60% and above for the programme:

1. Computer User Skills	CUS411S	None
2. Basic Business Statistics 1A	BBS111S	Basic Mathematics/Introduction to Mathematics or Grade 12 with a Symbol B in Mathematics
3. Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
4. Regional & Local Government in Namibia	RLG211S	Introduction to Public Management (Public Administration1)
5. Professional Writing	PFW6520	Communication Skills

#### Semester 1

Course	Code	Prerequisite
Research Methodology	RMA411S	
Project Planning and Management	PM411S	
Comparative Public Management	CPM411S	Public Management in Namibia
<b>Any ONE of the following:</b>		
Management of Public Enterprises	MPE411S	Public Management in Namibia
Regional Development Planning	RDP411S	Regional and Local Government

#### Semester 2

Research Project	RPB412S	Research Methodology
Ethics and Accountability	ETA412S	None
<b>Any ONE of the following:</b>		
Public Private Partnership Management	PPM412S	Public Management in Namibia
Environmental Management	EMA412S	None

## DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

### BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS

08HRMH

**Intended Date of First Intake - January 2012**

#### **Criteria for Admission**

In order to be admitted to this programme, candidates must have a Bachelor's degree in Human Resources Management worth at least 360 credits at NQF Level 7 or an equivalent qualification. A student will also be required to have a pass mark of at least 65 % in the core human resources management courses.

Students with a National Diploma in Human Resources Management awarded by the Polytechnic of Namibia as part of its 2006 curriculum in HRM will be considered for admission to this programme provided they have a pass mark of at least 65 % in the core human resources management subjects and they have done the course Performance Management and Productivity Measurement. They will be allowed, alternatively, to register for this course concurrently with Honours degree courses.

Holders of National Diplomas in Human Resources Management and Personnel Management awarded by the Polytechnic of Namibia prior to its 2006 curriculum will be evaluated on a case-by-case basis for purposes of admission.

Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

#### **Articulation Arrangements**

Transfer of credits will be dealt with according to the Polytechnic's regulations on Recognition of Prior Learning. This provides for course-by-course credits as well as credit transfer by volume under certain academic conditions. **Maximum credit transfer that can be granted is 50%** of the credits for a qualification.

#### **Requirements for Qualification Award**

This qualification will be awarded to students credited with a minimum of 120 credits at NQF Level 8. In addition students should meet the administrative and financial requirements as spelt out in the postgraduate Prospectus of the Polytechnic of Namibia.

The programme provides for electives in the first and second semesters as indicated in table 13.1 below.

In the first semester, students must take three compulsory courses worth forty five (45) credits. The student can then take one elective course from a choice of three worth 15 credits. The total credits for the first semester is 60.

In the second semester, students must do a Mini Thesis as a compulsory project worth 30 credits at level 8 and elect two other courses from a choice of four worth a total of 30 credits. The total credits for semester two are 60.

#### **Programme Aims/Purpose**

This programme will provide students with deepened, comprehensive and systematic human resources management skills needed to take/make complex decisions in the market place. It is aimed at propelling students into the realm of being human resources practitioners and experts with exemplary strategic thinking capacity. Students will also have critical understanding of the

guiding principles, theories, methodologies and practices of human resources management and strategic thinking.

The programme is dedicated to developing existing and new human resources practitioners by offering expanded professional and academic diverse knowledge to solving difficult but strategically based human resources management problems through self and/or group research.

### **Programme Outcomes**

Upon completing this programme, students will be able to:

- Design and implement practical/creative human resources solutions in different environments.
- Analyse effectively Human Resources Management (HRM) problems and implement competitive solutions.
- Demonstrate a wide range of scholastic and technical skills in Human Resources Management (HRM).
- Plan, formulate and implement HRM strategies to create a conducive work environment.
- Analyse and direct HRM best practices in organisations.
- Plan operations and independently manage the affairs of the HRM unit at different functional levels.
- Design and conduct supervised applied research in any functional area of Human Resources Management.
- Design and implement effective learning programmes in diverse fields of human resources management

### **Transition Arrangements**

This is a new programme that does not replace any existing programme(s). The new programme takes effect from **January 2012**. The existing 4-year Bachelor of Human Resources Management degree will be phased out systematically until 2013 with minimal disruption to existing students' learning progression.

Students who are registered for the fourth year of the Bachelor of Human Resources Management will be allowed to transfer to the new Honours degree from 2012 onwards provided they have completed the current National Diploma and attained at least 65% in the core human resources management courses. Such students run the risk of losing credits and will, therefore, be encouraged to complete the Bachelor of Human Resources Management instead. Also, students who opt to transition to the new Honours degree will be required to complete a Mini-Thesis based on a new research topic. Only the new courses will be offered from January 2012 and students in the fourth-year of the out-phasing Bachelor of Human Resources Management programme will, therefore, be required to complete outstanding courses based on the new syllabi.

### **Requirements for Qualification Award**

In addition to meeting all administrative, financial, and high moral/integrity requirements as spelt out in the Institutions' Prospectus, the Bachelor of Human Resources Management Honours will be awarded to students credited with the total 120 credits or above. The specific and detailed requirements of the programme are specified in the table below:

## CURRICULUM

Course Title	Course Code	Prerequisite
<b>Semester 1 (Phasing in January 2012)</b>		
Strategic Human Resources Management	SHR811S	None
Project Management	PPM411S	None
Research Methodology	RMA411S	None
<b><i>Any ONE of the following courses:</i></b>		
Advanced Management of Training	AMT811S	None
Advanced Industrial Relations Management and Leadership	AIR811S	None
	MAL811S	None
<b>Semester 2</b>		
Mini Thesis	MIT812S	Research Methodology
<b><i>Any TWO of the following courses:</i></b>		
Advanced Organisational Development and Change	ADC812S	Strategic Human Resources Management
Compensation Management	CMA812S	Strategic Human Resources Management
Career Management and Development	CMD812S	Strategic Human Resources Management
Training and Development Strategies and Perspectives	TDP812S	Strategic Human Resources

## SCHOOL OF COMMUNICATION, CRIMINAL JUSTICE AND LEGAL STUDIES

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## DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES

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- : **Bertha Amakali**, ND Journ. (Natal Technikon), MA Journ. Studies (Univ. of Wales)
- : **Unomengi Kauapirura**, BA Mass Comm (College of Notre Dame), Maryland USA Lab/Studio Technician
- : **François Andreas**, Apple Certified Help Desk (Apple Online Course), Assistant A+ Certified (Comptia Online Course)
- Project Officer : **Cornelius Jacobus Bekker**, Dip. In Journalism (Varsity College)

## DEPARTMENT OF LANGUAGES

### A: GENERAL

1. Provided there is adequate registration of students in a course, all courses shall be offered every semester.
2. Except for Language in Practice A (LPA - institutional core course), all English service courses shall have prerequisites and/or relevant exemptions.
3. Students who have English qualifications from other institutions and those with qualifications from institutions where English was the language of instruction may be required to write a special test before registering for an English course.
4. French, German, Portuguese, and Spanish shall be offered as required by various programmes.

### B: EXEMPTIONS

1. Students with a grade 1, 2, or 3 pass in English as a Second Language at HIGCSE (Higher International General Certificate of Secondary Education) or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from LPA (institutional core course) and Language in Practice B (LPB).
2. Students with a grade 1, 2, 3, or 4 pass in First Language English at HIGCSE or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from LPA (institutional core course) and LPB.
3. Students with a grade B pass in English as a Second Language at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from LPA (institutional core course).
4. Students with a grade A pass in English as a Second Language at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from LPA (institutional core course) and Language in Practice B (LPB).
5. Students with a grade A or B pass in First Language English at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from LPA (institutional core course) and Language in Practice B (LPB).
6. Students who completed the NAMCOL English Communication Course (Modules 1 to 4) shall be exempted from LPA (institutional core course).
7. Students who completed English Communication courses or their equivalents eight or more years previously shall not be exempted from any English service course.

### C: EXIT LEVEL COURSES

1. Exit level courses shall be: Communication Skills (CSK0420), Professional Writing (PFW0520), Professional Communication (PFC0620), or Principles of Critical Thinking (PCT121S), subject to the requirements of individual programmes.
2. Professional Writing, Professional Communication, and Principles of Critical Thinking may be taken in any order or simultaneously depending on the student's load and major programme or orientation.

## D: TRANSITION RULES

1. From the 2009 academic year, all full-time, part-time, and distance education students shall register for courses in English Communication according to the following table of correspondence:

Old Courses	Corresponding New Courses
English Communication Module 1 (ECM0100)	Language in Practice (LIP411S)
English Communication Module 2 (ECM0200)	Language in Practice (LIP411S)
English Communication Module 3 (ECM0300)	Language in Practice B (LPB0320)
English Communication Module 4 (ECM0400)	Communication Skills (CSK0420)
Communication Skills (COM1100)	Communication Skills (CSK0420)
English Communication Module 5 (ECM0500)	Professional Writing (PFW0520)
English Communication Module 6 (ECM0600)	Professional Communication (PFC0620)
Communication and Critical Thinking (CCT111S)	Principles of Critical Thinking (PCT121S)

2. Distance education students who shall be required to repeat courses in the old curriculum in 2009 shall register for the corresponding new courses.

## C: PROGRESSION RULE

1. A student shall not be allowed to register for a higher English service course unless s/he has taken and passed a lower course or has been exempted from it.

## D: RETENTION OF SEMESTER MARK

1. Retention of semester mark shall be allowed for LPA (institutional core course) and Language in Practice B, in accordance with Rule AC4.3.6 in the Prospectus.

## E: ATTENDANCE

Attendance at lectures shall be compulsory. Each week, full-time and part-time students shall be required to attend lectures and laboratory hours as stipulated in the course outline of each course. As proof of attendance, students shall be required to sign an attendance list.

## F : ASSESSMENT

### (a) Full-time and Part-time students

Continuous Assessment/Evaluation: 60% of the Final Mark  
Final Examination: 40% of the Final Mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 50%. In order to pass the subject, a student needs a final mark of at least 50%. A student needs to obtain a minimum of 40% for the examination paper.

### (b) Distance Education Students

Continuous Assessment/Evaluation: 30% of the Final Mark  
Final Examination: 70% of the Final Mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 50%. In order to pass the subject, a student needs a final mark of at least 50%. A student needs to obtain a minimum of 40% for the examination paper.

**Description**

The Bachelor of English Honours degree is a 1-year postgraduate programme (Full-time/ Part-time) that blends Language (English) and Literature in English. The degree programme lays special emphasis on research, and was designed to be at NQF Level 8 worth 165 or 150 NQF credits (depending on choice) as per the curriculum requirements.

**Admission Requirements**

In addition to the General Admission Requirements (Regulation G12.1) admission to the Bachelor of English Honours degree programme in English shall be granted to holders of Bachelor degrees in English, BA General Degrees in English, or equivalent qualifications provided that the average mark obtained in the programme shall be 60%.

**Regulations**

The programme shall be governed by the following regulations:

- a. The Bachelor of English Honours shall consist of 10 courses.
- b. The Bachelor of English Honours shall consist of courses in Linguistics/ English Language and Literature.
- c. In order to complete the Bachelor of English Honours a student shall pass 8 taught courses plus a mini thesis (which shall count for two courses) on a topic approved by a supervisor or supervisors.
- d. The student shall do a mini thesis in either Linguistics/English Language or Literature or a combination of English Language and Literature.
- e. The mini thesis shall be between 12 000 and 15 000 words in length and shall be submitted by the end of the second semester.

**CURRICULUM****Semester 1****Course Title****Course Code****Prerequisite****Compulsory Course:**

Research Methods

RMA411S

None

**Plus the following Electives:**

Pragmatics

PRM411S

None

Language Policy and Planning

LPP411S

None

Literary Theory

LIT411S

None

Oral Literature in Namibia

OLN411S

None

**Semester 2****Compulsory Course:**

Dissertation

DIS412S

None

**Plus the following Electives:**

Sociolinguistics

SLL412S

None

Stylistics

SYL412S

None

**And any ONE of the following:**

A Period in Literature

PLI412S

None

Children's Literature

CHI412S

None

## **DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES**

The Department offers the following qualifications:

- National Diploma Police Science – offered only on distance mode of study;
- Bachelor of Criminal Justice (Policing) – commencing in academic year 2009 and offered on part-time mode and, in due course, also as a hybrid programme, combining shorter periods (up to two weeks twice a semester) of face-to-face tuition with elements of distance tuition.
- Bachelor of Criminal Justice Honours – commencing in academic year 2009 and offered only on part-time mode of study.

In addition, the Department also offers a string of legal courses, i.e. service courses, to other departments across schools.

### **BACHELOR IN CRIMINAL JUSTICE HONOURS**

**25BHCJ**

As from 2009 the Department will offer a one year Bachelor of Criminal Justice Honours. The Bachelor of Criminal Justice Honours is designed to be at NQF Level 8 comprising of 165 or 150 NQF credits (depending on choice) as per the curriculum requirements. With the Bachelor Honours degree in Criminal Justice Polytechnic of Namibia introduces a new postgraduate programme with the aim of eventually covering the training and research needs of various sub-systems of the Namibian Criminal Justice System. Although initially focusing on general Criminal Justice research needs, the programme will, in due course, offer specialisations like “Policing”, “Prisons and Corrections” or “Juvenile Justice”.

The study programme will allow students who have completed their Bachelor of Criminal Justice (Policing), or any other relevant Bachelor, to pursue postgraduate studies in this related field of studies at Polytechnic of Namibia. The programme caters not only for the wider Namibian Criminal Justice System but also for Criminal Justice Systems of other SADC member states.

#### **Aims of the Programme**

The Bachelor Honours degree as a postgraduate research based qualification addresses a dramatic research need in the field of Criminal Justice, as well as the insight that countries in transition generally have no significant research capacity in this field.

The need for topically extended research on criminal justice issues is reflected in regularly emerging questions about the root causes of crime in the Namibian context, and the lack of information regarding the prevalence of crime in Namibia at large (Albrecht, 1997).

As a developing country, and against the background of increasing crime rates, Namibia needs to produce Criminal Justice professionals who can not only manage offenders through the system but also advise Government on policy issues. Imbalanced or inadequately planned development contributes to criminality and thereby constitutes a threat to quality of life, security, democracy, good governance, the rule of law and the free exercise of human rights.

The programme is fully commensurate with the African Common Position presented at the 11th United Nations Congress on Crime Prevention and Criminal Justice in Bangkok (2005).

### **Qualification Outcomes**

After successful completion of the Bachelor of Criminal Justice Honours students are expected to be able to:

- Exercise analytical, critical and problem solving skills with regard to problems arising within the Criminal Justice System and its sub-systems;
- Reflect critically on social, economic, political and cultural developments that inform the criminal justice environment;
- Apply analytic thinking on issues related to policing and the criminal justice system as a whole;
- Analytically assess Criminal Justice Agencies and the way they operate in an emerging international context;
- Recommend and justify responsible action and propose reasonable solutions in relation to problems and issues of modern policing;
- Conduct a detailed and systematic investigation to solve crime and/or police organisation related problems.
- Carry out efficient and effective information retrieval and processing.
- Critically analyse and independently evaluate both quantitative and qualitative data pertaining to problems and challenges arising in the Criminal Justice System.
- Select research methods, techniques and technologies appropriate to particular problems in the Criminal Justice System.
- Do research using a coherent and critical understanding of the principles, theories and methodologies of Criminal Justice Studies.

The programme learning outcomes are detailed at subject level in form of specific learning outcomes. These subject related learning outcomes reflect the following categories:

- Development of knowledge and understanding (subject specific);
- Cognitive/intellectual skills (generic);
- Key transferable(generic);
- Practical skills (subject specific).

### **Mode of Study**

The Bachelor of Criminal Justice Honours programme will only be offered on part-time mode.

### **Admission Requirements**

Students wishing to enrol for a Bachelor of Criminal Justice Honours must have obtained a BA in Criminal Justice or a Bachelor's degree in Policing, Sociology, Social Work, Law, Psychology, or any other acceptable qualification from a recognised institution with an average of at least 55% in their final year of studies.

In addition, they must have completed a course in Statistics, for example the Polytechnic course combination Statistics (Information Technology) 1A & 1B, or any other equivalent course from a recognised institution (for instance a course in Research Methodology with a specific component of statistical analysis or a course in application of statistical software, i.e. SPSS or LISREL).

- All applicants will undergo a selection interview.

### **Progression Rule**

A student must attend at least 80% of the first semester seminar, successfully complete a seminar paper, and have his/her research proposal approved by the Departmental Postgraduate Committee in order to be allowed to register for the BA Honours mini-thesis.

## CURRICULUM

### Semester 1

Course Title	Course Code	Prerequisites
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**Compulsory:**

Seminar (Criminal Justice)	SEC411S	None
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Sociology of Crime and Criminology 4A	SCC411S	None
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**Electives**

Advanced Crime Investigation 4A	ADI411S	None
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Policing and the Youth 4A	PAY411S	None
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**OR**

Community Policing & Crime Prevention 4A	CPC411S	None
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Police Organisation & Leadership 4A	POL411S	None
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**OR**

Current Issues in Criminal Justice 1	CIC811S	None
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Advanced Research Methods in Criminal Justice	ARM811S	None
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### Semester 2

**Compulsory**

Mini-thesis and Research Proposal	MTH412S	Seminar (Criminal Justice)
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Sociology of Crime and Criminology 4B	SCC412S	Sociology of Crime and Criminology 4A
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**Electives**

Advanced Crime Investigation 4B	ACI412S	Advanced Crime Investigation 4A
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Policing and the Youth 4B	PAY412S	Policing and the Youth 4A
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**OR**

Police Organisation & Leadership 4B	POL412S	Police Organisation & Leadership 4A
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Community Policing and Crime Prevention 4B	CPC412S	Community Policing and Crime Prevention 4A
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**OR**

Current Issues in Criminal Justice 2	CIC812S	Current Issues in Criminal Justice 1
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Strategic Planning in Criminal Justice	SPC812S	None
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## DEPARTMENT OF MEDIA TECHNOLOGY

### BACHELOR OF JOURNALISM AND COMMUNICATION TECHNOLOGY HONOURS

25HJCT

The Bachelor of Journalism and Communication Technology Honours is an initial postgraduate specialisation that builds on a Bachelor Degree in the same cognate areas. It is designed to be at NQF level 8, comprising 170 credits. Students who enroll for this degree may practice in the fields of Journalism or Communication Technology. This Degree prepares students for the study of how people and organisations interact with the Media as well as research-based postgraduate study. The courses require an advanced level of conceptual ability and intellectual autonomy, as well as, specialised knowledge in Journalism and Communication.

One of the main requirements for graduation is a mini thesis. This requirement serves to consolidate the students' expertise in the fields of Journalism and Communication Technology.

Students will be required to apply the different research methodologies, assess theoretical material and demonstrate independent and critical analytical skills. The mini thesis will be supervised by an academic staff member and it will represent a 30% of the total credits.

#### General Admission Requirements

(Rule G12 of the Prospectus of the Polytechnic of Namibia, apply).

- National Diploma in Journalism and Communication Technology
- Media Communication Research Seminar
- Bachelor of Journalism and Communication Technology

#### Qualification Outcomes

Holders of this qualification are able to:

- Practice the roles of the profession
- Critique and publish an analysis of the various media's responsiveness to society and people
- Communicate professionally
- Demonstrate effective time-management
- Implement expert knowledge of specialised project production process
- Create relevant and effective solutions to problems
- Express effective leadership (to include: confidence, role-modelling and the ability to motivate)
- Show creativity (through innovation, use of unique ideas and vision in resolving problems and identifying solutions and opportunities)
- Design and implement Communication Strategies
- Apply appropriate research methodologies
- Prepare project proposals
- Analyse and present specialised topics within the area of specialisation
- Write, speak, and use mediated communication at an advanced level of expertise in presentation skills
- Plan, implement and evaluate Communication for Development projects
- Facilitate training
- Transfer skills and expertise associated with postgraduate study
- Show ability to work co-operatively and independently.

## **Regulations for the Qualification**

Summary of Qualification Requirements:

This qualification will be awarded to people credited with a minimum of 170 NQF credits at Level 8, 60 of which must be from the mini-thesis and who have met the requirements of the compulsory and core elective sections.

## **Academic Standards**

- a. Pre-determined semester hours
- b. Mini-thesis/Production Project (30% of final mark). See rules for post-graduate studies.

## **Detailed Qualification Requirements**

Requirements for National Diploma Holders:

- a. National Diploma in Journalism and Communication Technology
- b. Media and Communication Research Methodologies

## **Rules of Combination**

- Print Journalism and Broadcasting
- Public Relations and Corporate Communication
- Multi-Media Design and Production

## **Credit Recognition and Transfer Arrangements**

Applicants who have pursued another qualification at the Polytechnic of Namibia may apply for exemption of courses successfully completed. Such exemption would be granted upon condition of an overlap of at least 80% of the course content. Proof of such overlap would have to be provided by the student through course outlines and syllabi and transcripts of grades. In the case of an application based on the Recognition of Prior Learning, the candidate should be tested and a portfolio of evidence should be submitted as proof of experience.

Students currently registered for the National Diploma will be able to register for the Honours Degree upon successful completion of the National Diploma.

Students from other institutions who are holders of a Diploma in Journalism, from recognised institutions, would be required to write the General Knowledge Journalism Test, as well as the English Placement Test. Should these tests be completed successfully they would be admitted into the Honours Programme. Such students would need to present a transcript of grades and their syllabi in order to determine whether an 80% overlap exists between the Polytechnic of Namibia National Diploma and that of their former Institution's Diploma in Journalism.

## **Special Arrangements**

Assessment Arrangements

Continuous Assessment:	70%
Mini-Thesis/Production Project:	30%

## CURRICULUM

### Semester 1

Course	Course Code	Prerequisite
Media and Globalisation	MAG411S	None
Communication for Social Change	CSC111S	None
Community Journalism and Media	CJD411S	None
Intercultural Communication 4	ICC411S	None

### Semester 2

Organisational Communication	OCO412S	None
Media and Communication Management and Marketing	MCM412S	None

### MINI-THESIS AND PRODUCTION OPTIONS

Media and Communication Research Project	MRP412S	Media and Communication Research Methods
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#### OR

Media and Communication Production	MPP412S	Media and Communication Research Methods
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**NB: Please see Thesis/Project guidelines under Rules of Postgraduate Studies in this Prospectus.**

## SCHOOL OF ENGINEERING

### OFFICE OF THE DEAN

Dean	: <b>Zacchaeus Olusegun Oyedokun</b> , Ph.D. (UWIST. Cardiff), M.Sc. (Electronics & Telecoms), B.Eng. Hons. (Electrical), (ABU Zaria)
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### DEPARTMENT OF ARCHITECTURE

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### DEPARTMENT OF CIVIL ENGINEERING

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Manager: Material Test Laboratory	: <b>Lucas Wakudumo</b> , B.Tech. (Urban) : <b>Obert Mutakalilumo</b> , ND (Civil)

### DEPARTMENT OF MINING ENGINEERING

Head of Department	: <b>Godfrey Dzinomwa</b> , Ph.D. (Minerals Process), (UQld), B.Sc. (Hon) Eng. (Metallurgy) (UZ)
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## DEPARTMENT OF ELECTRICAL ENGINEERING

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 : **Conrad January**, ND Mech. Eng. (PE Technikon)  
 : **Wisdom Nyagormey**, HND Mech. Eng. (Plant), (Accra), Dip. (Auto) (City & Guilds, London)

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 : **Ivan Coerecius**, T3 ND (Electrical Eng) (Pen.Tech.) Higher Diploma Education (Technical Secondary) (UCT), B.Ed. (UNAM), N.T.C.6 (Power Eng.) (R.C.Elliott Tech.College)  
 : **Lance Hauuanga**, Higher Diploma Education (Windhoek College of Education), B.Ed. Hons PGDE (UFS), M.Ed. (UFS)  
 : **Annie Du Preez**, BA Hons (UNAM), BA HED (Pretoria), B.Ed. Hons (UNAM)  
 : **Lukas J. Bock**, BA PGDE (UNAM), B.Tech. (Pretoria), M.Ed. (Rhodes), B, Tech. HRM (UNISA)  
 : **Rejoice Quest**, B.Ed. (Hon) Educational Management (University of Potchefstroom) HED (UNAM)

## **QUALIFICATIONS OFFERED**

Master of Transportation Engineering

Master of Science Degree: Engineering: Civil: IWRM: Module: Water for People (SADC-cooperation)

## **DEPARTMENT OF CIVIL ENGINEERING**

### **MASTER OF TRANSPORTATION ENGINEERING**

**52MTEN**

#### **Description**

The Master of Transportation Engineering is designed to have 296 credits at NQF Level 9.

The aim of the programme is to prepare graduates who will be able to take up senior positions in the transportation engineering industry, which involves planning, design, construction, operation and maintenance of the different modes of transportation so as to support national economy and enhance economic activities.

In addition the Graduates of this programme will be trained for a market dealing with all parts of infrastructure and the interplay of the different systems. The graduate must have both engineering skills and a good understanding of the economy and management.

#### **Criteria for Admission**

The applicant must have passed all the NQF Level 8 exams (Bachelor of Engineering). A Bachelor Degree from Polytechnic of Namibia, School of Engineering, Department Civil Engineering (Civil Engineering/Mining Engineering) or Mechanical Engineering or comparable equivalent degrees from other Namibian or international institutions are a precondition to study.

#### **Articulation Arrangements:**

Transfer of credits will be dealt with according to the Polytechnic's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

#### **Mode of Delivery:**

The programme will be offered on a part time basis where courses will be offered on blocks.

#### **Requirements for Qualification Award:**

Students registered for this programme will have already acquired the basic knowledge during their studies at the NQF Level 8 programmes (e.g. Bachelor of Engineering in Civil Engineering).

For a student to be awarded with the Master of Transportation Engineering degree at NQF-Level 9, the NQF regulation on the minimum credits has to be taken into account. This enables the students acquire the necessary knowledge and abilities.

## CURRICULUM

### Year 1

#### Semester 1

Code	Course Name	Prerequisite	Credit
OEC810S	Operational Economy		10
MET710S	Mechanical Engineering (Basics of Traffic Systems)		15
ROA910S	Design of Roads (Geometric Design & Pavement Technology)		15
RAI910S	Design of Railways (Geometric Design & Permanent Way)		10
AIR910S	Design of Airports		10
HAR910S	Design of Sea Harbors & Inland Waterways		10
TRA910S	Traffic Engineering		20

#### Semester 2

PIP920S	Design of Pipelines		10
EPT920S	Environmental problems of Traffic Routes		10
WNE920S	Whole National Economy		15
LOG920S	Logistics (Transport Engineering)		25
WHS920S	WareHouse Systems		15

### Year 2

#### Semester 3

LIT930S	Logistics - IT (Transport Eng)		10
ETPX30S	Evaluation of Transport Projects		45

#### Semester 4

LFR940S	Legal Framework		10
MTE940S	Master Thesis (Transport Engineering)		66

**MASTER OF SCIENCE IN INTEGRATED WATER RESOURCES MANAGEMENT (IWRM - MMP) Module: Water for People (SADC- cooperation) 35MWRM**

The Department of Civil Engineering is a permanent member of the (SADC) Waternet. Since 2001, the department engaged itself in supporting (SADC) Waternet with curriculum development and therefore is offering the specialisation module “Water for People”

The intergrated Water Resources Management Modular Master Programme (IWRM - MMP) is accredited SADC wide and through UNESCO-IHE and meets international standards.

The complete curriculum over two semesters was implemented at the Universities Dar es Salaam, Harare, and Western Cape, with the University of Malawi and the Polytechnic of Namibia supporting SADC stakeholders with one specialisation module each. (Water for People - Polytechnic of Namibia).

This module lends itself for best capacity building options at the Polytechnic of Namibia for upgrading current curricula to international standards with the support of SADC higher education institutions and the UNESCO-IHE in Delft/NL.

The Polytechnic therefore only offers the module “Water for People” which consists of the last semester for the Intergrated Masters programme.

Students should have already completed two or more semesters at participating universities and will only be registered for the above module which consists of three courses:

**CURRICULUM**

WSS520S	Water Supply and Sanitation 2
WUM520S	Water Utility Management 2
WWM520S	Wastewater Management

## SCHOOL OF HEALTH AND APPLIED SCIENCES

### OFFICE OF THE DEAN

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### DEPARTMENT OF BIOMEDICAL SCIENCES

Head of Department:	:	<b>Chris Hikuam</b> , M.Tech. Biomedical Technology (CPUT), B.Tech. Biomedical Technology (Cape Tech.), National Diploma: Biomedical Technology (Cape Tech.)
Academic Staff:	:	<b>Elzabe van der Colf</b> , M.Sc. Medical Science (University of Stellenbosh), B.Tech. Biomedical Technology (Peninsula Technikon), B.Med.Sc. (UFS), B.Med.Sc. (Hon) (UFS)
	:	<b>Prof. Bruce Noden</b> , B.S. in Biology <i>Magna Cum Laude</i> (Houghton College NY), Ph.D. in Immunology and Infectious Diseases (The Johns Hopkins Bloomberg School of Public Health), Post-Doctoral Fellow (Department of Microbiology & Immunology (University of Maryland, School of Medicine and School of Biological Sciences, Illinois State University)
	:	<b>Christo Izaaks</b> , B.Tech. Biomedical Technology (Peninsula Technikon), National Diploma (Peninsula Technikon)
	:	<b>Cornelia de Waal-Miller</b> , B.Tech. Biomedical Technology (Peninsula Technikon), National Diploma (Cape Peninsula)
	:	<b>Fredrieka Engelbrecht</b> , B.Tech. Biomedical Technology (CPUT), National Diploma: Biomedical Technology (Cape Technikon)
	:	<b>Sophia Blaauw</b> , B.Tech. Biomedical Technology <i>Cum Laude</i> (CPUT)
Lab Manager	:	<b>Vincent Nowaseb</b> , B.Sc. Biochemistry (UP), National Diploma Biomedical Technology, B.Tech. Biomedical Technology (CPUT)
	:	<b>Belinda R Tsuases</b> , B.Tech. Biomedical Technology (CPUT), National Diploma Biomedical Technology (CPUT)

## EMERGENCY MEDICAL CARE

- Coordinator :
- : **Wilhelm van Niekerk**, National Diploma Ambulance and Emergency Care (Technikon Natal)
  - : **Carolie Markgraaff**, National Diploma: Emergency Medical Care (CPUT)

## DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

- Head of Department :
- : **Charmaine Jansen**, Master in Public Health (Cardiff University), B.Tech. Environmental Health (Cape Technikon), National Diploma Environmental Health (Cape Technikon)
  - : **Prof. Nnenesi Kgabi**, Ph.D. Environmental Science (North West University), M.Sc. Physics, B.Sc. Honours Physics, B.Sc. Ed. Physics & Chemistry (North West University), Pr. Sc. Nat.
  - : **Wilhelm Akwaake**, Master of Public Health (Leeds University, UK)
  - : **Ndinomholo Hamatui**, B.Tech. Environmental Health (CPUT), National Diploma Environmental Health *Cum Laude* (CPUT)
  - : **Dingilizwe Mazibuko**, Master in Public Health Occupational Hygiene (WITS)
- Lab Manager :
- : **Vacant**

## DEPARTMENT OF MATHEMATICS AND STATISTICS

- Head of Department :
- : **Immanuel Ajibola**, Ph.D. Maths (Zaria). M.Sc. Maths (Ife), PGDC. Sc. (Lagos), B.Sc. (Hons) Physics/Maths (Lagos)
- Academic Staff :
- : **Prof. Sunday A. Reju**, Ph.D. Computational Maths (Ilorin), M.Sc. Applied Maths (Ibadan), B.Sc. (Hons) (Jos)
  - : **Benson Obabueki**, M.Sc. Maths (JOS), B.Sc. Maths (Benin)
  - : **Andrew Roux**, M.Phil. Future Studies (Stellenbosh), M.Sc., B.Tech. Geol. (Technikon Pretoria), ND Ec. Geol. (Technikon Witwatersrand), Dip. Data Metrics (UNISA), Pr. Sc. Nat.
  - : **Selma Heelu**: B.Sc. (Hons) Maths. (Virginia) M.Phil Curriculum (UWC)
  - : **Lawal I Funtua**, B.Sc. (Hons) Maths. (Bayero), HED Maths (Northwest University), National Diploma IT (PoN)
  - : **Elizabeth Hugo**, B.Com. H.E.D. (Stellenbosch)
  - : **Dismas Ntirampeba**, M.Sc. Stat (UCT), B.Sc. (Hons) Stat (UCT), B.Sc. Maths and Stats (UNAM)
  - : **Susan Mwewa**, MBA (CBU, Zambia), B.Sc. Ed. Maths (UNZA)
  - : **Tobias Kaenandunge**, B.Sc. Mathematics and Statistics (UNAM)
  - : **Adetayo Egunjob**, M. Sc. (Maths), B.Tech (Ind. Maths)
  - : **Lilian Pazvakawambwa**, M.Sc. Stat (Harare), B.Sc (Hons) Stat (Harare)

## QUALIFICATIONS OFFERED

BACHELOR OF SCIENCE HONOURS IN APPLIED MATHEMATICS	35BHAM
BACHELOR OF SCIENCE HONOURS IN APPLIED STATISTICS	35BHAS

## DEPARTMENT OF MATHEMATICS AND STATISTICS

### BACHELOR OF SCIENCE HONOURS IN APPLIED MATHEMATICS 35BHAM

#### Admission Requirements

Candidates for the Honours degree would have completed the B.Sc degree or equivalent with a minimum average of 60 % in the major subjects. However, the admission to the B.Sc Honours is competitive.

#### Semester 1

Research Methodology	RMA411S	None
Partial Differential Equations	PDE410S	Differential Equations
Complex Analysis 2	CAN410S	Complex Analysis 1
Advanced Calculus 1	ADC410S	Calculus
Applied Numerical Analysis	ANA410S	Regression Analysis & ANOVA

#### Semester 2

Mathematical Programming 3	MHP420S	Mathematical Prog. 2
Functional Analysis	FAN420S	Real Analysis
Advanced Calculus 2	ADC420S	Advanced Calculus 1
Research Project	RPM420S	Research Methodology

**Admission requirements**

Candidates for the Honours degree would have completed the B.Sc degree or equivalent with a minimum average of 60 % in the major subjects. However, the admission to the B.Sc Honours is competitive.

**Semester 1**

<b>Course Title</b>	<b>Course Code</b>	<b>Prerequisite(s)</b>
Research Methodology	RMA411S	None
Statistical Quality Control	SQC410S	Statistical Inference 1
Non Parametric Statistics	NPS410S	Statistical Inference 1
Advanced Calculus 1	ADC410S	Calculus
Design & Analysis of Experiments	DAE410S	Regression Analysis & ANOVA

**Semester 2**

Mathematical Programming 3	MHP420S	Mathematical Programming 2
Multivariate Analysis	MVA420S	Statistical Inference 1
Time Series Analysis	TSA420S	Probability Theory & Regression Analysis & ANOVA
Research Project	RPM420S	Research Methodology

## SCHOOL OF INFORMATION TECHNOLOGY

### OFFICE OF THE DEAN

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### DEPARTMENT OF BASIC COMPUTER STUDIES

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## DEPARTMENT OF BUSINESS COMPUTING

- Head of Department : **Johnson Billawer** Masters Business Information Systems (Australia), B.Tech. Business Computing (PoN), ND Business Computing (PoN)
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- : **Meke Shivute**, M.Tech. IT (CPUT), B.Tech. IT CPUT, ND: IT (PoN), NC: IT (PoN)
- : **Harren Jarmann**, National Diploma: Business Computing (PoN)
- : **Suama Hamunyela**, B-Tech: Business Computing (PON)
- : **Johannes Shimaneni**, M.Sc. Information Systems (Thames Valley)
- : **Claus Jensen**, National Higher Diploma: Electrical Engineering

## DEPARTMENT OF COMPUTER SYSTEMS AND NETWORKS

- Head of Department : **Peter Gallert**, M.A. Logic, Media Science, (Leipzig), CCAI (Cisco Certified Academy Instructor), CCNA (Cisco Certified Networking Associate)
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- : **Katongo Lukwesa**, B.Sc. Mathematics, Computer Science (University of Zambia)
- : **Shadreck Chitauo**, B.Sc. Computer Science (University of Zimbabwe(UZ)), RedHat Linux Networking and Security(RH253) (Torque-IT Revonia, Johannesburg), Linux Administration and Networking (UZ), Data Communications and Networking(UZ), Cisco Networking Academy (CCNA) (UZ), Windows 2003 Server Administration and Active Directory (UZ) PC Maintenance and Repair (UZ)
- : **Tendai Mataranyika**, B.Sc. (Honours) Computer Science, CCNA, CCNP, Linux, Visual Basic, Wimax
- : **Mercy Bere**
- : **Fungai Bhunu Shava**, M.Sc. Computer Science (UZ), B.Sc. in Computer Science and Mathematics (UZ)

## DEPARTMENT OF SOFTWARE ENGINEERING

Head of Department : **Jens Fendler**, Dipl.-Inf. (FH) *Cum Laude*  
(Wolfenbüttel), Inf.-Tech.

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(Bus. Comp.) (PoN)

: **Shilumbe Chivuno-Kuria**, B.Sc. Computer Science,  
Psychology (UNAM)

: **Wensey Khoases** Nat. Diploma (Software  
Engineering) (PoN)

: **Michel Onwordi**

: **David Phiri**

## **QUALIFICATIONS OFFERED**

Bachelor of Information Technology Honours: Business Computing  
Bachelor of Information Technology Honours: Software Engineering  
Bachelor of Information Technology Honours: Computer Networking  
Master of Information Technology

## **CODES**

80BHBC  
80BHSE  
80BHCN  
80MIFT

### **Special School Assessment Regulations**

There are situations where assessment of an individual module provided by other schools will supersede assessment regulations. This is reflected in the module / course documentation.

### **Course Evaluation for all courses offered by the School utilising in-course assessment and a Theory Paper and a Practical Paper**

- An in-course mark is determined by continuous evaluation made up of tests and practicals during the semester.
- Students must have satisfactorily completed to the minimum standard (50% overall) all practicals and tests during the year to be admitted to the final examination. E.g. a class mark of 50%.

### **Final Examination consists of two papers: Theory and Practical**

- A sub-minimum of 40% must be obtained in each paper. The combined examination mark must be at least 50% overall.
- In-course mark and examination mark shall be used jointly to determine the final mark in the ratio of 50% (semester mark) to 50% (examination mark).

### **Course Evaluation for all courses offered by the School utilising in-course assessment and a Theory Paper**

- An in-course mark is determined by continuous evaluation made up of tests and assignments during the semester.
- Students must have satisfactorily completed to the minimum standard (50% overall) all assignments and tests during the year to be admitted to the final examination.

### **Final examination consists of one Theory paper**

- A sub-minimum of 40% must be obtained in the examination.
- In-course mark and examination mark shall be used jointly to determine the final mark in the ratio of 50% semester mark to 50% examination mark.

### **Course Evaluation for all courses offered by the School using Continuous Evaluation only**

- The semester mark is determined by continuous evaluation made up of tests and assignments during the year.
- The course mark is the final mark
- Students must obtain a 50% mark to pass the course.
- Supplementary tests and extensions will be defined within the individual course outline.

**NB:** For all assessments the departmental plagiarism policy applies.

## **DEPARTMENT OF BUSINESS COMPUTING**

### **BACHELOR OF INFORMATION TECHNOLOGY HONOURS: BUSINESS COMPUTING 80BHBC**

#### **Description**

The B. IT. Hons.: Business Computing is a post-graduate qualification designed to have 120 credits on NQF Level 8, following upon the 3-year B. IT. Business Computing degree with 360 credits.

For graduates with the desire to advance further, the B. IT. Hons.: Business Computing provides a stepping-stone for continued studies towards a Master's degree in Information Technology.

The academic objective of the programme is to offer a path of further study, leading on from the Bachelor Business computing course; to provide students with an honours level qualification in their chosen professional field; and to enable postgraduate studies and research if desired.

The career objective of the programme is to equip graduates for a career in IT management, and to enable them, having gained sufficient additional practical work experience, to:

- Implement, utilise and control information technology and systems for the benefit of their organisation and its clients
- Be a team player and communicator amongst business computing professionals, but be able to work self-directed when necessary
- Ultimately, to be able to take on the role of IT manager for their organisation, with further promotional prospects, or to start their own IT company.

#### **Admission Requirements**

Applicants must have a three year Advanced Diploma or a Bachelor degree or an equivalent qualification on NQF Level 7 in Information Technology or Computer Science from an accredited institution as approved by the Polytechnic of Namibia. The departmental B.IT Hons. committee evaluates candidates individually and decides whether academic achievements are sufficient to enter the programme and whether any additional conditions must be satisfied.

Included should be compulsory course work in research methodology and a mini-thesis, as well as a major component of elective subjects from the wider area of Business Computing.

#### **Outcome for whole Qualification**

Graduates of the Bachelor of Information Technology Honours in Business Computing programme should emerge with a comprehensive understanding of the issues in business and organisational information systems, have a command of the appropriate technical knowledge, and be able, subject possibly to additional practical experience, to:

- Plan for the success of a business, using computerised information and information management systems, to optimise operational efficiency, provide management support, and gain competitive advantage and competitive intelligence.
- Plan and implement efficient information systems architecture, technology and business processes to support the above goals: in the most cost-effective fashion.
- Justify or motivate systems acquisition to senior management and staff of their organisation, and act as project managers in the implementation of new systems.
- Present and communicate academic or professional work in the field of business computing, to a wide range of audiences, and keep up to date as much as possible with current research and developments.

- Carry out research in Business Computing to the standard required by businesses and a degree at level 8.

### Summary of Qualification Requirements

The qualification will be awarded to people credited with a minimum of 120 NQF credits, and who have met the requirements of the pre-scribed curriculum which is as follows:

1. Three (3) compulsory (core) courses with 60 credits, including the Honours Research Project (Mini Thesis) with 30 credits, and
2. Four (4) elective courses with 60 credits.

### Qualification Requirements

**Compulsory Courses** (The student should complete all these courses)

Course Code	Course Name	Prerequisite	Credits
RIT811S	Research Methodology (IT)	None	15
AMS811S	Advanced Management Information	None	15
HRP810S	Honours Research Project (IT)	Research Methodology	15

### Elective Courses

A minimum of 60 credits (4 courses) are required from the following list of elective courses:

Code	Course Name	Prerequisite	Credits
SM811S	Soft Skills for IT Management		15
NS810S	Data and Network Security		15
PMS811S	Practical Management Information Systems		15
BIN810S	Business Intelligence		15
AIA810S	Artificial Intelligence Applications		15
APM810S	Advanced Process Management		15
TOC811S	Theory of Computation		15
ILM811S	IT in Logistics Management		15
MAD810S	Mobile Application Development		15
SAM810S	Simulation and Modelling		15
AIS811S	Accounting Information Systems		15
ISA811S	Information Systems Audit & Control		15

### Credit Recognition and Transfer Arrangements

Credit recognition and transfer are regulated by the Polytechnic's general rules on Recognition of Prior Learning (see Prospectus of the Polytechnic of Namibia).

Beginning with the 1st semester 2010, only the proposed new courses will be offered. All students who are or were enrolled already for the current B.Tech. qualification have the opportunity to change registration to the new qualification, the B. IT. Hons. degree.

However, courses from the old 4-year B.Tech. programmes in Information Technology will not generally be credited towards the new programme B. IT. Hons.: Business Computing, unless such courses were already designed with equivalent NQF level and credits. If applicable, credits are awarded on a course-by-course basis towards the B. IT. Hons. degree (see table A below).

Where students intend to finish the B.Tech. qualification and courses are discontinued after 2009, equivalent courses from the new B. IT. Hons. programme may be substituted with

approval of the HOD of the relevant department. The Head of the relevant Department must approve the choice of such course (see table B below).

Notwithstanding the above, students should note that there are certain anomalies involved in the transition between the old and new programmes, relating to the required number of hours studied and credit points achieved. In case of doubt a student should discuss his/her position with the Head of the relevant Department.

### **Equivalence Table A – Credits towards the B.IT Hons. Business Computing**

Students who passed certain courses in the old B.Tech.: Business Computing programme in may claim credit for these courses according to the table below:

<b>B. Tech.: Business Computing (Old)</b>		<b>B. IT. Hons.: Business Computing (New)</b>	
<b>Old Courses</b>		<b>New Courses</b>	
<b>Code</b>	<b>Course Name</b>	<b>Code</b>	<b>Course Name</b>
RIT410S	Research Methodology	RIT811S	Research Methodology
AMI410S	Advanced Management Information Systems	AMS811S	Advanced Management Information Systems
AMS410S	Advanced Management Skills	SSM811S	Soft Skills for Management
AIS410S	Accounting Information Systems	AIS811S	Accounting Information Systems
ISA410S	Information Systems Audit	ISA811S	Information Systems Audit and Control

### **Equivalence Table B – Course Substitutions for B.Tech.**

Students who want to complete the old B.Tech.: Business Computing programme may replace phased out courses from that programme by substituting with courses from the new B. IT. Hons.: Business Computing programme according to the table below:

<b>B. IT. Hons.: Business Computing (New)</b>		<b>B. Tech.: Software Development (Old)</b>	
<b>New Courses to be taken in place of</b>		<b>Old Courses (discontinued)</b>	
<b>Code</b>	<b>Course Name</b>	<b>Code</b>	<b>Course Name</b>
RIT811S	Research Methodology	RIT410S	Research Methodology
HRP810S	Honours Research Project	BRP410S	B-Tech Research Project
AMS811S	Advanced Management Information Systems	AMI410S	Advanced Management Information Systems
SSM811S	Soft skills for IT Management	AMS410S	Advanced Management Skills
DNS810S	Data and Network Security	NIS410S	Network Security

Courses from other departments will be considered for substitution according to the rules specified in the hosting departments and with the approval of the HoD: Business Computing.

## DEPARTMENT OF COMPUTER SYSTEMS AND NETWORKS

### BACHELOR OF INFORMATION TECHNOLOGY HONOURS: COMPUTER NETWORKING

80BHCN

#### Description

The B.IT Hons. in Computer Networking is designed to be at a NQF Level 8 postgraduate qualification with 120 credits following upon 360 credits for the Bachelor of Information Technology (B.IT) in Computer Networking. For graduates with the desire to advance further, the B.IT Hons. provides a stepping-stone for continued studies towards a master's degree.

#### Admission Requirements

Applicants must have a three year advanced diploma or a bachelor degree in Information Technology or Computer Science from an accredited institution as approved by the Polytechnic of Namibia. The departmental B.IT. Hons. Committee evaluates candidates individually and decides whether academic achievements are sufficient to enter the programme and whether any additional conditions must be satisfied.

Included should be compulsory course work in operating systems, systems administration and computer networks with a major focus on system architecture. It is required that candidates who have not graduated from an IT programme at the Polytechnic of Namibia, have achieved at least industry qualifications passed computer network curricula covering similar content.

#### Outcomes for whole qualification

Graduates of the Bachelor in Information Technology Honours: Computer Networking should be able to:

- Design, build and maintain various forms of communication networks with emphasis on the infrastructure and security requirements
- Plan and implement effective and efficient computer and communication systems with a focus on operating systems and in particular network operating systems architectures
- Develop network solutions matched to the needs of the business and manage technologies to support business objectives.
- Install, configure, secure and administer network systems comprising users, shared resources and network elements, such as routers, in local and Internet-based environments.
- Conduct risk analyses and define and implement appropriate security policies and best practice in computer systems.
- Apply theory to information technology practice in communications networks and technology infrastructures
- Conduct independent research and advise on security, capacity and architectures of networked computer systems

#### Summary of qualification requirements

The qualification will be awarded to people credited with a minimum of 120 NQF credits, and who have met the requirements of the prescribed curriculum which is as follows:

- a) Passed four (4) compulsory courses with 60 credits
- b) One (1) compulsory Honours Research Project (mini thesis) with 30 credits and
- c) Two (2) elective courses with 30 credits.

## Qualification Requirements

**Compulsory Courses** (The student should complete all these courses)

Course Code	Course Name	Prerequisite
CTY810S	Cryptography	None
DNS810S	Data and Network Security	None
RIT811S	Research Methodology (IT)	None
TOC811S	Theory of Computation	None
HRP810S	Honours Research Project	Research Methodology (IT)

## Elective Courses

A minimum of 30 credits (2 courses) are required from the following list of courses.

ADR810S	Advanced Routing	None
PNS811S	Practical Network and Internet Security	None
SAM810S	Simulation and Modelling	None
SLD810S	Switching and LAN design	Research Methodology (IT)
QQS810S	Queuing and Quality of Service	None

## Transitional Arrangements from the old B.Tech to the new B.IT. Hons. Programme

Beginning with the 1st semester 2010, only the proposed new courses will be offered. All students who are or were enrolled already for the current B.Tech. qualification have the opportunity to change registration to the new qualification, the B.IT. Hons. degree.

However, courses from the old 4-year B.Tech. programmes in Information Technology will not generally be credited towards the new programme B.IT. Hons. in Networks and Systems Administration, unless such courses were already designed with equivalent NQF level and credits. If applicable, credits are awarded on a course-by-course basis towards the B.IT. Hons. degree (see table A below).

Where students intend to finish the B.Tech. qualification and courses are discontinued after 2009, equivalent courses from the new B.IT. Hons. programme may be substituted with approval of the HOD of the relevant Department. The HOD of the relevant Department must approve the choice of such course (see table B below).

Notwithstanding the above, students should note that there are certain anomalies involved in the transition between the old and new programmes, relating to the required number of hours studied and credit points achieved. In case of doubt a student should discuss his/her position with the Head of the relevant Department.

### Equivalence Table A – Credits towards the B.IT. Hons.

Students who passed certain courses in the old B.Tech. IT programme may claim credit for these courses according to the table below:

Bachelor Honours: Computer Networking		Credit obtainable	
New courses		Old B.Tech.	
Code	Course name	Code	Course Name
DNS810S	Data and Network Security	NIS410S	Theory of Network Security
HRP810S	Honours Research Project	HRP 410S	Honours Research Project
PNS811S	Practical Network Security	PNS410S	Practical Network Security
RIT811S	Research Methodology	RIT 410S	Research Methodology
TOC811S	Theory of Computation	TOC410S	Theory of Computation

Courses from other departments will be considered for credit according to the rules specified in the hosting departments and with the approval of the HOD of DCSN.

### Equivalence Table B – Course Substitutions for B.Tech.

Bachelor Honours: Computer Networking		Old B.Tech	
New courses		Discontinued old courses	
Code	Course Name	Code	Course Name
ADR810S	Advanced Routing	CCP410S	CCNP1
DNS810S	Data and Network Security	NIS410S	Theory of Network Security
HRP810S	Honours Research Project	HRP 410S	Honours Research Project
PNS811S	Practical Network Security	PNS410S	Practical Network Security
RIT811S	Research Methodology	RIT 410S	Research Methodology
SLD810S	Switching and LAN Design	CCP420S	CCNP2
TOC811S	Theory of Computation	TOC410S	Theory of Computation
QQS810S	Queuing and Quality of Service	CCP430S	CCNP3

Courses from other departments will be considered for substitution according to the rules specified in the hosting departments and with the approval of the HOD of DCSN.

## DEPARTMENT OF SOFTWARE ENGINEERING

### BACHELOR OF INFORMATION TECHNOLOGY HONOURS: SOFTWARE ENGINEERING

80BHSE

#### Description

The B.IT. Hons. in Software Engineering is designed to be at a NQF Level 8 postgraduate qualification with 120 credits following upon 360 credits for the Bachelor of Information Technology (B.IT) in Software Development. For graduates with the desire to advance further, the B.IT. Hons. provides a stepping-stone for continued studies towards a master's degree.

#### Admission Requirements

Applicants must have a three year advanced diploma or a bachelor degree or an equivalent qualification on NQF Level 7 in Information Technology or Computer Science from an accredited institution as approved by the Polytechnic of Namibia. The departmental B.IT. Hons. Committee evaluates candidates individually and decides whether academic achievements are sufficient to enter the programme and whether any additional conditions must be satisfied.

Included should be compulsory course work in research methodology and a mini-thesis, as well as a major component of elective subjects from the wider area of software engineering.

#### Outcomes for whole qualification

Graduates of the B. IT. Hons.: Software Engineering programme must be able to:

1. Consolidate and deepen expertise in Software Engineering beyond that provided in the 3 year "Bachelor of Information Technology: Software Development" programme.
2. Work as an individual and/or as part of a team to plan, develop, implement and evaluate quality software, with an appreciation for standardised procedures, work ethics and collaborative efforts.
3. Identify problems and assess constraints, select and apply appropriate problem-solving tools and techniques, and document the results.
4. Reconcile conflicting project objectives, finding acceptable compromises within limitations of cost, time, knowledge, existing systems, and organisations, and manage available resources efficiently.
5. Demonstrate proficiency in software architecture, design and development, algorithms, operating systems, programming languages, databases and information systems.
6. Evaluate and apply current theories, principles, methods, and tools that provide a basis for problem identification and analysis, software architecture, design, development, implementation, verification, and documentation.
7. Design and implement appropriate solutions in one or more application domains using software engineering approaches that integrate ethical, social, legal, and economic concerns.
8. Appreciate the importance of negotiation, effective work habits, leadership, and good communication with stakeholders in a typical software engineering environment.
9. Develop research capabilities beyond those expected at the Bachelor level requiring higher level theoretical engagement and intellectual independence.
10. Conduct research on new models, techniques, and technologies as they emerge and appreciate the necessity of such continuing professional development.

### Summary of qualification requirements

The qualification will be awarded to people credited with a minimum of 120 NQF credits, and who have met the requirements of the prescribed curriculum which is as follows:

- a) Passed two (2) compulsory courses with 45 credits
- b) Five (5) elective courses with 75 credits

### Qualification Requirements

**Compulsory Courses** (The student should complete all these courses)

Course Code	Course Name	Prerequisite
RIT811S	Research Methodology (IT)	None
HRP810S	Honours Research Project (IT)	Research Methodology

### Elective Courses

A minimum of 75 credits (5 courses) are required from the following list of elective courses.

Course Code	Course Name	Prerequisite
AIT811S	Advanced Internet Technology	None
ADS811S	Architecture & Implementation of Database Management Systems	None
AIA810S	Artificial Intelligence Applications	None
DAA810S	Distributed Applications & Architectures	None
ETS811S	Emerging Technologies in Software Engineering	None
HCI810S	Human Computer Interaction	None
MAD810S	Mobile Application Development	None

### Transitional Arrangements from the old B.Tech to the new B.IT. Hons. Programme

Beginning with the 1st semester 2010, only the proposed new courses will be offered. All students who are or were enrolled already for the current B.Tech. qualification have the opportunity to change registration to the new qualification, the B.IT. Hons. degree.

However, courses from the old 4-year B.Tech. programmes in Information Technology will not generally be credited towards the new programme B.IT. Hons. in Software Engineering, unless such courses were already designed with equivalent NQF level and credits. If applicable, credits are awarded on a course-by-course basis towards the B.IT. Hons. degree (see table A below).

Where students intend to finish the B.Tech. qualification and courses are discontinued after 2009, equivalent courses from the new B.IT. Hons. programme may be substituted with approval of the HOD of the relevant Department. The HOD of the relevant Department must approve the choice of such course (see table B below).

Notwithstanding the above, students should note that there are certain anomalies involved in the transition between the old and new programmes, relating to the required number of hours studied and credit points achieved. In case of doubt a student should discuss his/her position with the Head of the relevant Department.

**Equivalence Table A - Credits towards the B.IT. Hons.**

Students who passed certain courses in the old B.Tech: Software Engineering programme may claim credit for these courses according to the table below:

<b>B.Tech: Software Development (old)</b>		<b>B.IT. Hons.: Software Engineering (New)</b>	
<b>Old Courses</b>		<b>New Courses</b>	
<b>Code</b>	<b>Course Name</b>	<b>Code</b>	<b>Course Name</b>
AIT411S	Advanced Internet Technology	AIT811S	Advanced Internet Technology
RIT410S	Research Methodology	RIT811S	Research Methodology
HCI411S	Human Computer Interaction	HCI810S	Human Computer Interaction

The courses AIT811S and HCI810S have already been revised and approved by Senate in the past. It is already part of the phasing-out B.Tech.: Software Development programme

**Equivalence Table B - Course substitutions for B.Tech.**

Students who want to complete the old B.Tech: Software Engineering programme may replace phased out courses from that programme by substituting with courses from the new B.IT (Hons): Software Engineering according to the table below:

<b>B.IT. Hons.: Software Engineering (New)</b>		<b>B.Tech: Software Development (Old)</b>	
<b>New Courses to be taken in place of</b>		<b>Old courses (discontinued)</b>	
<b>Code</b>	<b>Course Name</b>	<b>Code</b>	<b>Course Name</b>
RIT811S	Research Methodology	RIT410S	Research Methodology
HRP810S	Honours Research Project	BRP410S	B-Tech Research Project
AIT811S	Advanced Internet Technology	AIT411S	Advanced Internet Technology
HCI810S	Human Computer Interaction	HCI411S	Human Computer Interaction
ADS811S	Architecture & Implementation of Database Mngt Systems	AIF410S	Architecture & Implementation of Database Mngt Systems

Courses from other departments will be considered for substitution according to the rules specified in the hosting departments with approval of the HOD: Software Engineering.

**Description**

The Master of Information Technology is a postgraduate programme focused on research-informed professional practice. Besides research proficiency and specialised knowledge in the field of Information Technology, the graduate will be equipped with project management and instruction skills, as well as logical reasoning. Those four competencies have been identified as essential for the graduate to successfully perform in the workplace, e.g. in the industry, government, educational institutions and parastatals. Those competencies will provide the graduate with a basis or opportunity for originality in developing and applying ideas within a research and/or professional context. The program further intends to facilitate international exposure and support applied research relevant to the local industry.

**Admission Criteria**

All Master candidates have to apply for enrolment providing the following documents:

- a) Proof of a completed degree equivalent to the B.Tech. IT at the Polytechnic of Namibia
- b) A professional resume
- c) A proposal, motivating aims and goals for further studies
- d) A report exposing practical and/or professional IT experience
- e) Supervisor's or lecturer's testimonial

The approval of candidates' applications will be verified and recommended by the postgraduate programme committee (PGPC) of the School of Information Technology.

A completed degree equivalent to the B.Tech. IT at the Polytechnic of Namibia is required to enroll for the Master programme. Degrees not recognised to be equivalent will be considered on a course-to-course credit system basis. Students missing credits from the B.Tech. programme may enroll with the condition of fulfillment of specified B.Tech. courses. This includes students who did not pass a research methodology course prior to enrolment. Those students have to pass research methodology before registering for the thesis module.

Students with qualifications from other disciplines but with relevant Information Technology work experience may also apply; in this case the Recognition of Prior Learning prescriptions will be applied.

**Programme Structure**

The Master programme consists of 4 semesters in full-time mode or 5 semesters in part-time mode. The programme is subdivided into two study sections, namely 3 semesters of course work followed by 1 (or 2 in part-time mode) semester of research work leading into a final thesis. The normal intake of students is only at the beginning of the year but under exceptional circumstances can also be in the middle of the year.

Within the first three semesters the students should pass a total of eight taught courses, two seminars/workshops, one project and the research proposal seminar. The courses are grouped in three different categories namely, compulsory courses (Catalogue A), specialised courses (Catalogue B) and interdisciplinary courses (Catalogue C). The students have to pass all three compulsory courses (Catalogue A) and five selected specialised courses (Catalogue B). All courses and projects have four contact hours per week whereas seminars have two contact hours per week.

In the fourth and fifth semester, if part-time, the students will work on their thesis as well as attend the accompanying seminar sharing results and information with peer students.

### Summary of contact hours for the student:

	1. 2.+ 3. Semester	4. (+ 5.) Semester
Catalogue A	12	
Catalogue B	16	
Catalogue C	4	
Seminar	4	
Project	4	
Research proposal seminar	2	
Thesis and research seminar		34
<b>Total hours per week</b>	<b>2+20 + 20</b>	<b>34</b>

### CURRICULUM

Sem	Course Title	Code	Prerequisites
<b>Catalogue A: Compulsory courses of the Master program</b>			
9	Logic	LOG510S	
9	Principles of Instruction	PIN510S	None
10	Advanced Project Management	APM510S	Project Management
10	Masters Research Project	MAP510S	
10	Masters Thesis	MEP510S	
10	Research Thesis Seminar	RPS510S	
9 or 10	Seminar 1	SEM510S	
9 or 10	Seminar 2	SEM520S	
<b>Catalogue B: Specialised courses</b>			
9 or 10	Emerging Network Technologies	ENT511S	
9 or 10	Advanced Database Systems	ADS510S	Intro. to Databases 1A & 1B
9 or 10	Artificial Intelligence and Decision-Support Systems	DDS510S	Logic
9 or 10	Business Process Engineering	BPE510S	None
9 or 10	Data Warehousing	DWH510S	Intro. to Databases 1A & 1B
9 or 10	ERP Technology	ERT510S	Enterprise Business Systems
9 or 10	Evolving Technologies in Computer Science	ETC510S	
9 or 10	Information Architecture and Knowledge organisation	AKO510S	None
9 or 10	IT-Security	ISC510S	Operating Systems 1A & 1B
9 or 10	Strategic Information and Knowledge Management	SKM510S	
9 or 10	Object Oriented Databases	OOD510S	Introduction to Databases 1A & 1B and Object Oriented Technology Skills
9 or 10	Significant Issues in Software Engineering	ISE510S	Software Engineering and Human Interface Design
9 or 10	Multimedia Management and Development	MMD510S	None

## **Catalogue C: Interdisciplinary Courses**

### **Courses from other Schools' Masters Programmes**

All courses of catalogue A will be offered within one year. All courses of catalogue B will be offered within 3 semesters provided that at least 3 students registered for a specific course. Interdisciplinary courses can be offered by other departments and Schools

Projects and seminar content will be planned in close conjunction with the industry and publicised before the semester begins.

### **Curriculum Choice**

The purpose of the course work section is to provide the student with specialised subject knowledge and skills necessary for doing the research thesis. The thesis in turn provides evidence that the student can understand the current research literature in the chosen field. The selection of specialised courses must therefore be done in consultation with the PGPC. Based on the student's background and research aim, as provided in the application, an individual study plan will be worked out in conjunction with the PGPC. If the student wants to deviate from the originally approved individual study plan, a written request motivating the change has to be submitted and be considered by the PGPC.

## SCHOOL OF NATURAL RESOURCES AND TOURISM

### OFFICE OF THE DEAN

Dean	: <b>Lameck Mwewa</b> , LEAD Fellow, M.Sc. Geoinformatics, (ITC, Netherlands), B.Eng. Land Surveying (UNZA)
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Tutor/Lab Assistant	: <b>Clifford Akashambatwa</b> , ND: Natural Resource Management (Agriculture) (PoN), Post Diploma Certificate: Community-Based Natural Resource Management (PoN)

### DEPARTMENT OF AGRICULTURE

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- : **Shirley Bethune**, M.Sc. (Limnology)(Rhodes)
- : **Meed Mbidzo**, M.Sc. (Resource Conservation Biology) (WITS)
- : **Willem Adank**, Dip. Agric. (Neudamm), ND Nature Conservation (TSA), B.Tech Nature Conservation (PoN)
- : **Dave Joubert**, M.Sc. (Conservation Biology), H.E.D. (UCT)

## DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

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- : **Elias Nyakunu**, Post Graduate Dip. Tourism Planning (Munich), BA (Makerere), MA (Victor Babes Boylai)
- : **Hendriena Shiyandja**, Diploma in Hotel Management (Higher Hotel Institute, Cyprus), B.Tech. Food and Beverage Service Management (Cape Technicon)
- : **Rudolf Imhof**, Certificate, Apprenticeship for Chefs (Switzerland)
- : **Surita Schoeman**, Dip. Food and Clothing Technology (Pretoria Technicon)
- : **Gerald Cloete**, Dip Hotel Management (Utalii College)
- : **Alida Siebert**, Bachelor of Arts in Hotel and Restaurant Administration (Washington), Higher Diploma Hotel Management (University Centre Ritz Switzerland), ND: Hotel Management (Johannesburg Hotel School)
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- : **Samuel Hayford**, M.Sc. Geo-information Management (ITC), B.Sc. Land Economy (UST)
- : **Amin Issa**, M.Sc. GIS for Cadastre (ITC), Post Grad. Dip. GIS Cadastre (ITC), Adv. Dip. LMV (UCLAS)
- : **John Kangwa**, B.Sc. (Hons) Surveying (East London), M.Sc. Geography (UNZA)
- : **Jacques Korrubel**, Masters in Town and Regional Planning (UOFS), B. Admin (Urban Geography) (UOFS)
- : **Nadine Korrubel**, Masters Town and Regional Planning (UOFS), BA (Stellenbosch)
- : **Joe Lewis**, M.Sc. Geoinformatics, PM GIS (ITC), B.Sc. Survey (UCT), B.Eng. Industrial-Mechanical, (Stellenbosch)
- : **Taruwona Makaza**, B.Sc. (Hons) Surveying Engineering (Canada)
- : **Meed Mbido**, M.Sc. Resource Conservation Biology (WITS), B.Sc. Botany & Zoology (UNAM)
- : **Brian Mhango**, M.Sc. (Aberdeen), M.Sc. (Wageningen-Enschede), PG Dipl.(ITC-Enschede), Dipl. Eng. (UNZA).
- : **Alex Mudabeti**, M. Geoinformatics, (ITC), The Netherlands, B.Tech., Dipl. Land Management (LIS), Cert. Land Measuring (PoN)
- : **Sebastian Mukumbira**, B.Sc. Applied Physics (Hons) (NUST), CCNA
- : **Lameck Mwewa**, LEAD Fellow, M.Sc. Geoinformatics, (ITC), B.Eng. Land Surveying (UNZA)
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- : **Paulus Nashidengo**, National Diploma Land Surveying (PoN)
- : **Brand van Zyl**, Masters Urban & Regional Planning, M. Environmental Mngt., BA Urban
- : **David Varges**, National Diploma Land Surveying (PoN)
- : **Daniel Wyss**, Dr. rer. Nat. (FU-Berlin), Diploma in Geography (University of Hannover)

## **DEPARTMENT OF AGRICULTURE**

### **QUALIFICATIONS OFFERED**

Bachelor of Agricultural Management Honours - Full Time with Intensive Workshops

#### **Definition**

Agriculture is aimed at producing food, fuel, fibre and other products, through management of living organisms and the non-living resources that influence them. The most common form of agriculture in Namibia is livestock farming, to produce domestic animals, while arable agriculture produces crops, fruits and vegetables, and is limited to areas with better rainfall or where extra water is available for irrigation. Major challenges include the need to improve the efficiency of production, to exploit Namibia's comparative advantages, to meet the growing demands for food and to counter increasing urbanisation. One option is to produce a diversity of both animals and plants at a high rate in integrated biosystems, whereby they support each other and optimise use of scarce resources such as water. Other options include the integration of valuable living organisms into existing farming systems. In order to be sustainable, agriculture needs to be socially acceptable, it needs to produce in a way that supports ecological processes that it depends upon, it needs to earn more money than is spent on it and it should not be too risky. All these issues and many more are included in the agriculture program at the Polytechnic of Namibia.

## **BACHELOR OF AGRICULTURAL MANAGEMENT HONOURS**

**27BHAM**

#### **Functions**

The Honours degree produces skilled, hands-on farmers, entrepreneurs, and managers who have the relevant knowledge, skills and attitudes to further agricultural production and sustainable resource management, in hired or self-employment

#### **Modes of Delivery**

The Honours programme is offered in the block-learning mode with intensive workshops, which takes two years or possibly one year if the student is not employed.

#### **Programme Structure**

The Honours degree comprises semester courses as well. There are 3 compulsory courses in the eighth and 3 in the ninth semester. There are at least three contact sessions per semester. In addition, those students who have not passed a Research Methodology Course will need to take Marketing Research and Market Intelligence (MRI321S) in order to fulfil the requirements of the Research Project and Thesis.

#### **Special Regulations**

#### **Admission**

Candidates for the Bachelor Honours qualification must have successfully completed a Bachelor degree in Natural Resources (Agriculture) or in an equivalent discipline that is acceptable to Polytechnic of Namibia for the purpose of admission, with a pass of at least 60% in all courses. A student may be required to make up some deficiencies as deemed necessary by the Head of Department.

#### **Examination Requirements**

In line with the general requirements of Senate, the assessment of the student's academic performance will be 100% continuous assessment. The combined final mark of Honours courses is determined by continuous assessment of a student's achievement by means of tests and/or assignments/oral presentations/practicals/projects.

### Promotion Policy

Students will be admitted into the Honours programme only if they have completed the Degree.

## CURRICULUM

Course Code	Course Title	Prerequisite
<b>Semester 1</b>		
AAM811S	Advanced Agribusiness Management	None
RDE820S	Rural Development Economics and Gender Issues	None
RPT820Y	Research Project and Thesis (Begin)	None
<b>FIFTH YEAR</b>		
<b>Semester 2</b>		
APT820S	Agricultural Policies and Trade Analysis	None
NRE820S	Natural Resource Economics	None
RPT820Y	Research Project and Thesis (End)	None
<b>Compulsory courses</b>		
FMA411A	Financial Management (Agriculture) IV	None
SAM410Y	Strategic Agribusiness Management	None
RME410Y	Research Methodology (SNRT)	None
<b>Plus either ONE of the following:</b>		
SAP410Y	Sustainable Animal Production	None
<b>OR</b>		
PTP411A	Plant Production IV	None
<b>OR</b>		
CBR410Y	Community-Based Natural Resource Management	None
BTN004P	Practical 4	None
<b>Compulsory courses</b>		
AAM410Y	Advanced Agribusiness Management	
RPA101Y	Research Project (Agriculture) Related to SAP410Y	Research Methodology (SNRT)
<b>OR</b>		
RPA101Y	Research Project (Agriculture) Related to PTP411A	Research Methodology (SNRT)
<b>OR</b>		
RPA101Y	Research Project (Agriculture) Related to CBR410Y	Research Methodology (SNRT)
<b>Plus continuation of the following, if not yet taken:</b>		
RPA101Y	Research Project (Agriculture)	None

The Master of Integrated Land Management programme aims at providing professionals working in the natural resources field, the core competencies **necessary to become** managers leading teams across all land management sectors. Graduates are equipped with skills that will allow them to formulate and implement policies relating to integrated land management in Southern Africa.

Students will achieve the programme's goals through:

- A solid grounding in the fundamentals of Sustainable Development and Sustainable Management theory and practice;
- Training in management and leadership skills that will enable them to fill positions entailing a high degree of responsibility, particularly communication skills, managing intercultural and multi-disciplinary teams, and planning;
- Delivery of core competencies for technical areas across the natural resources sector: land development, water resource management, energy systems management & cleaner production, sustainable agriculture and integrated natural resource management. Although the students will not go into depth in all areas, it is essential that they have a good general understanding of at least five of these areas.
- Specialised knowledge in one integrated land management area: urban management, sustainable agricultural production systems, managing environmental flows and reserves and environmental conservation & protection.
- Research skills, enabling the student to go on to undertake a thesis.

### **Admission requirements**

Prospective candidates for the MILM programme shall apply in writing for admission to the programme, in terms of the Polytechnic Rules for Post Graduate Studies. Entry into the programme is limited, and will be based on the applicant's academic record. Each application shall be considered on its merits by the Postgraduate Studies Committee.

Candidates may be admitted if they possess at least the following (although admission is not automatic):

- (a) A four-year bachelor's degree in a natural sciences, land management or natural resource management related discipline from a recognised university, including a research component, or an equivalent qualification as approved by the Postgraduate Studies Committee. Applicants who have not done a research component in their bachelor studies, may be admitted, but will be required to complete the course Research Methodology before they can commence with the thesis. Exceptions can be made for students with a bachelor degree in another discipline if they have a long-standing professional career in a relevant field.
- (b) A minimum of three years professional experience in a relevant field, at a post-graduate level. Experience in a management position will be an advantage.
- (c) Additionally, candidates may be required to take and pass an entry test for the programme, including an accredited language test.

### **Mode of delivery**

The programme is using two learning methods:

- Modular learning: courses will be delivered as modules (blocks) at the Polytechnic of Namibia, Windhoek, during specific periods of the year, often including weekends and holidays. This will allow part-time students to follow the courses while they are employed.

- Distance learning: the modules are complemented by distance learning for most courses. Students are expected to study significant parts of the programme on their own with assistance of e-learning methods, books and material provided on CD-ROM or through the Internet.

### Duration

The Master of Integrated Land Management programme will be a minimum of two and a maximum of four years.

### Assessment and evaluation

Most courses will be assessed by the following means:

- Written assignments, which may be sent by mail (regular post) and electronically (email) to the relevant tutors at the Polytechnic of Namibia.
- Examinations, for which students must be in attendance at the Polytechnic of Namibia in Windhoek.
- Additionally, to reflect the aim of this programme in developing skills and competencies that go beyond academia, there will be further assessment based on performance in group exercises and practical leadership tests, for which students must be in attendance at the Polytechnic of Namibia in Windhoek.

### Curriculum

The Master Programme consists of five 'learning blocks'. All modules within learning Blocks I and II and five courses of Block III are compulsory, developing the students' knowledge and capacities in three main areas: Theory and Practice of Sustainable Development, Management Skills, and Technical Core Competency areas. For Learning Block IV, participants must select one of the four elective courses in their specific field of specialisation. Block V comprises of the research project (thesis).

SEMESTER*	COURSE CODE	COURSE NAME	CONTACT HOURS
<b>LEARNING BLOCK I</b>			
<b>Theory &amp; Practice of Sustainable Development &amp; Management</b>			<b>124 hours</b>
1 or 2	SDI910S	Sustainable Development Theory & Application in Namibian & SADC Context	32 h
1 or 2	LDG910S	Local Development and Governance	16 h
1 or 2	SLR910S	Sustainable Livelihoods and Rural-Urban Development	24 h
1 or 2	EEP910S	Environmental Economics and Policies	32 h
1 or 2	SUD5442	Sustainable Project Management	20 h
<b>LEARNING BLOCK II</b>			
<b>Management Skills</b>			<b>154 hours</b>
1 or 2	TPM511M	Communication and Presentation	15 h
1 or 2	MTH920S	Management of Multidisciplinary Teams and Human Resources	32 h
1 or 2	NBC534M	Negotiation & Conflict Management	12 h
1 or 2	FMA520S	Financial Management and Accounting	32 h
1 or 2	BID510C	Business Information and Decision Processes	47 h
1 or 2	PTM920S	Planning Tools for Public and Private Sector Management	16 h

### LEARNING BLOCK III

#### Technical Core Competency Areas Any FIVE courses should be selected

136 - 152 hours

1 or 2	LDM930S	Land Development and Management	24h
1 or 2	WRM930S	Water Resource Management	24h
1 or 2	IRM5453 & IRM5451	Energy Systems Management & Cleaner Production	24h
1 or 2	SAP930S	Sustainable Agriculture and Policy	24h
1 or 2	INR930S	Integrated Natural Resource Management	40h
1 or 2	EIA930S	Environmental Impact Assessments and Strategic Environmental Assessments	40h

### LEARNING BLOCK IV

#### Integrated Natural Resource Management Specialisations (Only ONE Elective should be selected) 24 hours

1 or 2	UMR940S	Urban Management and Rural-Urban Resource Flows	24 h
1 or 2	SAS940S	Sustainable Agricultural Production Systems	24 h
1 or 2	MCE940S	Managing & Conserving Environmental Flows & Reserves	24 h
1 or 2	SUD5443	Environmental Conservation and Protection	24 h

### LEARNING BLOCK V

#### Research and Thesis

10 h

1 or 2	LMP950S	MILM Project (Thesis)	10 h
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#### TOTAL:

11 – 12 weeks

\*The courses are designed to be 'stand-alone' – in other words, they do not need to be completed sequentially. Therefore, different courses within different learning blocks may be completed at various points throughout the programme, depending on availability. However, the programme must be completed in a maximum of four years.

#### Fees

N\$ 3750/course (excluding prescribed books) + registration and examination fees.

## CENTRE FOR OPEN AND LIFELONG LEARNING

Assistant Registrar	:	<b>Delvaline Möwes</b> , B.Sc. (UJ), HED (PG), B.Ed, M.Ed. (UNAM), Ph.D. (Stellenbosch)
Coordinator: Courseware Development	:	<b>Georgina Fröhlich</b> , B.Sc., Dip. Ed. (New England), M.Ed. (UNISA)
Instructional Designer	:	<b>Leena Kangandji</b> , B.Sc.:Computer Science and Statistics (UNAM), MA: Open, Distance and Flexible Learning, (Univ. of London)
Coordinator: Student Support	:	<b>Judith Britz</b> , B.A. HED (PG) (UNAM)
Coordinator: Administrative Support	:	<b>Vacant</b>
Student Support Officers	:	<b>Yvonne Tjizumaue</b> , ND: Commerce (PoN) <b>Johnson Mutirua</b> , Certificate: Education for Development (NAMCOL) <b>Gillian Barker</b> , ND: Human Resources Management (PoN) <b>Brenda Kaumbangere</b> ICDL (NAMCOL) <b>Henrietha Beukes</b>
Senior Store and Dispatch Officer	:	<b>Usiel Tjiho</b> , Diploma: Stores Management & Stock Control (Cambridge Tutorial College)
Store and Dispatch Clerk	:	<b>Macdonald Handura</b> , ICDL (NAMCOL)
Regional Coordinators	:	<b>Gwendoline Steenkamp</b> , B-Tech Policing (Tshwane Univ. of Technology), Dip. Police Management and Leadership (Finnish Police College), Certificate in Conduct Outcomes-based Assessment (Assessment College of South Africa) <b>Ulrich Hummel</b> , BETD (WCE), Dip.Ed. (UNAM), B.Tech (Tshwane Univ. of Technology) <b>Julia Matengu</b> , HED (VISTA Univ.), Dip. in Agriculture (Ogongo Agric. College), ICDL (NAMCOL) <b>Christopher Madyaao</b> , HED (UNAM), Certificate for Distance Education Practitioners (UNISA) <b>Menason Katjirua</b> , HED, Advance Dip. in Education (UNAM) <b>Elvire Laher</b> , Dip: Adult Education and Community Development (UNAM), Certificate for Distance Education Practitioners (UNISA)
Secretary	:	<b>Ms. Estelle Cloete</b> Diploma in Business Management, (Business Management Training College, South Africa), Certificate in Management Principles for First Line Managers (UNISA)

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E-mail Address (assignments) : [collassignments@polytechnic.edu.na](mailto:collassignments@polytechnic.edu.na)  
Website : [www.polytechnic.edu.na/centres/coll/coll.php](http://www.polytechnic.edu.na/centres/coll/coll.php)

### **VISION STATEMENT**

Through pedagogic innovation, the Centre for Open and Lifelong Learning (COLL) seeks to be internationally recognised and distinguished for the design and delivery of supported open and distance learning.

### **DISTANCE EDUCATION: QUALIFICATIONS**

**The following qualifications are offered on the distance education mode of study:**

- Certificate in Public Management
- Bachelor of Public Management
- Bachelor of Public Management Honours
- National Diploma in Police Science
- National Certificate in Accounting and Finance
- National Diploma in Accounting and Finance
- Bachelor of Technology in Accounting and Finance
- National Certificate in Business Studies
- National Diploma in Business Administration
- Bachelor of Business Administration
- National Diploma in Marketing
- Bachelor of Marketing
- Diploma in Human Resources Management
- Bachelor of Human Resources Management
- Bachelor of Human Resources Management Honours
- National Certificate in Office Management and Technology
- National Diploma in Office Management and Technology
- Bachelor of Technology in Economics
- Certificate in Transport Management
- Diploma in Transport Management
- Bachelor of Transport Management
- Bachelor of English
- Bachelor of English Honours
- Bachelor of Communication
- Bachelor of Hospitality Management
- Bachelor of Travel and Tourism Management
- Bachelor of Technology: Nature Conservation
- Certificate in Community-Based Natural Resource Management
- Certificate in Namibian Environmental Education

In order to provide an effective and efficient student support service, the Centre for Open and Lifelong Learning (COLL) employs full-time academic staff, drawn from the academic schools and departments at the Polytechnic, on a part-time basis to offer tutorials and develop quality assured instructional materials which are delivered through print-based, multi-media and eLearning methods. The COLL also provide a range of administrative and academic support services to distance education students through Regional Centres established across the country.

## DE1 ENTRY REQUIREMENTS

Refer to Rule G12, the general admission regulations and requirements.

## DE2 CORRESPONDENCE WITH THE CENTRE FOR OPEN AND LIFELONG LEARNING

- (a) All written enquiries in connection with your studies at the COLL should be addressed to:

**Centre for Open and Lifelong Learning**  
**Polytechnic of Namibia**  
**Private Bag 13388**  
**Windhoek**  
**NAMIBIA**

Always provide the following particulars in all correspondence:

- Student number (if registered already)
  - Identity number
  - Date of birth
  - Initials and surname
  - Study Programme
- (b) No responsibility is accepted for correspondence that is not directed to the above-mentioned address.
- (c) Enquiries/Letters concerning academic matters, such as problems with the use of textbooks, tutorial letters and instructional material must be directed to the Coordinator: Student Support, Ms. Judith Britz, Tel: +264 61-207 2203, e-mail: [jbritz@polytechnic.edu.na](mailto:jbritz@polytechnic.edu.na). Appointments in this regard can also be made directly.
- (d) Administrative enquiries with regard to registration, assignments and instructional material may be directed to the Coordinator: Administrative Support, the Student Support Officers or the Senior Stores and Dispatch Officer, who may be contacted through telephone: +264 61-207 2259/2071/2561/2558/2801/2802/2235/2567 or email: [collenquiries@polytechnic.edu.na](mailto:collenquiries@polytechnic.edu.na) while assignments may be submitted electronically to [collassignments@polytechnic.edu.na](mailto:collassignments@polytechnic.edu.na) (**Refer to DE12 (j)**).
- (e) Correspondence in connection with the library must be directed to the Chief Librarian: +264 61-207 2092
- (f) Correspondence in connection with finances must be directed to +264 61-207 2266
- (g) Correspondence in connection with examinations must be directed to +264 61-207 2027/2106

## DE3 REGIONAL CENTRES

- (a) Students living in the vicinity of Regional Centres are advised to consult the Regional Coordinator in charge, should there be any administrative enquiries, e.g. application, registration, course amendments, fees, instructional material, submission of assignments, examination, face-to-face tutorials, etc.

- (b) The following Regional Centres are in operation:

<b>Gobabis</b>	P.O.Box 1043 Tel: +264 62-564071	Fax: +264 62-564183 email: <a href="mailto:gsteenkamp@polytechnic.edu.na">gsteenkamp@polytechnic.edu.na</a> : <a href="mailto:edekoker@polytechnic.edu.na">edekoker@polytechnic.edu.na</a>
<b>Katima Mulilo</b>	P.O.Box 281 Tel: +264 66-252388	Fax: +264 66-252202 email: <a href="mailto:cmadyaao@polytechnic.edu.na">cmadyaao@polytechnic.edu.na</a> : <a href="mailto:stsimataa@polytechnic.edu.na">stsimataa@polytechnic.edu.na</a>

<b>Keetmanshoop</b>	P.O.Box 1780 Tel: +264 63-221033	Fax: +264 063-222051 email: <a href="mailto:astuurmann@polytechnic.edu.na">astuurmann@polytechnic.edu.na</a>
<b>Ongwediva</b>	P.O.Box 3335 Tel: +264 65-231276	Fax: +264 65-231277 email: <a href="mailto:jmatengu@polytechnic.edu.na">jmatengu@polytechnic.edu.na</a> : <a href="mailto:snaanda@polytechnic.edu.na">snaanda@polytechnic.edu.na</a>
<b>Opuwo</b>	P.O.Box 122 Tel: +264 65-272965	Fax: +264 65-272967 email: <a href="mailto:emubonda@polytechnic.edu.na">emubonda@polytechnic.edu.na</a> : <a href="mailto:ttjikulya@polytechnic.edu.na">ttjikulya@polytechnic.edu.na</a>
<b>Otjiwarongo</b>	P.O.Box 607 Tel: +264 67-301149	Fax: +264 67-301290 email: <a href="mailto:uhummel@polytechnic.edu.na">uhummel@polytechnic.edu.na</a> : <a href="mailto:jhunibes@polytechnic.edu.na">jhunibes@polytechnic.edu.na</a>
<b>Rundu</b>	P.O.Box 2406 Tel: +264 66-255545	Fax: +264 66-255386 email: <a href="mailto:dhaufiku@polytechnic.edu.na">dhaufiku@polytechnic.edu.na</a> : <a href="mailto:rmunango@polytechnic.edu.na">rmunango@polytechnic.edu.na</a>
<b>Tsumeb</b>	P.O.Box 463 Tel: +264 67-220483	Fax: +264 67-220647 email: <a href="mailto:mkatjirua@polytechnic.edu.na">mkatjirua@polytechnic.edu.na</a> : <a href="mailto:rcloete@polytechnic.edu.na">rcloete@polytechnic.edu.na</a>
<b>Walvis Bay</b>	P.O.Box 8011, Narraville Tel: +264 64-203603	Fax: +264 64-209715 email: <a href="mailto:elaheer@polytechnic.edu.na">elaheer@polytechnic.edu.na</a> : <a href="mailto:aswartz@polytechnic.edu.na">aswartz@polytechnic.edu.na</a>

#### **DE4 OFFICE HOURS**

##### **(a) COLL Office Hours**

COLL offices are open from Monday to Friday, from 07:30 to 13:00 and from 14:00 to 16:30.

##### **(b) Office hours of the Regional Centres are as follows:**

Monday to Thursday: 09:30 - 14:00 and 15:00 - 18:30

Friday: 08:00 - 12:00 and 13:00 -17:00

Saturday: 09:00 - 13:00

##### **Except for Opuwo and Rundu:**

Monday to Friday: 07:30 - 13:00 and 14:00 - 16:30

#### **DE5 APPLICATION AND REGISTRATION PROCEDURES**

Refer to Rule GI2 of the Polytechnic Prospectus for Admission Criteria. Special admission requirements for certain programmes are spelt out in Departmental regulations. Such special requirements should be met in addition to the normal admission requirements.

All prospective students must apply for admission to the Polytechnic of Namibia on the prescribed application form. Application forms are available on request from the Office of the Registrar and from Regional Centres. Application forms are also available on the Polytechnic website: <http://www.polytechnic.edu.na>. All applications must be accompanied by the relevant fees. The closing date for all applications is the last working day in September preceding the year in which admission is sought. Applicants will be notified as soon as possible after the closing date whether their application for admission have been successful or not. Registration dates are published in the **Polytechnic Prospectus**, appear on the Polytechnic website: <http://www.polytechnic.edu.na> and are advertised in the media. These dates are applicable to all categories of students.

- (a) By signing the registration form, the student inter alia declares that s/he is familiar with the contents of this **Prospectus** and the regulations for his/her degree/diploma/certificate, and that s/he undertakes to strictly obey all rules and regulations of the Polytechnic.
- (b) **Students who register in person:**  
Students who live in or in the vicinity of Windhoek or one of the Regional Centres may personally hand in their applications for registration at the respective offices. If a student registers IN PERSON, s/he will receive all available instructional material upon payment of the initial installment of fees.
- (c) **Students who register by mail:**
  - (i) Students who register by mail must ensure that their applications for registration are in order (see closing date for registration).

**THE COMPLETED REGISTRATION FORM TOGETHER WITH THE INITIAL PRESCRIBED INSTALLMENT MUST BE RECEIVED BEFORE THE CLOSING DATE** (see “Fees”), as well as documents required for admission to the particular qualification (see “Documents to be produced”). The above should be sent to:

**The Faculty Officer  
Polytechnic of Namibia  
Private Bag 13388  
Windhoek, NAMIBIA**

- (ii) In the case of previously registered students, the student retains the existing student number allocated to him/her the first time s/he registered. **THIS NUMBER MUST BE INDICATED ON HIS/HER REGISTRATION FORM.** A new number will not be issued. Students must indicate the proposed qualification on the registration form. If this qualification is not indicated, the registration form will be regarded as incomplete, leading to possible disqualification of registration.
- (iii) Instructional material will be posted via Regional Centres where applicable. If instructional material is not received within **two weeks** of application for registration and if no further communication is received from the COLL, the local post office and Regional Centres must be contacted before the COLL is contacted.
- (iv) **Upon issuing/receiving of instructional material, students are responsible to verify and ensure that they received the correct instructional material for the course(s) they registered for. Assignments based on wrong instructional material and tutorial letters will not be accepted for marking.**

- (v) Duplicate instructional material will be issued to distance education students at the following costs:

Study guide	- N\$245.00
First tutorial letter with assignments	- N\$35.00
CD/DVD	- N\$35.00

**The above-mentioned amounts are subject to change.**

## **DE6 REGISTRATION AND RE-REGISTRATION**

- (a) Any person who wishes to be registered as a student at the Polytechnic for a particular academic year must complete the official registration form and sign it (by which s/he subjects him/herself to the regulations of the Polytechnic), must pay the prescribed fees and, except if already produced, must produce documentary proof that all admission requirements have been met for the study of the qualification for which a student wishes to register. In exceptional cases, the Polytechnic may grant permission that documentary proof may be handed in not later than **31 May** each year, failing which a student's registration will immediately be cancelled, and s/he will forfeit his/her tuition fees in accordance with the stipulations of the paragraph under "Fees" in the **Prospectus**. The relevant sections under "General Information" are applicable for further information, including the closing dates and the basic requirements for registration.
- (b) The Polytechnic may set a final registration date for a specific academic year after which a student may no longer register, and may refuse any application for registration if the student's completed registration form, the prescribed fees and/or the required documentary proof in support of his/her application do not reach the Polytechnic before the fixed closing date.
- (c) A student who was previously registered at another tertiary institution and did not obtain a degree, diploma or a certificate at the end of his/her last year of registration, must (if a decision can be made based on the information on his application forms) submit a satisfactory certificate of conduct and an original report of his/her complete academic record, issued by the Registrar of the previous institution, during his/her first year of registration not later than **31 May** each year, failing which his/her registration will be cancelled immediately.
- (d) Re-registration may be refused in the case of a student whose academic progress does not satisfy Senate/the relevant Board of Studies. In cases where permission for re-registration is granted, it will be done only on conditions as determined by the Polytechnic.
- (e) Students who find themselves unable to continue with their studies are required to cancel such courses. If courses are not cancelled, it will be viewed as a failure on the side of the student to make satisfactory academic progress. Cancellation forms are available from the COLL and the Regional Centres. The closing date for all cancellations is the last working day in April for 1<sup>st</sup> semester courses and the last working day in September for 2<sup>nd</sup> semester courses. The relevant sections under "**Termination of Studies**", **Rule AC1.4** and "**REFUNDS**" **Rules F.7.1.1 – F.7.1.9** are applicable for further information, including the closing dates and the basic requirements for cancellation of courses/ termination of studies.

## **DE7 DOCUMENTS TO BE PRODUCED**

When students register for the first time, the following original documents must be handed in together with the student's application for registration:

- (a) original certificate of the relevant admission qualification;
- (b) original Namibian identity document;
- (c) original marriage certificate in case of married women.

**If the student was previously registered at any other tertiary institution, and s/he has suspended his/her studies before the completion of the degree or diploma for which s/he was registered, s/he must produce the following documents together with his/her application for registration:**

- (a) original certificate of conduct;
- (b) original report of full academic record.

The above documentation must be issued by the institution where the qualification was obtained. All qualifications must be certified before submission to the Polytechnic.

## **DE8 CHANGING REGISTRATION**

- (a) Students who wish to cancel their studies at the Polytechnic must complete the prescribed form (**Refer to DE6 (e)**). Students are referred to the section on fees in connection with the repayment of money.
- (b) Note that the closing date for course amendments is the last working day in February (1st semester and year courses) and the last working day in July (2nd semester courses) each year. This date also applies to applications for course exemptions. Cancellations can, however, still be done after this date (**Refer to DE6 (e)**).
- (c) Late Registration, course amendments and change of mode of study, i.e. change from full-time/part-time to the distance education mode of study is subject to the availability of instructional material and the time available to submit assignments as indicated on the approved assignment schedule.
- (d) In the case of a change of address and/or examination centre, students are requested to communicate the change of address and/or Examination Centre to COLL in writing as soon as the relevant change happens. Forms for Notification of Change of Address and/or Examination Centre are attached to the Information Manual for Distance Education Students. These forms are also available from COLL and the Regional Centres.

## **DE9 METHOD OF INSTRUCTION**

Distance education is a unique method of instruction and study. It is unique in the sense that instruction and learning take place with the instructor/tutor and the students in different places for most of the time. In the COLL the main medium of instruction is the printed word supplemented with multi-media and eLearning, which enable students to study at home. It is therefore possible for students to study when and where they wish and they can link their academic studies with their practical work.

The instructional material for each course will be supplied to students when they pay their tuition fees upon registration. The main form of material is the printed study guide, consisting of a number of units with activities for the students to complete to assess their own understanding of the course. Usually prescribed or supplementary reading is recommended. The supplementary reading material may be a reader, which will be supplied with the printed study guide, or a prescribed textbook, which should be bought.

Each course also includes assignments which must be completed on time and send to the COLL for tutor-marking. The marks gained for an assignment form part of the final assessment for the course. Each assignment also receives tutorial comments which is sent back to students to assist them in their studies.

The COLL is aware of the difficult circumstances in which many of its students have to study, and therefore provides assistance to enable students to derive full benefit from their studies. Tutors are assigned for each course to help students with academic problems they may have. Students may consult the tutor by letter, by phone at certain specified times, email or by a pre-arranged visit.

## **DE10 STUDENT SUPPORT SERVICES**

The COLL provides the following support services:

(a) **Marker-tutoring**

Assignments coming from students are used as a teaching tool and marker-tutors therefore do not just mark in a conventional sense, but also give the necessary advice and encouragement on how students may improve and make progress toward being successful at the end of a semester.

(b) **Telephone/email-tutoring**

Marker-tutors are available for tutoring and academic advice through telephone- and email correspondence. Students will be provided with a list of their tutors' telephone numbers and email addresses upon registration. Students are advised to please make use of this service.

(c) **Face-to-face tutorials/Saturday tutorials**

These tutorials are organised in Windhoek and at the various Regional Centres on Saturdays. Notice of such tutorials will be provided to students by the: Coordinator: Student Support (COLL); and the Regional Coordinator. Students should make every effort to attend these tutorials.

(d) **Vacation Schools**

Vacation schools are offered two times a year, during April and August in Windhoek. Notice of such vacation schools will be sent to students from time to time. Although attendance at vacation schools is usually optional, students are strongly advised to make use of this service. It is a valuable opportunity for students to benefit, not only for academic purposes, but also to make use of library facilities and to meet their tutors and fellow students.

(e) **Vacation Schools are compulsory for students enrolled for the NEEC, B.Tech: Nature Conservation, Bachelor of Communication, Bachelor of English, Bachelor: Hospitality Management, Travel and Tourism Management, Advanced Industrial Relations, Advanced Organisational Development and Change, Advanced Management of Training, Compensation Management, Strategic Human Resources Management, Research Methodology, Research Project, Information Administration, Speech and Department, Computerised Accounting, Basic German, Basic Portuguese, Entrepreneurship, E-Marketing and Web Management, Marketing Research & Market Intelligence. Business Stimulation is also compulsory for all students registered for Entrepreneurship. Please refer to the first tutorial letter on these courses for more detail. Students registered for these courses may not cancel their registration after 28 February and 28 July of each year.**

- (f) **Radio tutorials**  
Radio tutorials are broadcast on National Radio, to supplement print-based instructional material and face-to-face sessions with 10 minute radio programmes. Schedules for radio tutorials are available on COLL's website: [www.polytechnic.edu.na/centres/coll/coll/php](http://www.polytechnic.edu.na/centres/coll/coll/php).
- (g) **Multi-media and eLearning**  
The instructional material for some courses are also supplemented with CD's and / or DVD tutorials while a number of courses are offered through the eLearning mode of study. Reference to these additional media will be announced in the first tutorial letter.
- (h) **Library services**  
The Polytechnic's library services are available free of charge to all registered students. Membership of the library is subject to the Library Regulations. The library will lend recommended books and other supplementary reading matter to students. Prescribed textbooks must, however, be bought by the student, and will NOT be provided by the library. A student who does not return library material on the due date will not be allowed admission to the examinations, to re-register, and will not receive his/her examination results before the outstanding library material has been returned to the Polytechnic. Limited stocks of library books are available from Regional Centres. The student must also consult his/her nearest Regional Centre in this regard.

The Polytechnic Library has a number of very useful resources and services which are accessible through the website: <http://polytechnic.edu.na/library/library.php>  
A Resource Guide on all the various library services available to distance education students will be issued upon registration.

Online examination papers: Past examination papers are available from the Library's web page, but only on campus. They are also accessible via CD-ROM from the Regional Centres and via email from the Subject Librarians [subjectlibrarian@polytechnic.edu.na](mailto:subjectlibrarian@polytechnic.edu.na). Subject Librarians will only send past papers to distance education students who have supplied their student numbers.

If there is anything students do not understand, or which they need to have explained, they should not hesitate to consult their Tutor, Coordinator: Administrative Support, Coordinator Student Support, Regional Coordinator, or the Assistant Registrar of COLL; either by telephone, fax, email, a letter, or by a personal visit arranged beforehand.

## **DE11 PRESCRIBED TEXTBOOKS AND STUDY MATERIAL**

Particulars concerning the prescribed textbook(s), which the student must buy, will be made available upon registration by means of a first tutorial letter, which is part of the study material of a particular course.

Prescribed textbooks are available at the Regional Centres for reference purposes. Some of these textbooks are also available at the following Namibian Open Learning Network Trust (NOLNeT) Centres (Regional Centres that serve NAMCOL, NIED, Polytechnic and UNAM students): Mariental Teachers' Resource Centre; Eenhana Multi Media Centre and Community Library; and the Oranjemund NAMDEB Technical College.

Full particulars concerning the prescribed textbooks are contained in the first tutorial letter. Students are strongly advised to order their books from the bookshop in good time, as this will prevent many unnecessary delays and disappointments. COLL does not sell prescribed textbooks and cannot order these for the students. Books are

prescribed for most courses and can be ordered directly from the distributors or via the Regional Centres. All books can be purchased from the book supplier, Book Den at Wernhill, in Windhoek, Telephone: +264 61-239976.

## DE12 ASSIGNMENTS

Students are required to qualify for examination admission on the basis of satisfactory answers to assignments. Particulars of the assignments, contribution of the assignment mark towards the final mark of a particular course and the minimum requirements for examination admission appear in the first tutorial letter.

The due dates for submitting assignments must be strictly adhered to and are stipulated in the Information Manual for Distance Education Students. If students receive the instructional material too late for submitting a particular assignment on time, they must immediately discuss the matter with the Regional Centre or the Coordinator: Administrative Support in Windhoek.

### Rules for students on submission of assignments

- (a) Keep to the due dates. Assignments that are submitted after the due date will be returned unmarked. It remains your responsibility to see to it that your assignment reaches COLL in time.
- (b) Medical and humanitarian reasons are the only reasons accepted for the late submission of assignments. **Late submission of assignments will only be approved till 7 days (including public holidays and weekends) after the due date of an assignment.** Valid documentary proof must be attached as part of the assignment before any late submission will be considered. **Late submission without valid documentary proof attached to the assignment will be returned unmarked and may not be resubmitted for marking.**  
**Travelling and attendance of workshops, job related activities and conferences may not be used as an excuse for the late submission of assignments.**
- (c) Assignments already submitted but not passed/returned unmarked may not be resubmitted.
- (d) The formal requirements for essays as set out in tutorial letters must be strictly adhered to. If your assignment does not comply with these requirements, you might lose marks.
- (e) **Assignments based on wrong instructional material and tutorial letters will not be accepted for marking.**
- (f) Remember to give the assignment the same number as the one appearing in the tutorial letter. For example, if you do assignment 02, you should number "02" and not "01". **DO NOT enclose more than one assignment in the same assignment book/ CD/ document sent as an attachment via e-mail.**
- (g) Indicate your student number, course name and course code, e.g. Introduction to Mathematics, ITM111S, and the assignment number on the assignment cover page before submission of an assignment.
- (h) Ensure that all information as requested on the assignment cover is completed and correct. **Incorrect or incomplete information will prevent it from being accepted for marking.**
- (i) Students' tutor-marked assignments will be returned to them in window envelopes and therefore their names, addresses and postal codes must be completed clearly and correctly on the assignment cover. **If this information is missing, tutor-marked assignments will not be returned to students.**
- (j) Students may send assignments via e-mail. Students should download the Electronic Assignment Book available in MsWord format from [http://www.polytechnic.edu.na/centres/docs/coll/coll\\_assbook.doc](http://www.polytechnic.edu.na/centres/docs/coll/coll_assbook.doc) to complete assignments. Ensure that all

information as requested on the assignment cover is completed and correct. **Incorrect or incomplete information will prevent it from being accepted for marking.** After completion of the assignment, email the Electronic Assignment Book as an attachment to: [collassignments@polytechnic.edu.na](mailto:collassignments@polytechnic.edu.na)

- (k) Completed assignments must never be emailed/mailed/submitted to the relevant Tutor, Student Support Officer or the Store and Dispatch Officer.
- (l) Always supply sufficient stamps when posting your assignments. Students who use express post for mailing their assignments must pay the costs attached to this service themselves. The Polytechnic of Namibia will not pay penalties for assignments with insufficient postage. Such assignments will be returned unmarked to the students. **Posted/couriered assignments received after the due date of the assignment will be returned unmarked.**
- (m) **Warning:** Any loose pages increase the possibility for losing assignment marks.
- (n) Students living in the vicinity of Windhoek and who prefer to submit their assignments personally, must hand them in at the COLL assignment box. Students living in the vicinity of Regional Centres, should preferably submit their assignments at these Centres.
- (o) Students are encouraged to form study groups to discuss their studies, but identical assignments by different members of a study group are not acceptable. Copying assignments constitutes a transgression of the Student Regulations of the Polytechnic of Namibia. **Students found guilty of copying assignments will be awarded 0% for such an assignment.**
- (p) **Upon submission of assignments, students have to acknowledge by means of complete referencing, all sources used and/or quoted. Students found guilty of plagiarism will be penalised and may be awarded 0%.**
- (q) A student, who has strong reasons to believe that an assignment mark may be incorrect, may apply that such mark be re-checked, regardless of the mark obtained. An application for a re-check must be directed to the Assistant Registrar: COLL on or before the last working day of May for the examinations taking place in the June session and on or before the last working day of October for the examinations taking place in the November session. Applications must be accompanied by a full motivation explaining why a re-check is sought. Such a re-check shall not necessarily lead to a re-mark of the assignment, unless so determined by the Tutor conducting the re-check. Applications for re-check based on requests to be condoned for admission to the examination will not be considered.

### DE13 EXAMINATIONS

A student is responsible for the arrangements and cost of his journey to the examination centre, as well as his accommodation at that centre.

1. In order to be admitted to the examination of a course, a student must obtain a semester/year mark of at least **50%**.
2. In order to pass a course, a student has to comply with the following criteria:
  - (a) an examination mark with a sub-minimum of 40% must be achieved in cases where the examination comprises only one paper, and 35% each in cases where the examination consists of two or more papers, provided that the combined paper sub-minimum is 40%;
  - (b) a final mark (calculated from semester/year mark and examination mark with the prescribed weighting ratio) of 50% has to be obtained in the course;
  - (c) The semester/year mark and examination mark shall be used jointly to determine the final mark in the ratio of 30% (semester/year-mark) to 70% (examination mark), unless explicitly otherwise determined by Senate.

3. The final examination timetable, in the form of an admission letter will be mailed to every student in May and October each year. It will, inter alia, contain the following information:
  - (a) a list of courses in which the student obtained examination admission, with a corresponding list of final examination dates;
  - (b) a list of courses in which the student has not obtained examination admission;
  - (c) particulars regarding the examination centre and session; and
  - (d) further general examination instructions will be mailed to students at the same time.
  
4. **Refer to AC4.4.6, Retention Rule of Semester Mark.**
  
5. **NOTE:**
  - (a) Candidates who have not received their examination admission letter before each examination must immediately contact the Examination Department at telephone +264 61-207 2027 / 2106.
  - (b) Students will not be permitted to write examination unless they have the following documentation in their possession at each session:
    - Proof of identity
    - Student card or proof of registration
    - Examination admission letter
  - (c) Students are responsible for ensuring that they attend the correct examination session and receive the correct examination question paper.

#### **DE14 EXAMINATION CENTRES**

- (a) It is essential that the number of examination centres be limited as far as possible and therefore there must be at least five registered students before a centre will be established in an area. The Polytechnic reserves the right to approve or reject any application for the establishment of a special examination centre at any one place. Polytechnic regional students may sit for their examinations at the Polytechnic Regional Centres, Mariental Teachers' Resource Centre, Luderitz Community Library, Oranjemund NAMDEB Technical College, Karasburg Teachers' Resource Centre and in Rosh Pinah.
  
- (b) The Polytechnic takes no responsibility for the delay in mail delivery of examination timetables or receipt of any other information owing to a change in address or the inaccessibility of an address of any student. It is always the responsibility of the student to notify the Polytechnic of Namibia of any change in his/her postal address and to verify if such changes are effected correctly (See "Changing Registration").

#### **DE15 EXAMINATION NUMBERS AND SPECIAL ARRANGEMENTS**

- (a) The candidate uses his/her student number as his/her examination number.
- (b) A candidate may be requested to furnish proof of identity at all times. For this purpose candidates must show both their student card and an identity document on which a photograph of him/herself appears.
- (c) The duration of every paper will be indicated on the timetable.
- (d) Candidates and invigilators will be notified of any special arrangements in advance.
- (e) Cellular phones and smoking are not allowed in the examination rooms.

#### **DE16 EXAMINATION ADMISSION**

In a course offered, no student will be admitted to the examination unless s/he has met the following requirements for the particular academic year:

- (a) S/he must have been registered for instruction or additional examination opportunities in that course offered or, with the permission of Council, by another institution recognised by Council for this purpose;
- (b) S/he must have satisfactorily completed a minimum of a semester's/year's work such as prescribed by Senate before a set date. The minimum requirements, which a student must meet for admission to the examination in a particular course, appear in the instructional material for the particular course and are spelt out in Departmental regulations.

#### **DE17 EXAMINATION RESULTS**

- (a) The results of the June/July examinations are expected to be announced in mid July, while the results of the October/November examinations are expected to be announced by mid December each year. Every candidate will be furnished with his/her examination results as soon as possible thereafter.
- (b) No results will be announced by telephone or telegram.
- (c) No results will be mailed to a student before s/he has returned all books that s/he has borrowed from the library.
- (d) No results will be sent to students who have not settled their accounts in full.
- (e) A student who has, in his/her opinion, met all the requirements for a certificate/diploma/degree and has not received confirmation thereof by mid February or mid August each year, should contact the Examinations Department.
- (f) The student must provide the Examinations Department with the required documents for certification as soon as possible after the final examination.

#### **DE18 FAILURE TO PAY**

In the event of fees not being paid as per schedule, a student will not:

- (a) receive examination results;
- (b) be allowed access into examinations unless special arrangements have been made;
- (d) be permitted to re-register;
- (e) be allowed to graduate.

#### **DE19 STUDY PROGRAMMES OFFERED ON THE DISTANCE EDUCATION MODE: ADMISSION**

Refer to the General Admission criteria (GI2).

#### **DE20 IMPORTANT INFORMATION FOR STUDENTS REGISTERING FOR RESEARCH PROJECT/DISSERTATION (RPB412S/HRP420S/TRP420S/DIS412S)**

- (a) Students registering for the Research Project/Dissertation on the distance education mode of study, should register their Research Topics upon registration with the Coordinator: Student Support, Ms. Judith Britz if based in Windhoek or with the Regional Coordinator if based at any of the Regional Centres.
- (b) The registration of your Research Topic is very important to ensure timely allocation of your Research Supervisor.
- (c) It remains your responsibility to ensure that your Research Topic is submitted to COLL upon registration. Failure to do so will result in your Supervisor being appointed late.
- (d) Please note that **no** extension for the submission of your Research Project/Dissertation will be granted if you failed to submit your Research Topic to COLL.
- (e) Also refer to Rule AC4.4: Completion and Submission of Undergraduate Research Projects/Dissertation for Examination.

## DEPARTMENT OF LANGUAGES

### BACHELOR OF ENGLISH HONOURS

25BHEN

**NQF Level: 8, Minimum Credits: 120**

#### Description

The Bachelor of English Honours degree is a 1-year postgraduate programme that blends Language (English) and Literature in English. This postgraduate degree programme lays special emphasis on research

#### Admission Requirements

In addition to the General Admission Requirements (Regulation G12.1) admission to the Bachelor of English Honours degree programme shall be granted to holders of Bachelor degrees in English or equivalent qualifications provided that the average mark obtained in the programme shall be 60%.

#### Regulations

The programme shall be governed by the following regulations:

- The degree in English shall consist of courses in Linguistics/ English Language and Literature.
- In order to complete the degree, a student shall pass 8 taught courses plus a dissertation (which shall count for two courses) on a topic approved by a supervisor or supervisors.
- The student shall do a dissertation in either Linguistics/English Language or Literature or a combination of English Language and Literature.
- The dissertation shall be between 12 000 and 15 000 words in length and shall be submitted by the end of the second semester.

#### CURRICULUM

##### Semester 1

###### Course Title

###### Course Code

###### Prerequisite

###### Compulsory Course:

Research Methods

RMT411S

None

###### *Plus the following Electives:*

Pragmatics

PRM411S

None

Language Policy and Planning

LPP411S

None

Literary Theory

LIT411S

None

Oral Literature in Namibia

OLN411S

None

##### Semester 2

###### Compulsory Course:

Dissertation

DIS412S

Research Methods

###### *Plus the following Electives:*

Sociolinguistics

SLL412S

None

Stylistics

SYL412S

None

###### *And any ONE of the following:*

A Period in Literature

PLI412S

None

Children's Literature

CHI412S

None

## DEPARTMENT OF PUBLIC MANAGEMENT

### BACHELOR OF PUBLIC MANAGEMENT HONOURS (Phasing in 2013)

24BHPM

**NQF Level: 8, Minimum Credits: 120**

#### Description

The Bachelor of Public Management Honours degree is a 1-year postgraduate programme that explores public management in its various dimensions and the distinctive role of public sector organisations.

#### Admission Requirements

Students who have completed the National Diploma in Public Administration or Bachelor of Public Management at the Polytechnic of Namibia can enrol for the Bachelor of Public Management Honours provided that they have completed the following non-diploma courses, and they have an average of 60 % and above for the programme.

Computer User Skills	CUS411S	None
Basic Business Statistics 1A	BBS111S	Basic Mathematics/ Introduction to Mathematics or Grade 12 with a Symbol B in Mathematics
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
Regional & Local Government In Namibia	RLG211S	Introduction to Public Management (Public Administration 1)
Professional Writing	PFW0520	Communication Skills

### CURRICULUM

#### Semester 1

Course Title	Course Code	Prerequisite
Research Methodology	RMA411S	None
Project Planning and Management	PPM411S	None
Comparative Public Management	CPM411S	None
<b>Any ONE of the following:</b>		
Management of Public Enterprises	MPE411S	None
Regional Development Planning	RDP411S	None

#### Semester 2

Research Project	RPB412S	Research Methodology
Ethics and Accountability	ETA412S	None
<b>Any ONE of the following:</b>		
Public Private Partnership Management	PPM412S	None
Environmental Management	EMA412S	None

### **Criteria for Admission**

In order to be admitted to the Honours programme, candidates must have a Bachelor's degree in Human Resources Management worth at least 360 credits at NQF Level 7 or an equivalent qualification. A student will also be required to have a pass mark of at least 65% in the core human resources management subjects/courses.

Students with a National Diploma in Human Resources Management awarded by the Polytechnic of Namibia as part of its 2006 curriculum in HRM will be considered for admission to this programme provided they have a pass mark of at least 65% in the core human resources management subjects/courses and they have done the course Performance Management and Productivity Measurement. They will be allowed, alternatively, to register for this course concurrently with Honours degree courses.

Holders of National Diplomas in Human Resources Management and Personnel Management awarded by the Polytechnic of Namibia prior to its 2006 curriculum will be evaluated on a case-by-case basis for purposes of admission.

Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

### **Articulation Arrangements**

Transfer of credits will be dealt with according to the Polytechnic's regulations on Recognition of Prior Learning. This provides for course-by-course credits as well as credit transfer by volume under certain academic conditions. **Maximum credit transfer that can be granted is 50%** of the credits for a qualification.

### **Requirements for Qualification Award**

This qualification will be awarded to students credited with a minimum of 120 credits at NQF Level 8. In addition, students should meet the administrative and financial requirements as spelt out in the postgraduate Prospectus of the Polytechnic of Namibia.

The programme provides for electives in the first and second semesters as indicated in the table below.

In the first semester, students must take three compulsory courses worth forty five (45) credits. The student can then take one elective course from a choice of three worth 15 credits. The total credits for the first semester is 60.

In the second semester, students must do a Mini Thesis as a compulsory project worth 30 credits at level 8 and elect two other courses from a choice of four worth a total of 30 credits. The total credits for semester two is 60.

### **Programme Aims/Purpose**

This programme will provide students with deepened, comprehensive and systematic human resources management skills needed to take/make complex decisions in the market place. It is aimed at propelling students into the realm of being human resources practitioners and experts with exemplary strategic thinking capacity. Students will also have critical understanding of the guiding principles, theories, methodologies and practices of human resources management and strategic thinking. The programme is dedicated to developing existing and new human resources practitioners

by offering expanded professional and academic diverse knowledge to solving difficult but strategically based human resources management problems through self and/or group research.

### **Programme Outcomes**

Upon completing this programme, students will be able to:

- Design and implement practical/creative human resources solutions in different environments.
- Analyse effectively Human Resources Management problems and implement competitive solutions.
- Demonstrate a wide range of scholastic and technical skills in Human Resources Management.
- Plan, formulate and implement Human Resources Management strategies to create a conducive work environment.
- Analyse and direct Human Resources Management best practices in organisations.
- Plan operations and independently manage the affairs of the Human Resources Management unit at different functional levels.
- Design and conduct supervised applied research in any functional area of Human Resources Management.
- Design and implement effective learning programmes in diverse fields of Human Resources Management.

### **Transition Arrangements**

This is a new programme that does not replace any existing programme(s). The new programme takes effect from January 2012. The existing 4-year Bachelor of Human Resources Management degree will be phased out systematically until 2013 with minimal disruption to existing students' learning progression.

Students who are registered for the fourth year of the Bachelor of Human Resources Management will be allowed to transfer to the new Honours degree from 2012 onwards provided they have completed the current National Diploma and attained at least 65% in the core human resources management courses. Such students run the risk of losing credits and will, therefore, be encouraged to complete the fourth year of the Bachelor of Human Resources Management instead. Also, students who opt to transition to the new Honours degree will be required to complete a Mini-Thesis based on a new research topic.

Only the new courses will be offered from January 2012 and students in the fourth-year of the out-phasing Bachelor of Human Resources Management programme will, therefore, be required to complete outstanding courses based on the new syllabi.

### **Requirements for Qualification Award**

In addition to meeting all administrative, financial, and high moral/integrity requirements as spelt out in the Polytechnic Prospectus, the Bachelor of Human Resources Management Honours will be awarded to students credited with the total 120 credits or above. The specific and detailed requirements of the programme are specified in the table below:

<b>Course Title</b>	<b>Course code</b>	<b>Prerequisite</b>
<b>Year 1-Semester 1:</b>		
Strategic Human Resources Management	SHR811S	None
Project Management	PPM411S	None
Research Methodology	RMA411S	None
<b>Any ONE of the following electives:</b>		
Advanced Management of Training	AMT811S	None
Advanced Industrial Relations	AIR811S	None
Management and Leadership	MAL811S	None
<b>Year 1-Semester 2:</b>		
Mini Thesis (HRM)	MIT812S	Research Methodology
<b>Any TWO of the following electives:</b>		
Advanced Organisational Development and Change	ADC812S	Strategic Human Resources Management
Compensation Management	CMA812S	Strategic Human Resources Management
Career Management and Development	CMD812S	Strategic Human Resources Management
Training and Development Strategies and Perspectives	TDP812S	Strategic Human Resources Management

## LIBRARY SERVICES

### L1 General

The Library is a social and emotionally engaging centre for learning and experience. Our vision is to provide resources that support learning, teaching, research and creative expression by providing timely and effective access to information and services to the broad Polytechnic community, resulting in the improvement of institutional outcomes.

### L2 Library hours

Days	Semester	Vacation
Monday - Friday	08:00 - 22:00	08:00 - 17:00
Saturday	08:00 - 13:00	Closed
Sunday	14:00 - 20:00	Closed
Public Holidays	Closed	Closed

#### External Study Area

Monday - Sunday 05:00 - 00:00

**NB:** Hours of opening vary during different times of the year. Notices communicating this information are usually displayed at the Library entrance and on the website (<http://www.polytechnic.edu.na/library/library.php>).

### L3 Services

The Library provides the following collections and services:

- **Circulation Services:** Maintains the day-to-day borrowing, returning and the renewals of library materials. It upholds and enforces the rules and procedures of the Library to ensure fair access to information resources and a conducive study environment. Contact: tel. 2072022/2621 or [library@polytechnic.edu.na](mailto:library@polytechnic.edu.na)
- **Reference Services:** Answers general information queries, offers online catalogue training, conduct interlibrary loans and create access to full-text databases for off-campus access. The Reference Librarian can be located on Level 3 of the Library.  
Contact: [library@polytechnic.edu.na](mailto:library@polytechnic.edu.na)
- **Subject & Research Services:** The aim of this section is to support the teaching, learning and research services of the Polytechnic, by providing library and information skills training (LIST) and subject-based information services. The LIST classes include how to search for, locate, retrieve, evaluate and ethically use information from various print and online sources. Classes are arranged between lecturers and the Subject Librarian of the School. Contact: [subjectlibrarian@polytechnic.edu.na](mailto:subjectlibrarian@polytechnic.edu.na)
- **Acquisitions Services:** Acquires printed and electronic information resources for teaching and research support, as well as for patron information needs. Suggest an item for purchase by accessing the online catalogue through iEnabler or leave a note in the Suggestion Box on Level 3. Contact: [acquisitions@polytechnic.edu.na](mailto:acquisitions@polytechnic.edu.na)

- **Technical Services:** Providing and maintaining physical and online access to Library collections, through creating quality bibliographic records.  
Contact: library@polytechnic.edu.na
- **Study Collection:** Prescribed texts that can only be used for 2 hours in the Library. It is located on Level 4.
- **Group Study Areas:** Can be booked for 3 hours/day. Booking can be done at the Reference Desk on Level 4.
- **Study Carrels:** Can be booked for a limited period by graduate students (4th year), post-graduate students and lecturers. Booking can be done at the Reference Desk on Level 4.
- **Multimedia Lab:** Facilities to view CD-ROMs, DVDs and videos
- **Student Labs:** Where students can do their assignments. Located on Level 4.
- **Photocopy facilities:** On Levels 2, 3 & 4.
- **Inter-library Loans:** Enables access to resources in other libraries, which is not available in your own library. Contact the Reference Librarian for more information or send an e-mail to interlibraryloans@polytechnic.edu.na
- **Namibiana Collection:** Publications about Namibia or published by Namibians.
- **Internet Café:** Only for Polytechnic students.
- **Online databases:** Full-text journals and books.
- **Library Tours:** Can be booked at the User Services Librarian or Reference Librarian, Level 3.
- **User Education:** Learn how to search for, retrieve, evaluate and cite information from the library, online databases and the web by asking your lecturers to book or arrange classes with the Subject Librarian for your School.

## **L4 Library regulations**

### **L4.1 Membership**

All registered students and staff of the Polytechnic are automatically members of the Library. All Polytechnic students will be requested to fill in a form with their biographical details before they can take out books.

Registered students and staff of UNAM can also become members of the Library by producing their staff/student cards and by completing a Library registration form. UNAM students will have to pay a deposit with registration. This money will be refunded in part or in full depending on whether the student has outstanding fines or books with the Library.

Persons not included in any of the above categories may become members of the Library, subject to the approval of the User Services Librarian. They are required to complete the Library registration form and upon acceptance pay the following applicable non-refundable annual fee:

Library usage with no loan privilege	=	N\$150.00
One book per visit	=	N\$235.00
Two books per visit	=	N\$400.00
Three books per visit	=	N\$560.00

#### **L4.2 Borrowing privileges**

- Own student/staff cards and outside user cards must be produced whenever Library materials are borrowed. No items will be issued on another person's card.
- The following number of items may be borrowed simultaneously:

Polytechnic Students	6	14 days
Polytechnic Staff	10	30 days
UNAM Students	3	14 days
UNAM Staff	3	30 days
Outside Users	1/2/3	14 days
- The loan period may be extended in person, telephonically (Tel. 2072022/2621) or via e-mail ([library@polytechnic.edu.na](mailto:library@polytechnic.edu.na)), provided another user does not require the book.
- Issued library materials must either be returned or renewed before the end of each loan period.
- All items must be returned at the desk where it was issued from, i.e. Circulation, Multi Media or Study Collection.
- Newspapers are to be read in the Periodical Section and are not to be taken out.
- No borrower may lend library materials to or on behalf of any other person. Borrowers assume full responsibility for the use and return of library materials and have to pay the Polytechnic for any loss or damage.
- A fine, as determined from time to time, is payable in respect of items handed in late.
- The library reserves the right to recall library materials at any time.

#### **L5 Library Rules**

- All borrowers are responsible for any materials checked out on their user cards.
- Students should report a lost student card as soon as possible so that their Library account can be blocked.
- Using another patron's user/membership card is prohibited and a serious offence.
- All Library materials should be returned / renewed before the end of the loan period, otherwise a fine is applicable and no further loans are permitted.
- Study Collection items are to be used inside the Library for a two hour period and are NOT to be taken out. An hourly fine (or part thereof) is applicable for late returns.
- Replacement valued, as determined by the Librarian, should be paid for any lost or damaged items.
- Students should make sure all Library items in their possession are issued before they exit through the Library's security gates.
- Unauthorised removal of Library items shall result in strict disciplinary action and a large fine.
- Students found in possession of unauthorised or stolen Library material will be blocked from taking out Library material until a disciplinary hearing has taken place.
- NO person shall make noise or cause a disturbance in the Library and hold public meetings or demonstrations inside the Library.
- NO smoking, eating (including chewing gum) or drinking are permitted in the Library.
- ALL cellular phones MUST be switched OFF when entering the Library and shall not be used at any time inside the Library.
- Any person not adhering to the abovementioned rules shall be fined.

- Rude or undisciplined behaviour towards staff and security, preventing them from performing their duties, will lead to a fine and/or disciplinary action.
- Library users MUST show their student/membership cards at the entrance, before they will be allowed to enter the Library.
- Departmental Resources Centres are for use by faculty ONLY and items from these centres may not be issued, lent or given to students.

#### **L6 Library Security**

Library items are protected against unauthorised removal by an electronic book detection system. When a Library item is removed illegally an alarm will sound, upon which the item must be returned to the security desk. Please note, leaving the Library building with unauthorised library materials (not issued) is regarded as a serious offence and will lead to a large spot fine and a disciplinary hearing.

#### **L7 Further information**

Brochures are available in the Library for newcomers or any other persons wishing to acquaint themselves with Library services and procedures. Librarians are to be consulted whenever help is needed.

## COMPUTER SERVICES

### Mission

As a unit, Computer Services provides a broad Information, Communication Technology service to the Polytechnic community. Some of the duties include:

- The operation of a central computer system providing information processing for the following departments: Students Records, Academic Administration, Finance, Personnel, Space Management, Asset Control, Library and the Transport section.
- Personal computers, peripherals, Network operation internet access and software support/acquisition.
- Technical validation of purchases for information technology related equipment.
- Implementation of the latest information technology products.

### STAFF

<b>Director</b>	Mr. Laurent Evrard, M.Sc. (EPITA)
<b>Executive Secretary</b>	Ms. Loise Kafita
<b>Manager (Network)</b>	Mr. Calvin Mouton
<b>Manager (Data Centre)</b>	Mr. Gabriel Rukoro
<b>Manager (ITS systems)</b>	Mrs. Juanita Frans
<b>Manager (MIS &amp; MIIR)</b>	Ms. Elizabeth Ngololo, M.Sc. (Curtin)
<b>Manager (PC Support)</b>	Mr. Breyten Mouton
<b>Webmaster</b>	Ms. Olivia Louw
<b>Systems Administrators</b>	Mr. Hafeni Ndakunda Mr. Mervin Mokhatu Mr. Lindrowsqy Katjimune Mr. Philander Muyunda Mr. Joel Eelu Mr. Reino Ihemba Vacant
<b>ICT Security Officer</b>	
<b>Network Administrators</b>	
<b>Institutional Researcher / Statistician</b>	
<b>Systems Developer</b>	
<b>Senior PC Support Officer (Main campus)</b>	Mr. Franco Bandlow
<b>PC Support Officers (Main campus)</b>	Mr. Mario Tripodi Ms. Maria Ausiku Mr. Ivan Isaacks Mr. George Negongo
<b>PC Support Officers (Library)</b>	Mr. John Archer Mr. Paulo de Almeida Mr. Festus Shivute Mr. Trevor Izaks
<b>Senior PC Support Officer (Engineering)</b>	Mr. Derek Fredericks
<b>PC Support Officers (Engineering)</b>	Mrs. Magreth Tjingaete Mr. Jeremy Harris
<b>Junior PC Support (Communication Dept.)</b>	Mr. Allastair Ellitson
<b>PC Support Officer (CED)</b>	Mr. Lorean de Vries
<b>PC Support Officer (Science &amp; Tech)</b>	Ms. Pelinawa Sakeus
<b>Service Desk</b>	Ms. Nelsia Zakaapi
<b>Trainee</b>	Ms. Abigail Ntlai

### Information technology situation at the Polytechnic

The Polytechnic has always acquired the most reliable technology on the market. The central administrative system, called the ITS system, allows students and staff to register, to consult marks, financial statements, examination timetables among others, via any computer connected to the Internet.

Namibia's first gigabit Ethernet network was implemented in 1998 at the Polytechnic. To date, more than 2 500 devices are connected to the network. Africa's only full Tucows mirror at this time (including all the available modules) started its operations in 2000. It can be reached via the following URL: <http://www.tucows.com>.

The Bureau of Computer Services is also hosting one of Africa's largest public download server, which can be reached at <http://download.polytechnic.edu.na>. It contains very useful and popular Free / Libre Open Source Software (FLOSS) packages. As of October 2010, this server contains more than 10 Tb of applications, operating systems, entertainment software.

Other sites of interest hosted at the Polytechnic:

A mirror of the Massachusetts Institute of Technology's OpenCourseWare program, located at <http://ocw.polytechnic.edu.na>

A mirror of the Gutenberg project, with thousands of books freely available at <http://download.polytechnic.edu.na/pub/gutenberg>

A free GIS software, GRASS, located at <http://grass.polytechnic.edu.na>

A complete repository of Ubuntu Linux, located at <http://download.polytechnic.edu.na/pub/ubuntu>

Lots of other operating system, installation, patches and other programs, such as Fedora, RedHat, Suse, OpenSUSE, FreeBSD, Gentoo, Mozilla, OpenOffice, Apache, and many more.

Many computer laboratories are reserved for IT classes. Each lab boasts, in average, about 25 PCs and all of them (150 of them as at August 2010) are linked to the campus network. The library is also well equipped and contains free access labs and an internet section.

A centralised printing solution for all students is in place on campus since 2008.

Internet / E-mail access is present through several internet links with a combined capacity of 23 Mbits / second each, thus giving redundancy. Internet access is open to students from the computer labs and from our wireless network, operational since 2007 and available for free for all Polytechnic students. Apple and Linux based computers are available in the Library for student use. However, social networking sites such as Facebook or Twitter can not be accessed during office hours.

Two very helpful IT services are available free of charge to all registered students: Free web-based e-mail and student web. The web-based e-mail service is not only very similar to other web-based services, it also scans all mails against viruses, and it also filters most spam. The student web allows each student to access its student records, financial statement, examination timetable and other very useful information. For instructions on how to access these two services, log on to the site: <http://students.polytechnic.edu.na> from any computer connected to the Internet. Please take note that forgotten passwords shall be replaced subject to the payment of a fee.

Student cards are provided by the card system's office on the lower ground of the Office Building. Please take note that previously registered students have to return their student cards during first semester registration before being issued with a new one. Failure to return the previously issued student card shall lead to the payment of the prescribed replacement fee.

## OFFICE OF THE DEAN OF STUDENTS

### GENERAL INFORMATION AND STUDENT SERVICES

The Office of the Dean of Students provides quality students services and programmes to the diverse Polytechnic student population. The quality of services and programmes are student-centered which provide a healthy environment to learning. These services include Health Services, Social Services, Counseling and HIV/AIDS Coordination, Job placement Services, Accommodation, Sport and Culture, and Hostel and Kitchen Services.

Furthermore, the Office of the Dean of Students provides leadership and supervisory support to both the Academic and Residential Sections of the Polytechnic. The aim is to promote services and programmes relevant to students' development throughout their academic studies, and, above all, to facilitate and encourage student extra-curricular activities, appreciation of cultural differences, and academic excellence.

### STUDENTS SERVICES

#### 1. **Polytechnic Health Services:**

The Polytechnic Health Services provide primary health care and ensures a good quality of life for students. It focuses on the prevention of illness, promotion of a healthy life style and general hygiene. It provides the following health development workshops: (1) Family planning (2) Sexually Transmitted Infections (STI's). It also provides the following health development programme: (a) First Aid Training. The Polytechnic Health Services is adjacent to Shangri-la student hostel. It opens from 7:30 a.m. to 16:30 p.m. Monday to Friday. The nurse is on stand-by over the weekends for emergencies. The Health Services unit has a full-time nurse.

#### 2. **Social Welfare Services:**

The Social Welfare Services focuses on social problems and promotes good mental health for students. It provides the following social welfare development workshops: (1) Violence against women and children (2) Alcohol and substance abuse (3) Relationships and date rape (4) Stress management and (5) Self-esteem. It also provides the social welfare programme: (a) New student orientation.

#### 3. **Student Counseling and HIV/AIDS Coordination Services:**

The Student Counseling and the HIV/AIDS Coordination Services provides academic and HIV/AIDS counseling. It incorporates counseling as a helping relationship and as a means of psychological interventions. It provides both individual and group counseling. It provides the following academic development workshops: (1) Study skills and (2) Student leadership. It also provides the following academic development programmes: (a) HIV/AIDS Awareness Campaign (b) HIV/AIDS peer counseling training. Counseling is therefore provided to facilitate positive growth and development amongst students.

#### 4. **Job Placement Services:**

This section provides students with career guidance. It incorporates counseling as helping relationship and counseling as the means of psychological intervention. Job placement service provides the following career guidance development workshop: (1) CV Writing. It also provides the following career guidance programmes: (a) Career fair (b) Mock interviews

#### 5. **Accommodation, Sport and Culture**

Hostel accommodation provides quality living quarters. There are three (3) hostels with a capacity of 404 beds. There are two (2) female hostels and one (1) male hostel. The three (3) Hostel Superintendents are assisted by ten (10) Housing Committee (HC) members.

Sport activities provide students with a well balance and stimulating extra-curricular environment. It provides a platform for students to participate in a variety of sports. Students are encouraged to explore their sport talents. The trophy award ceremony recognises both sport and cultural achievements.

Cultural activities provide students with a platform to express their cultural heritage. Extra-curricular activities are vital to each student's education. The cultural festival is a week long event of fun an entertainment, which culminates in the crowning of Miss and Mr. Polytechnic.

## **6. Hostel and Kitchen Service**

This section provides students with a wide range of nutritional meals served at breakfast, lunch and dinner. Menus are planned in conjunction with the menu committee. This section also ensures a clean living environment, maintenance of hostel and kitchen facilities.

Each residential hall is supervised by a superintendent. The HC members are elected by students each year to assist the superintendents with the overall operation of the residential services and the general well-being of students.

The Polytechnic has three residential halls. The ladies' residences are Monresa and Höpker and, the men's hostel is Shangri-La. Total accommodation of about 404 is provided.

## **7. Meals**

Residential students eat in the same dining hall which is supervised, managed and maintained by the Hostel Manager. The latter is also responsible for the overall food services and kitchen operation. The dining hall is well furnished. The kitchen is well equipped with competent kitchen staff who prepare food on a daily basis.

## **8. Student Representative Council (SRC)**

The SRC is the highest student's representative body elected annually by students in accordance with the SRC Constitution.

The aim of the SRC is to represent all sections of the student community, including full-time, part-time, and distance education students. Representation is one of the most important functions of the SRC. Students are represented on a number of Committees, such as Polytechnic Council, Senate, and the Boards of Studies.

Since the SRC is entrusted with issues and activities to represent students, their programme reflects a healthy balance of recreational and academic activities.

## **SR: STUDENT REGULATIONS**

**NOTE:** The final interpretation of these Regulations shall be vested in the Council.

### **SR1. RULES AND CONDUCT**

#### **SR1.1 Subordination to the rules**

On signing the registration form, a student binds himself/herself to obey all the legal provisions and rules of the Polytechnic, and it is the student's duty to become acquainted with such legal provisions and rules. Ignorance of such legal provisions shall not establish a defense. In this regard, The Polytechnic Act, the Statutes, all the Calendars and Prospectuses, the rules and prescriptions of Council, Senate, Boards of Studies, Departments, the Rector's pronouncements or those of any other authorised official or body are important.

#### **SR1.2 Conduct**

##### **Students shall:**

- 1.2.1 pursue the mission of the Polytechnic;
- 1.2.2 be primarily dedicated to their studies;
- 1.2.3 refrain from acts of misconduct, as defined in the Student Disciplinary Regulations;
- 1.2.4 refrain from any conduct or action which results or may result in the inconvenience of any other students in their studies or being prejudiced in any other way;
- 1.2.5 refrain from undisciplined or improper behaviour towards personnel members;
- 1.2.6 immediately notify the Registrar in writing of any change of address (any letter, communication, parcel, etc. directed to students at their latest recorded addresses shall be deemed to have been received by the students);
- 1.2.7 comply with the rules regarding dress code;
- 1.2.8 be subject to the traffic and parking rules of the Polytechnic;
- 1.2.9 refrain from smoking, eating and drinking during lectures, practical classes, examinations, tests or in any place where smoking is prohibited.

### **SR2 STUDENT ACTIVITIES**

#### **SR2.1 Orientation Programme**

- 2.1.1 An orientation programme, specifically aimed at new students takes place at the beginning of the academic year.
- 2.1.2 All students registered at the Polytechnic for the first time, are required to participate in this programme.

#### **SR2.2 Sports and Culture**

- 2.2.1 In order to promote the total development of students, the Polytechnic facilitates sports and cultural facilities.
- 2.2.2 The Dean of Students is responsible for exercising control over and co-ordinating and promoting sports and culture at the Polytechnic as determined in the relevant Regulations.

#### **SR2.3 Religious or party-political associations**

- 2.3.1 The Students Representative Council or any association or club at the Polytechnic shall give no official or financial support - directly or indirectly - to any political party or external religious organisation.

Student association or club shall be an association or club as constituted in terms of section 4(2) of the Students Representative Council constitution.

- 2.3.2 No offices of political parties or external religious organisations shall be permitted on campus.
- 2.3.3 Subject to the provisions of paragraph SR 2.4, no political-party meetings shall be held on campus; a political-party meeting in terms of this provision shall be deemed to be any public meeting under the auspices of a political party.

#### **SR2.4 Outside persons as speakers on campus**

- 2.4.1 Any recognised students association or club wishing to invite external persons to speak on campus, shall notify the Students Representative Council thereof at least one week prior to the invitation. The SRC shall thereupon, in due time prior to the speaker's address, notify the Dean of Students.
- 2.4.2 The provision in SR2.4.1 shall apply mutatis mutandis in the event that the Students Representative Council wishes to invite external persons to speak on campus.
- 2.4.3 The Dean of Students or the Rector or any person or body appointed by the Rector has the right to interdict the function in the event that it would unduly interfere with the normal functioning of the Polytechnic.

#### **SR2.5 The use of notice boards, conducting of meetings and functions and distribution of publications**

- 2.5.1 Individual students or student associations and clubs may use notice boards and conduct meetings or gatherings on the premises of the Polytechnic only with the approval of the Student Representative Council, the Dean of Students, the Officer for Accommodation, Sport, and Culture.
- 2.5.2 After the necessary permission has been obtained in terms of the above paragraph a student may affix such document, poster or publication only on designated notice boards and may not write, scratch or paint in any way on walls, pillars or any other parts of the campus buildings or structures.
- 2.5.3 No students, club or association may, without the SRC's permission, publish, affix, display or distribute any document, poster or publication of any official nature whatsoever on the premises of the Polytechnic, or, using the name of the Polytechnic, publish, affix, display or distribute it elsewhere, or contribute towards doing so.
- 2.5.4 No room or other terrain of the Polytechnic may be used for meetings or functions without prior permission from the responsible person or institution.

#### **SR2.6 Journeys, educational tours, and camps**

Journeys, educational tours, and camps for which arrangements are made in the name of the Polytechnic, may only be organised with the permission of the Dean of Students or respective Dean of School and for this purpose the procedures contained in the Tour Regulations must be complied with.

#### **SR2.7 Students Representative Council**

- 2.7.1 The Students Representative Council is elected annually by the students of the Polytechnic as determined by the SRC Constitution.
- 2.7.2 The SRC, within the framework of its powers, and in collaboration with the Dean of Students, is entrusted with matters concerning students.
- 2.7.3 In the absence of a constituted SRC, or when the SRC, in the opinion of the Rector, does not act in the interest of students, the SRC's functions may be carried out by the Rector or any person or body appointed by the Rector.

### **SR3 PERSONAL**

#### **SR3.1 Dress**

Students shall be dressed appropriately and neatly at lectures, and official gatherings on and off campus.

#### **SR3.2 Personal care**

A student is responsible for the maintenance of a high standard of personal hygiene and care.

#### **SR3.3 Pregnancy and parenthood**

3.3.1 No pregnant student is allowed to stay in the Polytechnic hostel from the 13th week of pregnancy.

3.3.2 The Polytechnic will not be held liable for any pregnant student.

**Note:** Any complication and risk during the pregnancy.

Due to insufficient facilities the Polytechnic cannot accommodate child birth and premature labour.

Pregnant students must provide a medical certificate regarding their pregnancy status.

3.3.3 No children of students may reside in a Polytechnic hostel.

### **SR4 MISCELLANEOUS**

#### **SR4.1 Contagious diseases**

If a student has suffered from a contagious disease or has been in contact with such a disease, a medical certificate, stating that the student may be at the Polytechnic without any danger of contaminating others, must be submitted to the Registrar.

### **SDR. STUDENTS DISCIPLINARY REGULATIONS**

#### **SDR1 GENERAL PROVISIONS**

1.1 On signing the registration form of the Polytechnic, students undertake to acquaint themselves with all relevant regulations, rules, prescriptions and legal provisions of the Polytechnic. Ignorance of any such provision shall not be advanced as a defense on a charge of misconduct.

1.2 Words indicating the singular may also implicate the plural.

1.3 A student shall not formally be charged with misconduct before a written and signed statement containing a charge, complaint or allegation against the student has been handed to the accused.

1.4 The initiator who laid a charge may institute or have instituted a preliminary investigation into a charge, complaint or allegation which has been presented to such a person or into a student's conduct which has been such that it could possibly amount to misconduct. In the preliminary investigation, consultations may be held, or information obtained, from any person, including the student against whom the charge, accusation or allegation has been instituted.

- 1.5 The Rector or his/her appointee may, if in the best interest of the Polytechnic, suspend a student against whom a charge, accusation or allegation has been instituted for a determined period by, i.e. prohibit the student from:
  - 1.5.1 Entering any premises or hostel of the Polytechnic, or any part thereof;
  - 1.5.2 Exercising any rights or privileges a registered student enjoys.
- 1.6 The Rector, or his/her appointee, may at any time cancel a suspension; provided that notwithstanding such cancellation, the hearing of the charge of misconduct may be continued.
- 1.7 When the chairperson of a disciplinary committee, (before that disciplinary committee has reached a ruling on the charge against a student), is of the opinion that the relevant charge should rather be heard by a committee on another level, the hearing may be suspended and referred to the Rector for a ruling. The Rector may rule that the disciplinary committee shall continue with the hearing or that it shall be referred to another disciplinary committee. This other disciplinary committee will conduct a complete hearing.
- 1.8 If a disciplinary committee, Council, the Rector or a person appointed by the Rector, temporarily or permanently deprives a student of any rights or privileges which students enjoy, or suspends the student temporarily or expels the student, such a student shall forfeit all rights to repayment, reduction or remission of fees paid by or payable to the Polytechnic.

## **SDR2 DEFINITION OF MISCONDUCT**

A student is guilty of misconduct when such conduct is prejudicial or could be prejudicial to the good name of the Polytechnic, or the maintenance of order and discipline at the Polytechnic or the proper execution of work at the Polytechnic, inter alia, if such a student:

- 2.1 Infringes any act, regulation, rule, or prescription of the Polytechnic, or makes an attempt to do so;
- 2.2 Refuses to comply with any rightful instruction or request by any lecturer or official of the Polytechnic or acts in contradiction to such instructions or requests;
- 2.3 Wrongfully and in a blameworthy manner usurps, uses, damages, destroys or alienates any property of the Polytechnic, a personnel member or a fellow student or applies or handles it in such a way that it is prejudicial or could be prejudicial to the Polytechnic, a personnel member or fellow student;
- 2.4 Is on any Polytechnic premises whilst under the influence of liquor or drugs (dependence-producing drugs), or without written permission from the Rector or authorised representative:

Brings alcoholic beverages or drugs onto the premises of the Polytechnic, consumes them or has them in their possession; or serves or consumes alcoholic beverages or drugs on campus during a gathering of a student association or student body of the Polytechnic or during Polytechnic journeys, educational tours, camps, and assignments.

### **NOTE:**

Proof of being “under the influence of alcohol” will be determined by the use of an appropriate breath analyser, (maximum limit is 0,08 ml of alcohol per 100 ml blood).

Proof of “under the influence of drugs” will be determined by utilizing an appropriate blood test.

Refusal to undergo such a breath analyser test or blood sampling as well as refusing to be searched properly by the appropriate authorities are serious offences.

- 2.5 Intimidates whether by word or deed fellow students and staff on or off the campus.

- 2.6 Behaves in a violent, riotous, obscene or improper manner on or in any premises of the Polytechnic or elsewhere during a gathering by or of the student body of the Polytechnic or a portion/group thereof.
- 2.7 Behaves in an insulting, obscene or improper manner towards a fellow student or personnel member of the Polytechnic, a management body or office of the Polytechnic or a member of such a body or office-holder of such office;
- 2.8 Knowingly makes false or incorrect statements to any personnel member of the Polytechnic; or purposefully spreads false information about the Polytechnic to any person;
- 2.9 Is guilty of misconduct which is the cause of or can reasonably be the cause of any one of the following instances, either where such cause was foreseen or could have been foreseen as a reasonable possibility at the time of the poor conduct:
  - (a) Implicating the good name of the Polytechnic to the disadvantage of the Polytechnic
  - (b) Prejudicing or endangering the maintenance of order, discipline and safety at the Polytechnic
  - (c) Prejudicing or endangering the smooth course of tuition, research, administration or general activities at the Polytechnic
  - (d) Divulging confidential Polytechnic information.
  - (e) Dishonoring the National Symbols of the country.
- 2.10 Organising or participating in student action, which interferes with or could interfere with the academic work of fellow students, or with the functioning of the Polytechnic;
- 2.11 Bringing, possessing or handling a fire-arm or any other dangerous weapons, explosives or fuel which is not reasonably required for the operation of a machine, on campus;
- 2.12 Assisting or encouraging other students to commit an offence;
- 2.13 Injuring the dignity of or physically assaulting, or mentally wronging or humiliating any personnel member or fellow student;
- 2.14 Failing to comply with any hostel rule;
- 2.15 Let any person sleep over in their hostel rooms after 10.00 pm during weekdays or after midnight during weekends.
- 2.16 Is dishonest or attempts to be dishonest in any test, assignment or examination.
- 2.17 Gives flat/room keys to any other person.
- 2.18 Removes furniture without the permission of his/her superintendent.
- 2.19 Commits plagiarism.

### **SDR3 CLASSIFICATION OF MISCONDUCT**

- 3.1 Depending on the seriousness or degree of misconduct, misconduct by students is divided into the following categories:
  - 3.1.1 Academic related misconduct: the Student's Disciplinary Committee: Academic, hears misconduct of an academic nature, having a bearing on the studies of a student.
  - 3.1.2 Non-academic related misconduct (serious cases): the Student Disciplinary Committee: Non-Academic, hears cases of serious misconduct..
  - 3.1.3 Non-academic related misconduct (less serious cases): the Hostel Disciplinary - or the SRC Disciplinary Committee shall hear cases of misconduct of less serious nature.
  - 3.1.4 Non-Academic related misconduct (specific to club/house/society/cultural): the Disciplinary committee of the club, houses and culture societies or association concerned shall be competent to hear less serious charges related to their specific situation.

#### **SDR4 NOTIFICATION**

- 4.1 A student charged with any form of misconduct shall be notified of such complaints in writing at least seven days before the hearing by the relevant disciplinary committee; provided that any such student may waive this period.
- 4.2 Any such notice shall contain the charge in full as well as stipulating the particular disciplinary committee which will hear the charge, and the time and place of the hearing.
- 4.3 Written notice of a charge shall be regarded as being properly served if it was posted or delivered by hand to the student concerned to the address provided on the registration form.
- 4.4 In case of serious charges or where the student is a minor, a copy of the charge shall be sent to the parents of the student concerned per registered post at the address provided by the student on the registration form.
- 4.5 Any notice sent or delivered in the manner prescribed in these Regulations shall be considered as having been received by the person to whom it was addressed. Preference will be given to hand delivering such notices.
- 4.6 When students neglect or refuse to attend a hearing they can be heard in absentia and the proceedings shall not be invalid as a result of the absence of the accused person.

#### **SDR5 DISCIPLINARY COMMITTEES AND THEIR FUNCTIONS**

##### **5.1 Students Disciplinary Committee: Academic**

The chairperson of the committee may apply one or more of the following disciplinary measures against a student who has been found guilty of serious misconduct:

- (a) The revocation of a qualification obtained by improper methods
- (b) The suspension as a student for a period determined by the chairperson
- (c) The cancellation of examination results
- (d) The refusal of registration for examination for a specified period
- (e) A warning
- (f) Any other measures which the chairperson deems appropriate; Provided that no such disciplinary measures shall be put into operation against a student or if such a student is a minor, the parents or guardian have been notified in writing of the alleged contravention and the student has been afforded a proper opportunity to make a written statement and to appear personally before the Students Disciplinary Committee: Academic.

##### **5.2 Students Disciplinary Committee: Non-Academic**

When the Students Disciplinary Committee: Non - Academic finds a student guilty of misconduct, one or more of the following penalties may be imposed by the chairperson:

- (a) Suspension from the Polytechnic or a hostel for a period not exceeding the present academic period and one further academic year
- (b) Imposition of a fine, the student will pay or the amount of nights the person stayed over
- (c) Demanding of any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the accused
- (d) Cancellation of privileges of the student as a member of the Polytechnic for not more than one year
- (e) Imposition of a specific task
- (f) Warning and/or reprimand
- (g) Recommendation to the Rector that the student be suspended from the Polytechnic or a hostel for a period exceeding the period stated in paragraphs (a) and (d)

- (h) Any other penalty, which the Student Disciplinary Committee: Non-Academic thinks fit in the specific circumstances.
- 5.3 The accused will be informed before any hearing regarding the procedure of the Students Disciplinary Committee: Academic and the Students Disciplinary Committee: Non-Academic, as well as appeal procedures.
- 5.4 Division of functions**  
 Except where the context otherwise indicates, the Registrar shall deal with matters of the Students' Disciplinary Committee: Academic and the Dean of Students shall deal with matters of the Students Disciplinary Committee: Non-Academic.
- 5.5 Procedure of disciplinary hearings**
- 5.5.1 The parties involved will be:  
 The accused  
 The representative of the accused  
 The chairperson (who will make the judgment)  
 Advisors to the chairperson  
 The initiator (who will investigate and present the charge)  
 Witnesses
- 5.5.2 If the Registrar/Dean of Students is of the opinion that there are reasonable grounds for a charge of misconduct against a student and that the conduct of the student concerned is apparently of a serious nature, a written charge shall be formulated and a hearing shall be convened by the Students Disciplinary Committee:  
 Academic, when the charge has a bearing on the studies of the student, or when the charge does not have a bearing on the student's studies, a hearing by the Students Disciplinary Committee: Non-Academic.
- 5.5.3 The disciplinary committee concerned shall hear a student to whom proper notice has been given of the charge in accordance with section SDR4 of these Regulations at the time and place as mentioned in the notification.
- 5.5.4 At the commencement of the hearing the charge shall be put to the student who shall have the opportunity to plead to the charge, provided that such a student shall also have the right to hand in a written statement in explanation of this plea.
- 5.6 Representation**
- 5.6.1 The accused may appoint a representative to assist him/her during the proceedings, providing the representative is a registered student and this representative should preferably be a SRC member.
- 5.6.2 The Registrar/Dean of Students may not institute the case against the student, but a personnel member must be appointed to do so on behalf of the Polytechnic. The Rector must identify an alternative chairperson if the Registrar/Dean of Students is involved in the case or institutes the case.
- 5.7 Procedure during hearing**
- 5.7.1 The procedure to be followed during a specific hearing shall be in accordance with general disciplinary hearing principles providing the provisions of these Regulations, and although the formal rules of the Law of Evidence are not applicable to the hearing, the accused shall inter alia have the right to:
- (a) Give evidence
  - (b) Call witnesses or have witnesses called (also by the representative)
  - (c) Cross-examine the witnesses who have testified against the student or have them cross-examined
  - (d) Cross-examine own witnesses or have them cross-examined

- (e) After all evidence has been given, argue the case or have it argued by the representative
  - (f) After conviction presents evidence in mitigation of punishment; If an accused student admits guilt in respect of the charge, the chairperson of the disciplinary committee may decide whether or not evidence regarding the charge is required.
- 5.7.2 The person (initiator) who cites the case against the accused inter alia may:
- (a) Examine the person or persons who testify against the accused
  - (b) Cross-examine the accused that has testified, as well as any person or persons who have testified for the accused
  - (c) Argue the case after all evidence has been given but before the accused or the representative was afforded the opportunity to argue the case.
- 5.7.3 The chairperson of a disciplinary committee will be the only one making the final judgment, although he/she may be assisted with advice by the other committee members, as provided for in this document.
- 5.7.4 The Registrar/Dean of Students shall appoint a staff member to keep a record of the proceedings at the hearing and of all evidence given there by means of a tape recording and/or in writing. Such person shall not be a member of the disciplinary committee. The minutes of the proceedings shall be kept safely for at least two years.
- 5.7.5 Unless the Chairperson of the relevant disciplinary committee determines otherwise, the hearing shall take place in camera and the proceedings of that disciplinary committee shall not be published.

## **5.8 Appeal**

- 5.8.1 The Students Appeal Committee: Non-Academic, compiled as stipulated in the statutes of the Polytechnic, shall hear the appeal cases of the students against findings of the Students Disciplinary Committee: Non-Academic and conclude the case on behalf of Council whilst appeal cases of academic nature will be referred to the Council Appeal Committee.
- 5.8.2 A student may appeal against the conviction and/or penalty.
- 5.8.3 A student shall give the chairperson written notice of appeal not later than five (5) calendar days after being notified in writing of the decision of the disciplinary committee against which committee's decision appeal is made. In the notice of appeal, the grounds for the appeal shall be fully stated.
- 5.8.4 The student may appoint a representative to assist him/her in the formulation of grounds for appeal. (See SDR5.6.1)
- 5.8.5 On receiving the notice of appeal, the chairperson shall forward it immediately to the Rector who shall submit it to the Students Appeal Committee: Non-Academic or Council Appeal Committee.
- 5.8.6 On considering the appeal, the Students Appeal Committee: Non-Academic or Council Appeal Committee may decide which procedure it thinks most fit in the circumstances.
- 5.8.7 The Students Appeal Committee: Non-Academic or any other council Appeal Committee may in part or in whole accept, or reject or amend the conviction of the Students Disciplinary Committee: Non-Academic or the Students Disciplinary Committee: Academic and/or the sentence and may impose any of the prescribed sentences which it thinks fit.

## **SDR6 GENERAL HOSTEL AND SRC DISCIPLINARY COMMITTEE**

### **6.1 The General Hostels Disciplinary Committee**

#### **6.1.1 Complaints**

Complaints about less serious misconduct (which may include repeated minor misconduct) on the hostel premises or transgression of a hostel regulation shall be taken up with or made by the Superintendent of the relevant hostel.

#### **6.1.2 Compilation of the General Hostels Disciplinary Committee**

The General Hostels Disciplinary Committee shall consist of a superintendent of a hostel of the Polytechnic, in which the accused does not reside and the two chairpersons or nominees of house committees or nominees from the housing committee members, as advisors. The superintendent shall serve as chairperson for the disciplinary committee and be responsible for the final decision.

#### **6.1.3 Disciplinary measures**

The General Hostels Disciplinary Committee may impose one or more of the following disciplinary measures:

- (a) Suspension of the student from the hostel of residence for a period not exceeding the remainder of the calendar year with or without a recommendation that the student be denied re-admission to a Polytechnic hostel for the following calendar year
- (b) Imposition of a fine not exceeding N\$100.00
- (c) Demand any such financial amount as may be necessary to compensate for any damage, loss or expense caused by the action of the student
- (d) Cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year
- (e) Warning and/or reprimand.
- (f) Imposition of a task.
- (g) Cancellation of any privileges of the student or the position held in the student community.

### **6.2 The SRC Disciplinary Committee**

#### **6.2.1 Complaints**

Complaints about students' transgressions of the SRC rules shall be taken up with or made by a member of the SRC appointed by the SRC President. This initiator shall institute the charge against the student, on behalf of the SRC.

#### **6.2.2 Compilation of the SRC Disciplinary Committee**

The SRC Disciplinary Committee shall consist of the SRC President (as the chairperson of the hearing) and two other SRC members nominated by the SRC members as advisors.

#### **6.2.3 Disciplinary measures**

The SRC Disciplinary Committee may impose one or more of the following disciplinary measures:

- (a) Imposition of a fine not exceeding N\$100.00
- (b) Cancellation of privileges of the student to participate in any student activity for a period not exceeding the remainder of the calendar year
- (c) Warning and/or reprimand
- (d) Imposition of a task
- (e) Cancellation of a leadership position held by the student in the student community

### **6.3 Procedure of mentioned Disciplinary Committees examining misconduct**

- 6.3.1 The prescriptions of sections SDR5.7 shall mutatis mutandis be applicable to a hearing by any mentioned disciplinary committee examining misconduct.
- 6.3.2 Disciplinary measures shall take effect immediately after imposition thereof.
- 6.3.3 The accused shall have the right to appeal against a ruling of a disciplinary committee on a charge of less serious misconduct. The appeal shall be lodged in accordance with section SDR5.8.3 and the chairperson shall forward the appeal to the Dean of Students who will initiate the Students Disciplinary Committee: Non-Academic to serve as appeal committee.
- 6.3.4 The Hostels Disciplinary Committee or SRC Disciplinary Committee shall compile and submit a report on the proceedings, the ruling of the disciplinary committee and the disciplinary measures which were imposed to the Dean of Students in any case.
- 6.3.5 The Students Disciplinary Committee: Non-Academic, as the appeal hearing body, has power of review inter alia that he/she:
  - (a) May further investigate a case
  - (b) May re-investigate and/or reconsider the penalty imposed
  - (c) May confirm, amend or set aside any ruling and/or penalty of such a disciplinary committee and may take any steps which he/she deems fit
  - (d) May, where necessary, determine the procedure to be followed at the review of a hearing or penalty
  - (e) May determine that the penalty shall not take effect prior to the review of the case.
- 6.3.6 The decision of this committee will be final.

## **SDR7 DISCIPLINARY COMMITTEE OF HOUSES, CLUBS AND CULTURAL SOCIETIES**

### **7.1.1 Functioning of the Disciplinary Committees of Houses, Clubs and Cultural Societies**

#### **7.1.2 Procedure**

- 7.1.3 Complaints shall be taken up with or made by a member of the appropriate committee of a house committee or management of a hostel, house, club or cultural society.
- 7.1.4 The chairperson of the appropriate house, club or cultural society shall arrange a hearing by the disciplinary committee of the relevant students group. The chairperson shall also appoint a registered hostel student when applicable or a member of the specific body to institute the charge against a student (this will be the initiator).
- 7.1.5 The prescriptions of paragraphs SDR6.3.1 to SDR6.3.5 shall mutatis mutandis be applicable to such hearing.
- 7.1.6 If a student is dissatisfied with the ruling of such a disciplinary committee, he/she may, not later than five (5) days after the announcement of the findings, appeal to the Student Disciplinary Committee: Non-Academic, which shall conclude the case in accordance with section SDR6.3.3 up to SDR6.3.6. The student will forward the appeal form to the Dean of Students.
- 7.1.7 **Compilation**  
The disciplinary committee of a house, club or cultural association shall consist of the chairperson (also as chairperson for the hearing) and at least two management members (as advisors).
- 7.1.8 **Disciplinary measures**  
The disciplinary committee referred to in this paragraph, may impose one or more of the following disciplinary measures:
  - (a) A fine not exceeding N\$50.00

- (b) Warning and/or reprimand
- (c) Cancellation of privileges of the student to participate in any student activity of the house, club or association for a period not exceeding the remainder of the calendar year
- (d) Imposition of a task.

**SDR8 ADMISSION OF GUILT**

- 8.1 Summary action in the case of an admission of guilt
  - 8.1.1 When a person with whom a charge of less serious or minor misconduct has been instituted against a student, is of the opinion that the student should be given an opportunity to make an admission of guilt prior to a hearing of a disciplinary committee of the charge against such a student a report on the alleged misconduct shall be submitted to the initiator of such a case.
  - 8.1.2 The initiator may decide not to afford the student such an opportunity, in which case the report shall be returned with a corresponding note to the person who instituted the charge, so that a disciplinary committee may continue with the hearing.
  - 8.1.3 If the initiator decides to afford the student the opportunity to make an admission of guilt, a written notice shall be sent to the student, containing the following particulars:
    - 8.1.3.1 The time, place and nature of the alleged misconduct;
    - 8.1.3.2 That an admission of guilt may be lodged within seven days from the date of the notice and that such admission of guilt will not be weighed against the student;
    - 8.1.3.3 That the student is under no circumstances compelled to make such admission of guilt;
    - 8.1.3.4 Possible measures to be imposed should an admission of guilt be made;
    - 8.1.3.5 That a failure to make an admission of guilt will not be held against the student during a possible later hearing;
    - 8.1.3.6 The chairperson of the disciplinary committee will decide on a penalty.
  - 8.1.4 The disciplinary committee will meet and decide to accept the admission of guilt and the committee has the power to impose any measures as described in appropriate sections of these regulations regarding the penalties allowed for that specific disciplinary committee.

**GHR GENERAL HOSTEL REGULATIONS**

These Regulations shall be applicable to all hostels of the Polytechnic.

**GHR1 CONTROL OF HOSTELS**

- 1.1 Subject to the authority of the Rector, the control of hostels shall be exercised by the Dean of Students, the relevant Superintendent of the hostel and the House Committee.
- 1.2 The powers of the House Committee and the way in which it is elected are defined in the constitution of each hostel. The Dean of Students shall approve the constitution of the hostel.
- 1.3 The responsibility for meals and linen shall be vested in the Hostel Manager. The House Committee shall bring complaints in this regard to the attention of the Senior Matron.
- 1.4 The Dean of Students, the Superintendent, and the House Committee shall deal with matters concerning students conduct and discipline within the prescriptions of these regulations.

## **GHR2 ORGANISATION**

- 2.1 The organisation of the hostels is divided into supervisory and management functions.
- 2.2 The Dean of Students, the Superintendents and the House Committees shall be responsible for supervision.
- 2.3 The management of the hostels shall be done by the Hostel Manager: Hostel and Catering Services.
- 2.4 The duties of the Hostel Superintendent shall inter alia include:
  - 2.4.1 to act as advisor for individual students regarding their welfare
  - 2.4.2 to promote a high academic and moral standard in the hostel
  - 2.4.3 to maintain the image of the Polytechnic and to protect the interest of the Polytechnic
  - 2.4.4 to ensure that the rules and regulations of the hostel and the Polytechnic are complied with
  - 2.4.5 to ensure the smooth running of the hostel in general and to report on the same to the Dean of Students
  - 2.4.6 to issue such hostel rules as are deemed necessary from time to time and to which all resident students or visitors are subject.
- 2.5 Through their conduct students shall maintain and extend the good reputation of the hostel.
- 2.6 Students and other residents shall be compelled to carry out and/or comply with all decisions, commissions and rules taken, issued or put into operation by Council or its delegate(s) from time to time regarding the hostels in general or a hostel in particular.

## **GHR3 FUNCTIONS**

- 3.1 As far as hostels are concerned, the rendering of hostel services to resident students during the course of the year, excluding vacations. This includes the following:
  - provision of meals
  - provision of furniture and equipment
  - rendering of cleaning and laundry services
- 3.2 An additional function of the hostels is accommodation for delegates to congresses and vacation schools.

## **GHR4 ADMISSION TO HOSTELS**

- 4.1 The Polytechnic of Namibia operates on a First Come First Serve Basis. Once a Student is registered academically he/she can register for hostel accommodation **if available**.
- 4.2 Students who have failed an academic year, forfeit their place in the hostel, but may apply to be placed on a waiting list for re admission should accommodation become available.
- 4.3 No part-time students will be accommodated in the Polytechnic Hostels.  
Note:  
Student on experiential training who are registered full-time are allowed to stay in the hostel.
- 4.4 The Polytechnic reserves the right to, at its discretion, refuse application for admission to a hostel, including present hostel residents' applications, or to terminate hostel accommodation of a student on the following grounds:
  - 4.4.1 misconduct on any premises of the Polytechnic, of which a student has been found guilty;
  - 4.4.2 poor academic performance;
  - 4.4.3 adaptation problems in the hostel;
  - 4.4.4 continuous infringement of rules;

- 4.4.5 insubordination;
- 4.4.6 willful damage to property;
- 4.4.7 improper or obscene behavior;
- 4.4.8 any other grounds in the opinion of the Dean of Students or the Rector.

#### **GHR5 PLACEMENT IN HOSTELS**

- 5.1 Choice of room-mates will be respected as far as possible.
- 5.2 All requests regarding room-switching after students have been placed must be directed in writing to the House Committee for consideration.

#### **GHR6 FEES**

##### **6.1 Hostel fees**

All hostel fees are payable to the Polytechnic. The fees are determined by Council from time to time.

##### **6.2 Hostel deposit**

- 6.2.1 Hostel deposit and breakage fees shall be paid during registration.
- 6.2.2 The deposit and breakage fee will be refunded on a pro rata basis.

##### **6.3 Liability for fees on leaving the hostel**

- 6.3.1 Hostel fees are calculated per study period and a student must direct a written notice to the Bursar before the end of a term if he/she does not intend to use hostel accommodation for the next term.
- 6.3.2 A student remaining at the Polytechnic, who leaves the hostel at any date after commencement of the academic year and before the last day of a term, must pay the fees for the full term.
- 6.3.3 In cases of termination due to death or serious illness, fees will be levied pro rata in respect of the actual period of hostel accommodation.

#### **GHR6.4 BREAKAGE**

- 6.4.1 Before students move into a room, they must be satisfied that the room and its contents are in good order and, if necessary, report any defects to the Superintendent. This is also applicable to students switching rooms during the course of the year.

##### **6.4.2 Reporting**

Breakage and damage to buildings and furniture must be reported immediately to the House Committee which will report it to the Superintendent. The Superintendent records full particulars of such cases in a book kept for this purpose.

##### **6.4.3 Assessment of damage**

The Superintendent requests the Hostel Manager to assess the damage and to have it repaired, and the Hostel Manager submits an account in settlement of the costs to the Hostel Management Committee. This committee submits the account to the Bursar, who will levy the relevant damage.

##### **6.4.4 Liability for damage**

Resident students are individually and jointly liable for damage done in a hostel. The person responsible for the damage must pay for the damage done. Where the Superintendent cannot identify the person responsible for the damage, the entire room, floor, flat, block or hostel, as the case may be, may be held responsible for the damage, unless proof can be furnished that circumstances (e.g. the elements) or specific persons from outside are responsible for the damage.

#### **6.4.5 Recovery of damage**

On application by the Hostel Management Committee, the Bursar makes arrangements that an account is sent to the student(s) for the repair costs. If an account for breakage is not settled within two months, the relevant person will be debited and the examination results will be retained until the account has been settled in full.

#### **6.4.6 Security**

Every student receives a key to her/his flat. It is the responsibility of every student to lock the flat/room door whenever she/he enters or leaves the flat.

#### **GHR7 GATE 4 (SMALL GATE TO THE LADIES HOSTEL)**

- 7.1 The smaller gate to the ladies hostel must always be manned by a security guard.
- 7.2 This gate must be opened at 07:00 and again locked at 22:00 during weekdays and until 24:00 on Saturdays and Sundays.
- 7.3 Residents of the ladies hostels are free to come in and leave the gate at all times.
- 7.4 Visitors are allowed between the opening time and closing time (07:00 until 22:00).
- 7.5 All visitors, including male hostel students, must leave by 22:00 during weekdays and 24:00 on Saturday and Sundays.
- 7.6 Students must show their student cards when visiting the ladies' residence.
- 7.7 Visitors' names must be recorded in the register. The room number to be visited must also be included.

#### **GHR8 CLOSING AND RE-OPENING OF HOSTELS**

- 8.1 The hostels close for the vacation after breakfast of the day following the closing of the Polytechnic and reopen with dinner on the day prior to the reopening of the Polytechnic.
- 8.2 A student suspending his studies or who does not attend lectures anymore, must leave the hostel within a day after having attended the final lecture.
- 8.3 A student who does not sit for any examination must leave the hostel within one day after the closure of lectures.
- 8.4. A student writing examinations must leave the hostel within one day after the final paper.
- 8.5 All students must vacate Polytechnic hostel during June and December recess.

#### **GHR9 SPECIAL ARRANGEMENTS REGARDING ACCOMMODATION**

- 9.1 No provision is made for the accommodation of semester and year students during the June and December vacations, unless otherwise approved by the Dean of Students.
- 9.2 At the beginning of the year, House Committee members may reside in the hostel from such dates as may be determined by the Superintendent or the Dean of Students in consultation with the Manager: Hostel and Catering Services.
- 9.3 During vacations, accommodation may be offered to students groups, pupils and delegates to conferences and workshops. The fees for accommodation during vacations are determined by the Bursar. Applications for accommodation are approved by the Hostel Management Committee. A day tariff, as determined by the Bursar, will be paid to hostel personnel who do approved additional official duty during vacations. The direct expenditure (including additional salaries) will be calculated against the income received.
- 9.4 Only registered students of a hostel may stay in a hostel overnight.
- 9.5 A student with a complaint should report this to a member of the House Committee, who will refer it to the Chairperson of the House Committee if necessary. The chairperson will, if unable to deal with it, refer the complaint to the Superintendent.
- 9.6 The Superintendent or an authorised person may inspect any room in a hostel at any reasonable time.

### **GHR10 VACATING HOSTELS**

- 10.1 Any student wishing to vacate a hostel permanently must complete the necessary cancellation form which also serves as a claim form for the refund of the hostel deposit and submit it to the Bursar. As soon as a resident student moves into a room, any defects must immediately be reported to the Superintendent.
- 10.2 If a resident student vacates the hostel permanently at the end of a term, that student, together with the Superintendent, must inspect the condition of the room and equipment. On failure to do so, such a student will be liable for damage which may be discovered at a later stage.

### **GHR11 DRESS**

- 11.1 Hostel students must always be dressed appropriately and neatly and in accordance with the internal hostel rules.
- 11.2 Property of hostel students, especially clothes, must be properly marked.

### **GHR12 QUIET AND STUDY TIMES**

- 12.1 A student must behave in such a way as to facilitate the studying of fellow-students at all times. Quiet and study times must be adhered to as defined in the internal rules. It is the duty of the House Committee to ensure that all students are always able to study in the hostel.
- 12.2 During weekends, students are expected to conduct themselves in such way as not to offend fellow students and immediate neighbors.

### **GHR13 PARKING OF VEHICLES**

No hostel student may keep any vehicle on the hostel premises without the written consent of the Dean of Students. Parking of Vehicles is often at owner's risk.

### **GHR14 WEAPONS**

No student may possess any explosives, petrol or dangerous weapons in the hostel or during Polytechnic journeys, educational tours, camps, and assignments.

### **GHR15 CASES OF ILLNESS**

- 15.1 All cases of illness and casualties must be reported to the House Committee and the Superintendent or Matron.
- 15.2 No doctor may be sent for without the knowledge of the Superintendent, House Committee or Matron.
- 15.3 The Superintendent or Matron must report cases of contagious diseases to the Dean of Students without delay.

### **GHR16 MEETINGS**

- 16.1 Meetings held on campus should be conducted in consultation with the Dean of Students.
- 16.2 No political meetings are permitted on the hostel premises.
- 16.3 No person who is not a resident student may address students on the hostel premises without the consent of the Rector or the Dean of Students.

### **GHR17 CONDUCT TOWARDS PERSONNEL**

- 17.1 Hostel students may in no way interfere with the activities of the hostel personnel or direct requests to them or give them orders.
- 17.2 Any complaints concerning the personnel and general complaints regarding laundry and food must be handed in at the House Committee. The House Committee must report these to the Superintendent.
- 17.3 Where necessary, the Dean of Students may also be contacted.

### **GHR18 MAINTENANCE AND USE OF BUILDINGS, PREMISES AND FURNITURE**

- 18.1 It is the responsibility of all resident students to keep the hostel premises and buildings clean and tidy.
- 18.2 No posters, notices or any defacement may be fixed to the walls of the buildings. No objects may be nailed to walls. Notices must appear only on notice boards and be signed by a House Committee member.
- 18.3 Students may not make any alterations to electric wiring.
- 18.4 The illicit use of fire-hoses and other fire fighting apparatus in the hostel is prohibited.
- 18.5 No bicycle or other vehicles or parts thereof may be kept in the rooms.
- 18.6 Bulbs are kept in stock by the Superintendent and on the handing in of a fused bulb, this will be replaced.
- 18.7 Flat keys can be obtained from the Superintendent at a fixed tariff.
- 18.8 No Polytechnic equipment may be removed from rooms, recreation halls, dining rooms or lounges.  
On occasions such as house functions and house meetings the House Committee may make appropriate arrangements as it thinks fit and on its own responsibility.
- 18.9 No food may be prepared in hostel rooms.
- 18.10 A student may not keep any pets or other animals in or at the hostel.
- 18.11 In addition to any disciplinary measures which may be taken, a student will forfeit the privilege of keeping a radio or similar device should its usage cause any offence.

### **GHR19 DINING ROOMS**

- 19.1 Superintendents and House Committees are responsible for the maintenance of good order in the dining rooms.
- 19.2 Smoking is prohibited in dining rooms at all times.
- 19.3 Meals are served at the times determined by the Hostel Management Committee.
- 19.4 Furniture, food, or equipment may not be removed from the dining rooms.
- 19.5 Damaged to or loss of common facility/property shall be the responsibility of all the occupants of flat members where the guilty party is not traceable.

### **GHR20 MISCONDUCT AND DISCIPLINE**

- 20.1 Students and other persons residing in hostels or visiting there shall be subject to the rules of that hostel as well as to the disciplinary measures which Council or its delegate(s) may promulgate for students and/or hostels in general, or any hostel in particular, from time to time.

### **GHR21 LOSS OF PERSONAL PROPERTY**

- 21.1 The Polytechnic shall not accept responsibility for loss of or damage to personal property of hostel residents.

### **GHR22 JOURNEYS, TOURS AND CAMPS**

- 22.1 Journeys, tours, and camps held in the name of the hostel, may only be organised with the consent of the Dean of Students.
- 22.2 The Polytechnic will not make any contributions towards costs in respect of excursions or weekend camps undertaken by resident students.

### **GHR23 VISITORS**

- 23.1 Visitors and spouses are not allowed in any part of the hostel rooms after 10.00 pm (squatting) during week days and after midnight during weekends.
- 23.2 A resident student who permits a visitor and/or spouse to spend the night in his/her room is guilty of a transgression.

**GHR24 INITIATION CEREMONIES AND RAIDS**

24.1 Initiation ceremonies and raids are strictly prohibited.

**GHR25 CLEANING SERVICES****25.1 Daily cleaning services**

Corridors, bathrooms and student recreation halls are cleaned daily by service workers.

**25.2 Cleaning of rooms**

Students are personally responsible for the cleaning and neatness of their rooms during the semester.

**25.3 Cleaning during vacations**

During vacations cleaning services which are not possible during term-time are carried out. For this reason students must remove all personal possessions and hand in their keys to the Superintendent.

**GHR26 LAUNDRY**

26.1 Laundry is done in accordance with internal laundry procedures.

**GHR27 APPLICATION FOR ACCOMMODATION**

27.1 The Polytechnic of Namibia reserves the right to approve or reject an application of accommodation without furnishing any reasons for its decision.

**GHR28 HANGING CLOTHES ON THE BALCONIES**

28.1.1 Hanging clothes on the balconies are forbidden and constitute an offence. The Polytechnic made provision for clothing lines since its inception.

**GHR29 SMOKING**

29.1 No smoking is allowed in any of the Polytechnic buildings including Polytechnic Hostels, this includes habitably.

## AWARDS

### AW 1 RECTOR'S MEDAL

#### To qualify for the Rector's Medal

- AW 1.1** A candidate should have completed his/her programme within the prescribed period of study.
- AW 1.2** He/she must have passed all courses with at least 70 %.
- AW 1.3** The overall average mark achieved by the candidate may not be less than 75 %.
- AW 1.4** Should he/she be exempted from a course(s), course mark(s) for such a course(s) shall be ignored in calculating his/her overall average mark. Courses completed in addition to the minimum requirements for a qualification shall be ignored in calculating the overall average mark.
- AW 1.5** He/she must have maintained a clean academic record throughout his/her studies at the Polytechnic: no repeating candidate will be eligible for selection.
- AW 1.6** Apart from receiving the Rector's medal and a Certificate of Congratulations, he/she shall also receive a cash award as determined by the Rector from time to time.
- Note:** The Rector's medal shall only be awarded for the highest qualification in a programme.

### AW 2 MERIT AWARDS

- AW 2.1** To receive a merit award, a student must obtain a minimum overall mark of 70 %.
- AW 2.2** Normally students who have repeated any course(s) at any level shall not be eligible for merit awards.
- AW 2.3** The best final year student per qualification and the best student of the Polytechnic awards shall be granted.
- AW 2.4** Students who qualify as the best first year and the best non-final year students shall be given certificates of congratulations only.
- AW 2.5** All students who obtain distinctions shall receive a discount on tuition fees for every distinction obtained in a full course.