National Institute of Technology (NIT)
Namibia

2019 Students’ Hand Book

Rules, Regulations & Assessments
Introduction

- For over twelve years the partnership between the Centre for Training & Projects Development (NIT) and the world-wide largest and quality focused professional examinations bodies such as the Pearson Education-BTEC, CIM, CIPS and CILT (part of our education network) has brought together a unique combination of our institutional reputation and capabilities to transform from NIT into National Institute of Technology (NIT).

- Since January 2018, the transformation process of NIT into NIT has created vibrant excitement, commitment, resources and capabilities from all our major stakeholders.

- Professional Examinations bodies have been responsible for the technical and professional quality of the programmes and awards of qualifications.

- National Institute of Technology, as the Professional Examinations bodies' exclusive training partner, makes the globally sought for and reputable technical and professional programs available in Namibia at affordable rates as compared to their real costs elsewhere in the world.

- NIT provides an excellent infrastructure and personal student support. Both partners (NIT and respective professional examinations bodies) are renowned for quality, innovation and continuous improvement in applied/hands on teaching and learning.

- The purpose of the student handbook is to give you some of the information you will need to navigate your way through the technical and professional programmes.

- Some will be of immediate use, other parts will be useful for future reference.

Disclaimer

- Please note the information contained in this guide is subject to change without notice and should be regarded as a guideline only.

- Students are subject to all National Institute of Technology regulations and ordinances, and to the terms of all agreements between them and the respective examinations bodies.
### PART A: OUR BACKGROUND

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
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<tr>
<td><strong>Opening Statement / Welcome</strong></td>
<td>Every student of the National Institute of Technology (NIT) must read and fully comprehend the contents of these rules and regulations. It explains what we offer to you and what we expect from you. Please make yourself familiar with this document, together with our induction process. We would like to wish you every success. NIT is a vibrant higher learning institution which has just been transformed from the Centre for Training and Projects Development (Pty) Ltd to create and develop vibrant skilled, competent and work-prepared entrepreneurial Technicians, Technologists and Professionals for the industry and the national economic vitality. We will do this by rigorously providing professional courses programs for which curriculums, teaching assessment methods are applied/practical in nature.</td>
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| **About NIT**               | NIT is an autonomous innovative higher technical institution. The need to transform NIT from the Centre for Training and Projects Development (NIT) was triggered by the logical principle to create and develop sufficient vibrant skilled, competent and work-prepared entrepreneurial Technicians, Technologists and Professionals for the industry and the national economic vitality. NIT provides high quality career specific technical and professional courses which are delivered through a proportion of 70% practical (applied case studies, applied research, experiential and hands-on) and 30% theory teaching methodologies. The following is a brief profile of the company:  
- Established in 2003 and registered through the Companies Act 2004, the NIT is being transformed into NIT to offer higher technical and professional undergraduate and post graduate programs from February 2020.  
- The institution is accredited by NQA and registered with the NTA.  
- Since 2007, the institution has been offering vocational, technical and professional programs certified by the BTEC, the CIM, the CIMA, the CILT and the ACCA.  
- Inspired by the need to rigorously align our education services the industry’s skills needs and expectations, HHP goal number 10, the NDP 5, Section 3.2.4, the 2016-2020 NTA’s Skills Development Plan, the Board approved the change of the legal name of the institution from the NIT which was transformed into the NIT in November 2017. The name change was approved and registered by BIPA, Ministry of Industrialization, Trade and SME Development of the Republic of Namibia.  
- The transformation of our institution from NIT to NIT is also our institutional response to the growing global, regional and local recognition of the Technical and Vocational Education and Training (TVET) and the local market gap created by the transformation of Polytechnic of Namibia to NUST in 2015.  
- The transformation from NIT to NIT is intended to effectively contribute towards the creation of job opportunities, the development and supply of the much needed skilled and competent entrepreneurial Technicians and Technologists and Professionals and the change of the public’s negative perception about TVET in the country.  
- The transformation is also intended to provide career progression opportunities for VTCs graduates to take higher technical courses within the country instead of South Africa and all other countries and to articulate and progress from our programs onto degree programs with NUST and UNAM.  

National Institute of Technology (NIT) Specifically;  
- Delivers technology based education across its programs  
- Officers education that is experiential and hands-on in nature  
- Works in partnership with industry to develop and delivered industry needed skills  
- Seeks to create and develop vibrant skilled, work prepared, competent and entrepreneurial Technicians, Technologists and Professionals |
Our locations and contact details are as follows:

**Head (Main) Office**
Physical Address: 5 Johann Albrecht Street
Windhoek West
P.O. Box 2812,
Windhoek, Namibia
Phone: +264 61 257296/7
Mobile: +264 81 2713138/+264 81 1282180
Fax: +264 886559294
E-Mail: Info@nit-edu.org
E-Mail: Admissions@nit-edu.org
E-Mail: Registrar@nit-edu.org
E-mail: Compliance@nit-edu.org/E-mail: Complaints@nit-edu.org
Website: www.nit-edu.org

**Windhoek Main Campus**
Physical Address: 2 Johan Albrecht Street,
Windhoek West,
P.O. Box 2812,
Windhoek, Namibia
Phone:+264 61 257296/7
Mobile: +264 81 3294977
Fax: +264 886559294
E-Mail: Info@nit-edu.org
E-Mail: HeadCentreHead-WC@nit-edu.org
Website: www.nit-edu.org

**Northern Satellite Campus**
Physical Address: Oshakati Complex Unit,
ERF 5610 Ompundja Road
Oshakati, Namibia
Phone:+264 65 226879
Mobile: +264 81 2062719/+264 81 7259391
Fax: +264 886559294
E-Mail: Info@nit-edu.org
E-Mail: HeadCentreHead-NC@nit-edu.org
Website: www.nit-edu.org

**Coastal Satellite Campus**
Physical Address: Welwitchia Street,
ERF 5372 a portion of ERF 2811,
Swakopmund , Namibia
Water Cube Sectional Title, Unit 4
Phone:+264 64 463476
Mobile: +264 818438322/+264 81 2391101
Fax: +264 886521385
E-Mail: Info@nit-edu.org
E-Mail: HeadCentreHead-CC@nit-edu.org
Website: www.nit-edu.org
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<td><strong>Currently NIT is strictly offering the BTEC, CIM, CILT and CIPS programs. We are, however, developing the NIT curriculum that will incorporate our current programs and cover a range of NQF levels from NQF Level 4 to 8. Our courses are specific field areas types of programs which will be provided under the following Schools as from 2020:</strong></td>
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<td><strong>School of Applied Engineering and ICT</strong></td>
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<td><strong>Applied Engineering Programs</strong></td>
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<td>Automotive Engineering</td>
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<td>Building Services Engineering</td>
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<td>Civil Engineering</td>
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<td>Computer Engineering Programs</td>
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<td>Construction and the Built Environment</td>
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<td>Electrical and Electronic Engineering</td>
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<td>Mechanical Engineering</td>
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<td>Mechatronics Engineering</td>
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<td>Surveying Engineering</td>
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<td><strong>Applied Information Technology Programs</strong></td>
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<td>IT Application Development</td>
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<td>IT Cyber Security</td>
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<td>IT Network Engineering</td>
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<td><strong>Applied Business &amp; Management Programs</strong></td>
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<td>Procurement &amp; Supply</td>
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<td>Logistics &amp; Transport</td>
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<td>Accounting and Finance</td>
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<td>Management Accounting</td>
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<td>Public Accounting and Finance</td>
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<td>Enterprise and Entrepreneurship</td>
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<td>Digital Marketing</td>
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<td>Marketing Management</td>
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<td>Marketing and Creative Media</td>
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<td>Hospitality Management</td>
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<td>Management and Leadership</td>
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<td>Business Management</td>
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<td>Operations Management</td>
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<td>Procurement &amp; Supply</td>
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<td>Professional Cookery</td>
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<td>Travel and Tourism</td>
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<td><strong>Applied Health and Sciences Programs</strong></td>
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<td>Biomedical Science</td>
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<td>Health and Social Care</td>
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<td>Occupational Safety and Health Practice</td>
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### Descriptors for NIT Qualifications

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<tr>
<th>NQF Level</th>
<th>Knowledge Descriptor</th>
<th>Description</th>
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<tr>
<td>2</td>
<td><strong>Knowledge Descriptor</strong></td>
<td>Has broad knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work. Analytical interpretation of information. Making informed judgment and offers a range of sometimes innovative responses to concrete but often unfamiliar problems.</td>
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<td></td>
<td><strong>Skills Descriptor</strong></td>
<td>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been. Carry out processes that require a wide range of technical or scholastic skills and/or that offer a considerable choice of procedures. Often employed in a variety of familiar and unfamiliar contexts.</td>
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<td>3</td>
<td><strong>Knowledge Descriptor</strong></td>
<td>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work. Employing some relevant theoretical knowledge and interpretation of available information. Uses discretion and judgement over a range of known responses to familiar problems.</td>
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<td></td>
<td><strong>Skills Descriptor</strong></td>
<td>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review the effectiveness and appropriateness of methods, actions and results.</td>
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<tr>
<td>4</td>
<td><strong>Knowledge Descriptor</strong></td>
<td>Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine. Can analyze, interpret and evaluate relevant information and ideas. Is aware of the nature of approximate scope of the area of study or work. Has an informed awareness of different perspectives or approaches within the area of study or work.</td>
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<td></td>
<td><strong>Skills Descriptor</strong></td>
<td>Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined. Review the effectiveness and appropriateness of methods, actions and results.</td>
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Please note:
Descriptors for each NQF Level of Qualification is classified into knowledge and skills levels that the holder of the awarded qualification is expected to have and portray as stated above.
### Descriptor for NIT Qualifications

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<th>Description</th>
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| 5         | **Knowledge Descriptor**  
Has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. Can analyze, interpret and evaluate relevant information, concepts and ideas. Is aware of the nature and scope of the area of study or work. Understands different perspectives, approaches or schools of thought and the reasoning behind them.  
**Skills Descriptor**  
Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems. Use relevant research or development to inform actions. Evaluate actions, methods and results. |
| 6         | **Knowledge Descriptor**  
Has advanced practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors. Understands different perspectives, approaches or schools of thought and the theories that underpin them. Can critically analyze, interpret and evaluate complex information, concepts and ideas.  
**Skills Descriptor**  
Determine, refine, adapt and use appropriate methods and advanced cognitive and practical skills to address problems that have limited definition and involve many interacting factors. Use and, where appropriate, design relevant research and development to inform actions. Evaluate actions, methods and results and their implications. |

**Please note:**  
Descriptors for each NQF Level of Qualification is classified into knowledge and skills levels that the holder of the awarded qualification is expected to have and portray as stated above.

### The use Students’ Feedback for Quality Improvement

| How Feedback from Students is used to inform any quality assurance activity | We collect feedback from students through various ways on continuous basis. Students are encouraged to use the suggestions boxes, confide into the Students Affairs Officer for feedback that required face to face discussions or explanations, usage of the Students Grievances Forms. Students can also confide into their Students Representative Council (SRC) Members. On monthly basis students conduct a Lecturer’s evaluation which is also used to inform our quality assurance activity. All feedback collected from students are discussed during the Weekly Quality Assurance & Improvements Subcommittee Meetings which take place every Friday. The meeting concludes with an action plan with clearly stated action to be taken by respective departments.  
On the next meeting, the meeting evaluates actions taken as planned and if not taken assigned employees are disciplined in line with the Staff Code of Conduct and Disciplinary Procedures Policy. |

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**National Institute of Technology (NIT)**

**NIT Students Hand Book:** 7  
**Rules, Regulations & Assessments 2019**
Teaching & Learning (Faculty) Standards

This section provides students with a description of the characteristics the National Institute of Technology expects its Teaching & Learning (faculty) Members (Lecturers, Instructors, Tutors, Dissertation Advisors, Thesis Supervisors, etc.) to always practice and display.

Classroom Facilitation Criteria/Characteristic

- Facilitates classroom in a 70% applied (practical or action) focused teaching manner that enables learners to return, recall and apply the gained knowledge and encourages learners peer exchange and collaboration.

- Weaves, summarizes and challenges students through the discussions, role playing, projects presentations, creation of practical projects emanating from given assignments, etc.

- Adds value to the discussion (asking questions, giving examples, synthesizing and explaining the material, and/or suggesting additional links/materials).

- Shows balance in postings that encourage discussion without overwhelming the participants with comments.

- Provides general feedback on group issues within the classroom/or through announcements.

Feedback and Grading Criteria/Characteristic

**Timelines:** The level to which class and all assessments feedback is delivered in a timely manner, so that the feedback can be utilized for improvements in student performance.

**Structured:** The level to which the class and all assessments feedback uses a structure that is clear, supportive and written to assist student in their progression through the module and/or programs.

**Personalized and Contextualized:** The level to which the class and all assessments feedback provides a personalized review of each of the components of the weekly work and uses specific examples drawn from the student’s work.

**Integrative:** The level to which the class and all assessments feedback message reflects progression in module from week to week addresses ongoing challenges experienced by students (such as time constraints, inadequate use of authoritative sources, writing style successful).

**Supportive:** The level to which the tone of the class and all assessments feedback message appropriately supports student work, conveying that the Lecturer, Instructor or Tutor is available for further dialogue, if desired by student.
Academic Integrity Compliance Criteria/Characteristic

- Consistently identifies problems with referencing and citations.
- Reports all minor and major incidents of plagiarism, fabrication of data and collusion.
- Correctly applies the Academic Integrity Guidelines.
- Engages students in a constructive manner, clearly addressing the problems and provides action steps.

Presence Outside of the Classroom Criteria/Characteristic

- Provides timely responses to all student questions.
- Proactively contacts students and, if necessary, the Call Centre or Student Affairs (Support) Assistant Registrar for follow up, when there is a decline in student performance.
- Knowledgeable about available resources for students.

On and off Campus over Behaviours and Discipline of Student

- Timeously monitor behaviours and discipline of students as displayed towards peer learners, staff and/or community members.
- Provides timely corrective actions, behavior guidance or counselling to all student with unappropriated conduct.
- Proactively reports any perpetuated inappropriate student’s conduct to the Students Disciplinary Committee for formal action in accordance with the policies.
- Knowledgeable about cultures and values of a broad range of students’ ethnicities.
# Student’s Service Standards

The following are the minimum standards of service that we endeavor to maintain through our Call Campuses and Administration Department for all our students. Wherever possible we aspire to surpass these standards.

## Call Centre & Administrative

It is our aim to:

- Always be available for contact between the hours of 09:00 - 17:00 (with one hour lunch break from 13:00 to 14:00) from Monday to Friday
- Attend to visitors in not more than five (5) waiting minutes from the time of arrival at the Call Centre
- Respond to all standard types of enquiries within 48 hours of receipt and five (5) working days to enquiries that require more time/or third party to be resolved.
- Provide clean, hygienic and health learning environment
- Provide modern teaching and learning facilities
- Send all invoices that are due for payment, by email, at least 14 days prior to the payment deadline
- Give prior warning of academic suspension due to late payment by email or letter
- Confirm successful class registration within not less than (minimum of) five days before the teaching/Learning (term) starting date
- Provide Proofs of Registration, E-Learning details, Students Cards, Library Membership Application, etc. to all Students
- Provide support regarding Students Exchange programs, Cultural Festivals, Sports, Debates, recreational activities, etc. and other student’s activities
- Search for and provide details of Job Attachments opportunities for second to final year students
- Ensure that information regarding all textbook how to order them is up to date and available to five days before the teaching/Learning (term) starting date.
- Maintain the student websites (i.e., Student Portal and the institutional website) with the most up to date and accurate information available
We recognize the importance of maintaining the quality of our course programs. In addition to our highly regulated and closely monitored teaching and learning process and facilities, we employ a couple of other methods to monitor the quality of our student’s education services including the following.

**Student’s Complaints**

- There are various options that a student can make a formal complaint. A student can use one or s mixture of the following methods to register the complaint:
- Meet with the Campus Head of Call Centre and register a compliant onto a Student’s Complaints Tracking System. Student must insist to get a Tracking Number.
- Call the Campus Head of Call Centre and register a compliant onto a Student’s Complaints Tracking System. Student must insist to get a Tracking Number.
- Sent a complaint via e-mail to the Campus Head of Call Centre and register a compliant onto a Student’s Complaints Tracking System. Student must make follow-ups to confirm if the e-mail has been received and if so insist to get a Tracking Number.
- Send a Complaint via post to the Campus Head of Call Centre and register a compliant onto a Student’s Complaints Tracking System. Student must make follow-ups to confirm if the complaint has been received and if so insist to get a Tracking Number.
- All complaints from students are reviewed by the Quality Assurance & Improvement Sub-Committee every Friday. If the student does not get feedback within eight (8) working days from the date of registering a formal complaint, he/she can either make a follow-up with the Campus Head of Call Centre or Appeal to the Assistant Registrar for Students Recruitments & Affairs or the Compliance Officer.

**Monitoring of Classes**

- All classes are closely monitored for the purposes of quality assurance. Additionally we may have people enrolled into classes who are not in actual fact real students of that programme, specifically to monitor quality assurance.
- The Quality Assurance & Improvement Committee and Sub-Committee members will also sit in class from time to time to observe course delivery quality.
- It is also a responsibility of every Campus Head of School and Head of Call Centre and Administration to from time to time sit in class from time to time to observe course delivery quality.

**Student Feedback and Satisfaction Survey**

For quality assurance and improvement purposes, the Office of the Assistant Registrar for Students Recruitment and Affairs will require that each Call Centre conducts a Student Feedback and Satisfaction Surveys to get student’s feedback regarding satisfaction levels attained over each monthly period and seek for new ideas and suggestions that can contribute to the desired improvements of quality.
PART B: STUDENTS’ RULES AND REGULATIONS

Student Rules and Regulations

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at all the campuses of the National Institute of Technology (Pty) Ltd (NIT). This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the institutional rules and regulations are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied. Please note that these rules and regulations are not a representation or replacement of the external examinations bodies’ code of conducts, rules and regulations. Students must always comply with rules and regulations of their respective external examinations bodies too. For more about student’s conduct, download policies, procedures and forms in the section above.

1) Absenteeism/Class Attendance
2) Alcohol and Other Drugs
3) Assault, Endangerment, of Infliction of Physical Harm
4) Avoidance of Study Work
5) Bullying and Intimidation
6) Disorderly Conduct
7) Events and Parties
8) Failure to Comply
9) False Representation
10) Fire Safety
11) Harassment Based on a Protected Class
12) Hazing
13) Insubordination
14) Payment of Fees
15) Punctuality
16) Retaliation and Intimidation
17) Sexual Misconduct including Sexual and Gender-Based Harassment, Stalking and Intimate-Partner Violence
18) Smoking
19) Student Grievance Procedures
20) Student’s obligation towards the Institute
21) Theft and Vandalism
22) Unauthorized Entry or Access
23) Unauthorized Use of Centre Facilities or Services
24) Violation of State Laws
25) Weapons and Fireworks
26) Withdraw/Cancellation
Overview

Discipline is important in every aspect of life and more so students’ study life in order to be successful. A disciplined person is free of the chaos that people without that skill experience. A disciplined person adheres to and abides by certain rules and norms of the institution. Students shall at all times abide by ALL the NIT Regulations and that he/she shall be at the Centre’s disciplinary control as from the date on which he/she shall commence studies or attend orientation, during job attachment or register as a student whichever is earliest, until the Board of Studies accepts a notice of withdrawal from my classes. The Institute reserves the right to (through procedural disciplinary process) dismiss and de-register any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students. In such a case, No fees will be refundable for any student dismissed under this section and student shall remain liable for any outstanding account. For more information also refer to the Students Code of Conduct Policy.

1.0 Absenteeism/Class Attendance

It is a compulsory requirement to attend/report for all educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) as scheduled and/or stipulated in the time tables, annual calendar and as may be required at any time to so. A students who anticipates not to be able or fails to report or/attend all educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) may:

a) Contact his/her Lecturer/Instructor or Head of School to request for permission for absence from **classes/lectures only** provided that the request is for NOT more than ONE (1) day only. Student’s Lecturer or Head of School only have authority to approve a student’s absence from classes/lectures for ONLY one day in a month. No Lecturer or Head of School shall approve student’s absence from assessments, job attachment or Practical lessons. In such cases, student must apply for normal leave of absence.

b) On his/her return to the campus, submit an authentic Medical Doctor’s Certificate with grounds of his/her absenteeism and numbers of days that he/she is permitted by the Doctor to be absent from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) on medical grounds. A student who has been certified by a Medical Doctor to be on bed rest/unfit for work/studies for any given days must ensure that he/she fully complies with the Doctor’s instructions. Should such a student be found to be in a different location other than his/her area of domain, the Institution may not consider the Doctor’s Medical Certificate.

c) Apply for Leave Of Absence (LOA) from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) on other critical grounds such as family member’s illness, marriage ceremonies, death or financial obstacles, work, etc. Such student MUST only proceed on leave (be absent from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) once his/her leave (LOA) has been dully approved and signed by the CEO and a signed copy of leave is served to him/her by the Campus Call Centre.

A students who absents him/herself from any educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) without any of the above shall have FIVE PERCENT (5%) marks per missed day deducted from a Test/Assignment or Examination of missed Course Unit/Subject.
2.0 Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on Campus property or as part of any Campus activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed is prohibited on Centre property or as part of any Centre activity.

3.0 Assault, Endangerment, or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct whether reckless or intentional that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The students conduct committee, in consultation with the Students Affairs Office, will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the Executive Management Committee (EMC) or Board of Studies for adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

4.0 Avoidance of Study Work

NIT offers internationally recognized vocational and professional courses. While all our course programs meet the local industry needs, they are globally offered through many accredited institutions worldwide hence they demand for full student’s discipline, commitment and hard work to pass. Our Faulty staff don’t provide examinations scope but are always available to provide teaching and learning support to prepare students to pass the internal and external assessments. Students who pass our courses make a huge difference in the industry due to the nature of knowledge, skills and competencies they gain during the learning process. A student absconds classes, fails to attend to his/her assignments, practical tasks or proves his/her commitment to his/her course work may be disciplined in accordance with the institutional disciplinary procedures.

5.0 Bullying and Intimidation

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, using unprofessional language or words, or emotional domination that cause physical or emotional harm to another student, group of students or any other Centre’s stakeholders including staff. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

a) substantially interfering with a community member’s education, employment, or full enjoyment of the Campus;

b) creating a threatening or intimidating environment; or

c) Substantially disrupting the orderly operation of the Campus. Bullying is prohibited, and participating in such acts will result in disciplinary action or reporting such behavior to Police.
**Intimidation.** Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to disciplinary action.

When bullying, or acts of intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Assault and Harassment Policy.

**6.0 Disorderly Conduct**

Students at NIT have the right to express their views, feelings, and beliefs inside and outside the classroom. These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of the Institute. Disorderly conduct is not permitted. Violation of the orderly operation of the Campus includes, but is not limited to:

1) Excessive noise, which interferes with classes, Campus offices, neighbors, or other institutional campus and community activities;
2) Unauthorized entry into or occupation of a private work area;
3) Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
4) Failure to maintain clear passage into or out of any Centre building or passageway; and
5) Failure to disperse when a building, office, or campus space is closed.

**7.0 Events and Parties**

The Institute defines an event as an academic, intellectual, cultural, and/or social gathering, which is open to all, current NIT students, in a designated campus space in which alcohol may/may not be present for the entirety of the event. Funds and approval for Campus events can be obtained through the Students Affairs Office (SAO) and approved through the Student Affairs Committee (SAC) at least one (1) month in advance of the event. The Centre defines a party as a private social function where alcohol may be served, in a designated campus party space and more than ten (10) students are present. Under no circumstances may any Centre funding be used to purchase alcoholic beverages. A Campus party may be held on or off campus and may only be sponsored by NIT students. All parties held on campus are automatically subject to this policy. If held off campus, a party becomes subject to this policy if either of the following conditions are met:

1) Centre funds or funds from the Students Social Affairs Committee (SSAC) of the Student Council or from any approved student organization, are used in whole or in part to sponsor the event.
2) The social function is broadly advertised on campus in such a way as to invite student attendance. This includes verbal, written, or electronic personal invitations to individual students.
8.0 Failure to Comply

The Institute expects students to comply with the directions of law enforcement officers or Campus officials acting in the performance of their duties. Furthermore, the Centre expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the Campus. A responsible student’s failure to comply with imposed sanctions or any related directions of a Centre official in the performance of their duties will be subject to further disciplinary action.

9.0 False Representation

A student may not knowingly provide false information or make misrepresentation to any Institute office. In addition, the forgery, alteration, or unauthorized possession or use of Centre documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

10.0 Fire Safety

Open flames are not permitted in residence halls. Any student with an open flame (e.g., candle, incense, etc.) will be subject to N$2,500 fine. Students are financially responsible for damages resulting from reckless conduct or violation of Institute rules regulating residence hall safety. Tampering, interference, misuse, or destruction of fire safety and fire prevention equipment is prohibited. Damage or misuse of fire safety equipment will result in replacement costs plus a minimum $5000 fine, and further disciplinary action may be taken. Any student who causes an alarm to be set off for improper purposes is liable for the expenses incurred by the fire department(s) in responding to the alarm.

11.0 Harassment Based on a Protected Class

Harassment based on a protected class is defined as unreasonable, unwelcome conduct that is based on an individual’s sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other Centre-recognized protected classification. This type of harassment can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this harassment objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person’s educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/dismissal. In all cases, the Centre encourages individuals to seek support and assistance as soon as harassing conduct occurs. Before any conduct can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassment. If a student has been subject to harassment or discrimination on the basis of a Centre-recognized protected classification as described above, the student should consult with the director of equal opportunity and engagement for guidance. If a student has been subject to sexual misconduct in any form, the student should consult report to complaints@NIT-edu.org or contact the Students Affairs Office at your nearest Campus.
12.0 Hazing

Hazing by Institute community members in any form is prohibited, whether the activities occur on or off campus. The Centre supports and will strictly enforce the Commonwealth anti-hazing law, Act 175 of 1986.

This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding." Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action.

13.0 Insubordination

Students must at all times obey all Lawful and reasonable instructions by their Students Representative Council (SRC) Leaders, Lecturers or Call Centre & Administrative Staff including but not limited to alterations to the workshop and equipment and cleaning of workshop and surrounding area. Students with insubordination attitude will face disciplinary action.

14.0 Payment of Fees

1) NIT does not receive cash payments hence all students are required to deposit their fees into their NIT Campuses’ bank account and only present proof of payment to the Head of Centre to issue an official and company stamped and signed receipt. The receipt must be signed by the Head of Call Centre & Administration.

2) The required Tuition Deposit must be paid before start of the course. Sponsored students must provide official sponsorship letters before start of the course program. No student shall be allowed to attend any class period without having paid the tuition deposit or presenting acceptable sponsorship letter.

3) Monthly instalment payments (where applicable) must be promptly paid as stipulated above. Any student who anticipates failure to pay his/her monthly instalment must take responsibility to make written arrangement with management beforehand. Where payment arrangement has been made, and accepted by management, student must obtain and be in possession of a letter of payment arrangement signed by Accounts Department.
4) A student whose fees shall be in arrears for two (2) months without any written approved payment arrangement will be automatically de-registered from the course program and the institution without any further notice.

5) Upon being de-registered, the student’s details and accounts shall be handed over for fees collection to the Debt Collectors and to be placed on ICT. Student shall further be liable for all legal charges incurred on the attorney and interest on all overdue fees and disbursements at a rate of 20% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

6) Where NIT agrees to handle student’s registration and membership with the respective examinations body:
   a) Membership, registration, examinations and exemptions fees payable to the respective examinations bodies will be based on the current exchange rates at a time of executing foreign payment. Where students paid less, supplementary charges will be debited to the student’s account based on the actual amounts sent to such examination body by the bank on behalf of the student
   b) Student will pay an Administration Fee as stipulated in the Centre’s annual fees to cover communication costs with the respective bodies
   c) Computer Based Examinations/Assessments (CBE/CBA) fees are non-refundable, non-transferable and neither deferred to a later date. Payment is required in full at time of booking/registration for examination.

**15.0 Punctuality**

All students must be in class/workshop at or before the stipulated time as provided on the time table and must not leave the premises before end of the period.

**16.0 Retaliation and Intimidation**

The Institute will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of Centre policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the Students Affairs Office or send your compliant to complaints@NIT-edu.org and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.
17.0 Sexual Misconduct including Sexual and Gender-Based Harassment, etc.

NIT is committed to establishing and maintaining a community that is rich in equality and free from all forms of discrimination and harassment. NIT seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, NIT recognizes that all who work and learn at the institute are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

NIT’s Sexual Assault and Harassment Policy applies to sexual misconduct of all forms, including sexual assault, sexual and gender-based harassment, stalking, and intimate-partner violence.

18.0 Smoking

Smoking is prohibited in all spaces throughout the NIT premises, including meeting rooms, lounges, offices, and open spaces. A $500 fine in addition to other potential penalties, will be charged for violating this policy.

19.0 Student Grievances

(a) Introduction

A grievance means any complaint or dissatisfaction which a student (whether or not that person has any other role within the Centre) has against the NIT and/or a staff member because of a claim that he/she has sustained the teaching and learning disadvantage. Such grievances may include but are not confined to:

1) The unfair assessment of course work not governed by NIT assessment and examination regulations.
2) An unfair refusal or failure of the staff member to make him/herself available to assist a student with difficulties regarding his/her course work.
3) Unreasonable delays in the assessment of course work.
4) Inadequate course materials.
5) Inadequate teaching.
6) Deficient performance of associated administrative services

The Executive Management of the NIT may not be fully aware of all that is happening on the ground in order to rectify any shortcomings in pursuance of offering quality vocational and professional education.

Students are therefore duty bound to, without fear or favor, report any grievances through the appropriate avenues as provided in the Student Grievance Policy and Procedures.
(b) Student Grievances Procedures:

Procedurally, all students must first exhaust all the internal avenues of having my compliant/grievance addressed by NIT before I can consider turning to any external agency such as any local regulatory agency, government, court, media or any other. Student may report any grievances to complaints@NIT-edu.org or obtain and complete the Student Grievance Procedures Form from any NIT Centre or download it from www.NIT-edu.org and e-mail it to the above e-mail address or to qualityassurance@NIT-namibia.com. It shall be considered as a violation of the institutional policies if a student opts to report any internal operations concerns/cases such as unsatisfactory teaching and learning, refund or staff misconduct to any external authorities or individuals e.g. NQA, NTA, Police, Legal Attorneys, etc. without exhausting internal channels and platforms of resolving such concerns. NIT will consider actions of any external agency to be interventions into the operations of the institution unless where there is violation of the National laws or where student has exhausted all the internal avenues to solve the issue.

For professional guidance on how to have grievances resolved urgent students may contact our Quality Assurance and Compliance Office on complaints@NIT-edu.org, cell: +264 811282180 and Fax: +264 0886559294.

20.0 Student’s obligation towards the Institution

Students shall be required to:

1) Apply him/herself professionally, diligently and conscientiously to the work given to him/her; to be responsible for his/her studies, disciplined, punctual, productive, well behaved and obedient.
2) Attend all the learning periods and sessions, relate his/her learnt theory to practical situations through reflective learning, action learning, industrial site visits, volunteered practical jobs, reading industry magazines, articles and newspapers, apply him/herself seriously to his/her studies and pass the applicable courses.
3) Obtain the required learning resources, tools, safety cloths, study manuals, etc.
4) Update him/herself with the updated institutional rules and regulation, calendars, time tables, curriculum through notice boards, online, handouts, notices etc.
5) Adhere to all rules and regulations of the Institute.

21.0 Theft and Vandalism

Theft and negligent or intentional damage to personal or institutional property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate students and may warrant Campus disciplinary action. For damage that occurs during a student event in a space. Any theft cases should be reported to the Students Affairs Office which will report the matter to the State Police and obtain police report for insurance purposes.

Any Students who takes or is found in possession of any NIT item/property or any items/property which is NOT his/hers without the right owner’s permission shall be deemed to have stolen. Head of Call Centre & Administration/Head of School must open a Criminal Case with State Police for further investigations and arrest as appropriate.
22.0 Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed Campus buildings or areas, including administration arrears, construction sites, and exam rooms or offices, even when unlocked, is prohibited. Tampering with locks to Campus buildings, unauthorized possession or use of Centre keys, and alteration or duplication of Centre keys is against Centre policy. Climbing on any Centre building or Centre-owned structure or being present on building roofs is not allowed. Participation in any of these activities may subject a student to fines and other sanctions.

23.0 Unauthorized Use of Centre Facilities or Services

The unauthorized use of Centre property, including but not limited to Centre buildings, spaces and grounds; Centre documents and records; or Centre furnishings, equipment and materials, is a violation of Centre policy and is subject to disciplinary action.

With authorization from the Centre Management, students may use the NIT premises for Christ’s Praise and Worship and any other Lord’s meetings or work provided that such events shall not take place during class processes or have potential to interfere into the Centre’s teaching and learning operations. No any other religion shall be authorized to be practiced at any NIT premises.

The Acceptable Use the Centre Facilities and Services Policy provides further guidelines for use of Centre property.

24.0 Violation of State Laws

All students, whether local or international (foreign) student, shall fully comply with the state laws of the Republic of Namibia.

25.0 Weapons and Fireworks

No student may possess or use a knife, any dangerous objects, firearm on NIT Centre’s property or its environs. Knifes, any dangerous objects and firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on NIT Centre property or its environs. Items such as knives that could be viewed as weapons are forbidden.
26.0 Withdraw/Cancellation

1) Any Course Withdrawals or Cancellations must be received by the NIT Board of Studies (BOS) in writing 5 working days or more prior to the class commencement date. No refund shall be allowed if any withdraw or cancellation is made in less than 5 working days prior to class commencement.

2) The Chief Executive Officer (CEO) does not in his own personal or official capacity directly deal with student’s withdrawal or refund matters. Students must, therefore not direct their withdrawal or refund request to the CEO but to the Chairperson of the Board of Studies, The Centre for Training and Projects Development (Pty) Ltd, P.O. Box 2812, Windhoek.

3) Upon submission of the withdraw and/or refund request, student should take responsibility to obtain an official acknowledgement letter and copy of Board of Studies (BOS) Minutes from the Students Affairs Office or the Centre Head/Manager confirming that his/her cancellation or withdraw from his/her studies with NIT has been received and authorised by the BOS or Executive Management Committee.

4) Where refund is approved by the BOS, Registration fee shall not be refundable but Tuition fees (80%) shall be refunded less 20% (of tuition fees) to cover administration fee;

5) Refund payments are made directly to sponsors or student financers who must have paid NIT for the student’s studies

6) No any refund is made if the student stops attending classes or is suspended from studies due to his/her failure to comply with the institution rules and regulations. In this case, student shall still remain liable for the full tuition fees;

7) Considering that our qualifications are internationally recognised and accredited in their countries of origin in which they have good standing, no refund shall be made on grounds of the offered course program not being accredited by NQA or NTA. However, where its proved that any of our such qualifications is not registered, accredited and have no good standing in its country of origin, refund may be approved by the Board of Studies provided that the Student provides evidence that information given to him/her by the NIT staff responsible for his/her recruitment clearly claimed that such a program was accredited by NQA.

8) A student who is not satisfied with BoS’ resolution regarding refund request may appeal to the Students’ Appeals Board in writing within 5 working days from the date of receiving the outcome.

9) It shall be considered as a violation of the institutional policies if a student opts to report any internal operations concerns/cases such as unsatisfactory teaching and learning, refund or staff misconduct to any external authorities or individuals e.g. NQA, NTA, Police, Legal Attorneys, etc. without exhausting internal channels and platforms of resolving such concerns. NIT will also consider actions of such authorities to be interventions into the operations of the institution unless where such acts are against the laws of Namibia and/or the student has exhausted all the internal avenues of solving the problem.
PART C: STUDENTS ASSESSMENTS

1.0 Methods of Assessment of Students for Assuring Quality

NIT understands that it is important to assure the quality of assessments before qualifications are issued. Assessment is a valuable point of control in the NIT education system, hence this section of the report explains the following assessments mechanisms which are used at the Centre to ensure quality assurance:

1.1 BTEC (Business and Technology Education Council) Assessments

BTEC programs are industry practical based and allow NIT to tailor deliver and assess learners to properly meet our local industry needs. BTEC programs are assessed internally (by NIT's Assessment Team). The NIT’s internal assessment of BTEC programs is quality assured through a combination of internal verification (carried out in the centre) and external verification (sampling) which are carried out annually by BTEC to ensure all campuses are assessing consistently to the international standards while meeting the local industry skills and competency needs.

Students’ work is assessed during the course through assignments or projects supported by work evidence and presentations to demonstrate ownership of the achievement, with each individual unit graded as a Pass, Merit or Distinction. This ongoing assessment means students can analyse and improve their own performance on a continuing basis, just as they would in the workplace. In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria for a pass grade describe the level of achievement required to pass this unit.

Lecturers/Tutors (Assessors) set the assignments which are then internally verified by the Internal Verifiers (IVs) before being issued to students. Students do their assessments within the specified period of time as specified through the Assessment Plan. Since the assignments are practical based, students are encouraged to visit industries or use their work places in responding to their assignment work. Once assignments have been returned, the Assessor (Lecturer/Tutor) evaluates students’ assignment or project and schedules presentations to ensure that the submitted work was indeed done by the student. This is also evidenced by students’ project or assignment work. The presentation is witnessed by any assessment team member and where possible an industry representative. The assessed assignment or project is then internally verified by an internal verifier. A sample of 50% internally verified assignments are submitted to BTEC together with evidence in form of photos and videos for external verification. The assessment strategy used must cover all the learning outcomes and associated pass criteria but not necessarily all the topics included in the unit content.
1.2 CIM, CIPS and CILT Programs Assessments

NIT conducts internal (continuous) and external assessments for the Chartered Institute of Logistics and Transport (CILT), Chartered Institute of Marketing (CIM), and the Chartered Institute of Procurement and Supply (CIPS) Programs. Internal assessments comprise of two practical assignments or projects and one Mock examination per semester.

All the internal assessments are carried out by the NIT Lecturers. External assessments are in form of examinations and in a case of CILT and CIM a combination of assignments applies. Students’ work is assessed during the course through assignments or projects (as part of Mock Assessment) supported by work evidence and presentations to demonstrate ownership of the achievement and a final mock examination which is set and internally verified by NIT’s Lecturing staff. This ongoing assessment means students can analyse and improve their own performance on a continuing basis, just as they would in the workplace before taking the internally set mock and final examinations. In order to pass each course, students must demonstrate that they can meet all the learning outcomes for the course curriculum. Lecturers/Tutors (Assessors) set the assignments and the mock examinations which are then internally verified by the Internal Verifiers (IVs) before being taken by students. Final examinations are set and verified by the respective examinations body. Students must, however pass internal assessments with 60% or more to be registered for external assessments.

2.0 ROLES WITH RESPONSIBILITIES

To be accredited to deliver and assess our programmes by relevant examinations bodies, NIT has demonstrated that it has a strong team in place at our centre. This component of the self-evaluation report provides an overview of the main quality assurance responsibilities for each role as follows:

2.1 The Head of Centre and Senior Managers

The head of centre is formally responsible for the management and delivery of all the NIT’s programs. Their main responsibility is to ensure that the centre acts in accordance with our conditions of approval, regulations and any other terms and conditions or policies.

Other senior managers will often work with the Quality Nominee to ensure that all quality assurance processes are conducted efficiently. They may be required to support putting actions in place in response to reports on quality assurance.

The Quality Nominee is our point of contact at your Campus for quality assurance. They are responsible for ensuring effective management of NIT’s programmes and actively promoting good practice within your Campus.

As they are involved in monitoring and supporting the programme teams, the Quality Nominee usually has responsibility for the NIT’s curriculum at the Centre.
2.2 The Quality Nominee

Quality Management Review responsibilities

The Quality Nominee will be the main point of contact for the Centre Quality Reviews with respective examinations and quality regulatory bodies. They will agree the agenda of the visit, negotiating when this will take place and which practitioners need to be involved.

Standards Verification responsibilities

The Quality Nominee will be the initial point of contact for the Standards Verifier and will work with other NIT staff to ensure that Standards Verification can take place.

2.3 The Exams Officer

The exams officer is the responsible person for administration at each Campus. They’re responsible for ensuring learners are registered on time and correctly. Exams officers usually control who has access to what on the respective examinations bodies’ online administration system such as the BTECs Online, CBE and CBA.

Roles with responsibilities at a programme level

The programme team consists of the Lecturers or Tutors who are responsible for the delivery, assessment and internal verification of the NIT programmes.

The size of the programme team will depend on the number of units and learners. As no one can internally verify their own assessment, where a single specialist practitioner is delivering the programme, arrangements must be made for their assignments and assessment decisions to be internally verified by someone with appropriate experience.

2.4 Programme Leader or Programme Manager

A programme leader or programme manager has overall responsibility for the effective delivery and assessment of the NIT qualifications.

Quality Management Review responsibilities

At the request of the Quality Nominee, Programme Leaders may be required to attend the Quality Management Review practitioners’ meeting to provide:

a) Verbal evidence of how Centre systems and procedures are understood and implemented at each programme level
b) Evidence of programme management of course in their subject area (e.g. programme files, live quality assurance documentation).

Standards Verification responsibilities

For some levels of (Level 4 to 7) qualifications, the programme leader also ensures assessment records and student work are retained for sampling and will work with the Standards Verifier to ensure that appropriate sampling takes place.
2.5 The Lead Internal Verifier

The Lead Internal Verifier (Lead IV) acts as a single point of accountability for the quality assurance across a Principal Subject Area. This means that they’re responsible for managing the assessment of units and qualifications as well as signing off assessment and internal verification decisions.

Quality Management Review responsibilities

At the request of the Quality Nominee, Lead Internal Verifiers may be required to attend the Quality Management Review practitioners’ meeting to provide:

a) Verbal evidence of how centre systems and procedures are understood and implemented at programme level

b) Evidence of programme management of courses in their subject area (e.g. programme files, live quality assurance documentation).

Standards Verification responsibilities

The Lead IV ensures that all assessment and verification records are available for scrutiny by Pearson with learner work, which they’ll need to confirm is authentic and valid. They are also responsible for authorising resubmissions fairly and consistently.

2.6 Internal Verifiers

Internal Verifiers are responsible for ensuring that assessment decisions are consistent across the programme by checking that assignments are fit for purpose, standardising assessors and sampling assessment decisions.

Anyone involved in the delivery and assessment of the programme can be an Internal Verifier, but you can’t internally verify your own assessment.

Quality Management Review responsibilities

At the request of the Quality Nominee, Internal Verifiers may be required to attend the Quality Management Review practitioners’ meeting to provide:

a) Verbal evidence of how centre systems and procedures are understood and implemented at programme level

b) Evidence of programme management of courses in their subject area (e.g. programme files, live quality assurance documentation).

Standards Verification responsibilities

Internal Verifiers need to ensure that all assessment plans, assignments and assessment decisions have been internally verified and that assessors take appropriate action based on their feedback.
2.7 Assessors

Assessors are responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification.

Quality Management Review responsibilities

At the request of the Quality Nominee, Assessors may be required to attend the Quality Management Review practitioners' meeting to provide:

a) Verbal evidence of how centre systems and procedures are understood and implemented at programme level
b) Evidence of programme management of courses in their subject area (e.g. programme files, live quality assurance documentation).

Standards Verification responsibilities

Assessors need to provide assessment records and learner work for Standards Verification, and undertake any action required to bring the assessment in line with national standards.
2.8 Appeals Process

There are 3 grounds on which a student can appeal:

(a) They feel the grading criteria were being met but the teacher failed to recognize this.

(b) They feel they haven’t been supported appropriately during the assessment of the unit.

(c) The Lecturer/Teacher is not willing to accept alternative evidence as meeting the evidence requirement.

NIT will follow examinations bodies’ policy regarding your right to appeal. Examinations bodies will not intervene until we have carried out an extensive internal enquiry which involves these five stages:

<table>
<thead>
<tr>
<th>STAGE 1</th>
<th>If you are unhappy with the grade/outcome of your assessed work.</th>
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<tbody>
<tr>
<td>STAGE 2</td>
<td>You must discuss the outcome with the Lecturer that has marked your work. If you are still unhappy with the outcome, go to stage 3. <strong>Within 5 working days</strong></td>
</tr>
<tr>
<td>STAGE 3</td>
<td>Your work will be re-assessed by the Head of Faculty in conjunction with the Lead IV for your subject area. If you are still unhappy with the outcome, go to stage 4. <strong>Within 5 working days</strong></td>
</tr>
<tr>
<td>STAGE 4</td>
<td>The Curriculum Lead will review your work and make a judgement, either in favor of the student or the assessor. If you are happy with the outcome of the appeal, move to stage 5. <strong>Within 5 working days</strong></td>
</tr>
<tr>
<td>STAGE 5</td>
<td>appeal will be referred to the Quality Nominee. Contact will be made with respective examination bodies and the appropriate documentation will be completed in order for them to assess the appeal. <strong>Within 5 working days</strong></td>
</tr>
</tbody>
</table>
2.10 Malpractice and plagiarism

Whether the malpractice involves candidates, Lecturers, Invigilators or other Administrative staff, this cooperation is essential to guarantee the fairness and integrity of NIT’s qualifications.

The process for reporting suspected malpractice is slightly different depending on the type of qualification. Select the relevant tab below for more information.

Staff malpractice

If you suspect that a member of staff has committed malpractice or that maladministration of the qualification may have occurred, you must let us know by reporting the incidence to compliance@NIT-edu.org, cell number 0811282180. Our Investigations Team will review the documentation that you provide and advise you on the next steps.

Candidate malpractice

If you discover any irregularity in the internally assessed components of examinations before a candidate has signed the declaration of authentication, you may decline to accept the work for assessment purposes.

If you discover an irregularity after a candidate has signed the declaration of authentication, or you suspect any malpractice by a candidate during an examination, you must submit full details of the case to us at the earliest opportunity by emailing to compliance@NIT-edu.org, cell number 0811282180.

- The student and the incident will be reported to the exams officer. The student will be asked to write an account of the incident, a written account from the assessor will also be required.

- The exams officer will keep a copy of the statements and pass to the Head of Centre.

- The Head of Centre will discuss the malpractice issue with both parties and come to a decision. If the student is found to be in breach of malpractice they will be reported to Edexcel and removed from the course.