



Students Handbook

2021

Students Rules and Regulations & Assessments

Background

The industry (employers) sector is employing graduates with relevant skills to perform their duties according to the Fourth Industrial Revolution (Industry 4.0) needs. The types of skills needed by Industry 4.0 are determined by the exponential growth of digital tools that include robots, cobots, connected objects, communication systems, data centers and associated energy consumption. Specifically, industry (employers) and society at large need highly skilled, vibrant, flexible, emotionally and socially intelligent technically and professionally educated graduates that can solve tomorrow's problems already today. While skills requirements are changing rapidly, organizations struggle to find the talent they need to pursue their goals. For graduates, there is a need to take personal responsibility for their learning curve and embrace the concept of technical and professional education. To keep pace with this unprecedented level of change, NIT has created new sets of curriculums that are well aligned to the needs of Industry 4.0. Reshaping the NIT curricula was a great challenge but was made possible by the enormous support from stakeholders that include the industry (industry), professional bodies, higher education institution, etc. who fully participated in making complex decisions, and the curriculum development committee that dealt with various administrative obstacles. While many higher educational institutions in Africa are still dominated by traditional approaches and subject-related 'silo thinking', NIT has made major development in adapting to Industry 4.0 which requires fundamentally new mind-sets and visionary leadership.

This policy serves as one of NIT's critical tools for preparation of students for the future of work (industry 4.0 and beyond) that is driven by the emerging series of exponential technology that are rapidly joining together through the Internet of Things (IoT) and reshaping the way industries operate has become a bigger challenge than ever before.

Mandate

Since NIT is established on God's grounds, we are mandated and empowered by Genesis 1:28 to be fruitful. God could have established any other means to provide technical and professional skills for his own children without making NIT to be part of this extraordinary mandate, but He mandated us to work alongside himself to actualize the potential of His own creation (humanity) by developing their skills in order for them to serve God by taking up and performing their jobs in different fields hence further bearing fruits and multiplying. It is an undeserving noble mandate that God trusts us to participate in His own work to carry out this amazing task of creating and developing the essential skills for his own children that He created in His own image to build on the good earth he has given us. Through our work God brings forth essential knowledge and skills, food and drink, products and services, beauty, organizations and communities, growth and health, and praise and glory to himself.

Registered under Section 50(3), Regulation 16(1) of the Companies Act 2004, and accredited under Section 13 of the NQA Act No. 29 of 1996 of the Republic of Namibia, the National Institute of Technology is also legally mandated to provide Technical and Professional higher educational programs.

Vision

NIT's vision is to create and develop Vibrant, Skilled, Competent and Work-prepared Entrepreneurial Technicians, Technologists and Professionals for the industry and the national economic vitality.

Mission

NIT's mission is to provide a broadened range of Technical and Professional Education and Training programs that support our student's career goals and significantly contribute to the National Development Plans.

Values

NIT's governance is anchored on the following founding corporate values: Professionalism, Transparency and Ethics; Responsibility and Accountability; Integrity and Honesty; Creativity and Innovation; Excellency and Collaboration and Partnership.

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: INFORMATION ABOUT NIT AND COURSES

SECTION: 1	INTRODUCTION
Component	Details
Opening Statement / Welcome	<p>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 Institution for National Institute of Technology (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 rigourously providing professional courses programs for which curriculums, teaching assessment methods are applied/practical in nature.</p>
About NIT	<p>NIT is an autonomous innovative higher technical institution. The need to transform NIT from the Institution for National Institute of Technology (CTPD) 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:</p> <ul style="list-style-type: none"> ● Established in 2003 and registered through the Companies Act 2004, the CTPD 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 CTPD 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. <p>National Institute of Technology (NIT) Specifically;</p> <ul style="list-style-type: none"> ● Delivers technology-based education across its programs ● Offers 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

Head Office & Campuses Locations and Contact Details	<p>Our locations and contact details are as follows:</p> <p>Head (Main) Office Physical Address: 5 Johann Albrecht Street Windhoek West P.O. Box 2812, Windhoek, Namibia Phone: +264 61 257 296/7 Mobile: +264 81 246 4272/+264 81 128 2180 Fax: +264 88 655 9294 E-Mail: Info@nit-edu.org E-Mail: Admissions@nit-edu.org E-Mail: Registrar@nit-edu.org E-mail: QualityAssurance@nit-edu.org/E-mail: Complaints@nit-edu.org Website: www.nit-edu.org</p> <p>Windhoek Main Campus Physical Address: 2 Johan Albrecht Street, Windhoek West, P.O. Box 2812, Windhoek, Namibia Phone: +264 61 257 296/7 Mobile: +264 81 271 3135 or +264 81 478 3179 Fax: +264 88 655 9294 E-Mail: Info@nit-edu.org E-Mail: HeadWCCCA@nit-edu.org Website: www.nit-edu.org</p> <p>Northern Satellite Campus Physical Address: Oshakati Complex Unit, ERF 5610 Ompundja Road Oshakati, Namibia Phone: +264 65 226 879 Mobile: +264 81 206 2719/+264 81 725 9391 Fax: +264 88 655 9294 E-Mail: Info@nit-edu.org E-Mail: HeadNCCCA@nit-edu.org Website: www.nit-edu.org</p> <p>Coastal Satellite Campus Physical Address: Welwitchia Street, ERF 5372 a portion of ERF 2811, Swakopmund, Namibia Water Cube Sectional Title, Unit 4 Phone: +264 64 463 476 Mobile: +264 81 843 8322/+264 81 2391101 Fax: +264 88 652 1385 E-Mail: Info@nit-edu.org E-Mail: HeadCCCCA@nit-edu.org Website: www.nit-edu.org</p>
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SECTION: 2	OVERVIEW OF PROGRAMME (S)
Component	Details
2021/2022 NIT Courses & Programs	The National Institute of Technology (NIT) currently offers the BTEC, CIM, CILT and CIPS programs. However, we are developing the NIT curriculum that will incorporate our current programs and cover a range of NQF levels from NQF Level 4 to 8. The following are the specialization fields in which our new programs are being:
	Applied Engineering Programs
	Civil Engineering
	Electrical and Electronic Engineering
	Mechanical Engineering
	Applied Information Technology Programs
	Software Engineering
	Cyber Security
	Network Engineering
	Applied Business & Management Programs
	Logistics & Transport Management
	Accounting and Finance
	Digital Marketing
	Hospitality Management
	Business Management
	Procurement & Supply Management
	Applied Health and Sciences Programs
	Biomedical Sciences
	Occupational Health and Safety
	Therapeutic Counselling
	Applied Education and Training
	Education and Training

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 Institution 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' ethnics.

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 Campus & 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 Campus
- 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.

Quality Assurance & Improvement

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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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.

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- 1) Absenteeism
 - 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 Campus 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 Campus'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 Campus 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

It is a compulsory requirement to attend 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 student 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 fully approved and signed by the CEO and a signed copy of leave is served to him/her by the Campus Call Campus.

A STUDENT 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 Campus property or as part of any Campus activity.

3.0 Assault, Endangerment, of 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 Faculty 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 Campus'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 Campus 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 Campus 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 Campus 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) Campus 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 Campus 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 Campus 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 Campus 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 a 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 Campus-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 Campus 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 Campus-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 Campus 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 Campus & 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 Campus to issue an official and company stamped and signed receipt. The receipt must be signed by the Head of Call Campus & 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 Campus'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 ^[1]_{SEP} a resolution process is a violation of Campus 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 complaint 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 Campus) 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 favour, 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 Campus or download it from www.nit-edu.org and e-mail it to

the above e-mail address or to QualityAssurance@nit-edu.org. 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., to 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 urgently, students may contact our Quality Assurance and Improvement Office on via the following email address, cell phone number and fax: Complaints@nit-edu.org, cell: +264 81 128 2180/+264 81 608 2384 and Fax: +264 88 655 9294.

20.0 Student's Obligation Towards the Campus

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 Campus 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.

22.0 Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed Campus buildings or areas, including administration arears, construction sites, and exam rooms or offices, even when unlocked, is prohibited. Tampering with locks to Campus buildings, unauthorized possession or use of Campus keys, and alteration or duplication of Campus keys is against Campus policy. Climbing on any Campus building or Campus-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 Campus Facilities or Services

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

With authorization from the Campus 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 Campus's teaching and learning operations. No any other religion shall be authorized to be practiced at any NIT premises.

The Acceptable Use the Campus Facilities and Services Policy provides further guidelines for use of Campus 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 Campus's property or its environs. Knives, 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 Campus 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 Campus for National Institute of Technology (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 Campus 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 financiers 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 it is 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 Campus 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 campus) 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 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 campus. 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 the Institution and Senior Managers

The head of the Institution is formally responsible for the management and delivery of all the NIT's programs. Their main responsibility is to ensure that the campus 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 campus.

2.2 The Quality Nominee

Quality Management Review responsibilities

The Quality Nominee will be the main point of contact for the Campus 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 campus 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 campus 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 campus 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 campus 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

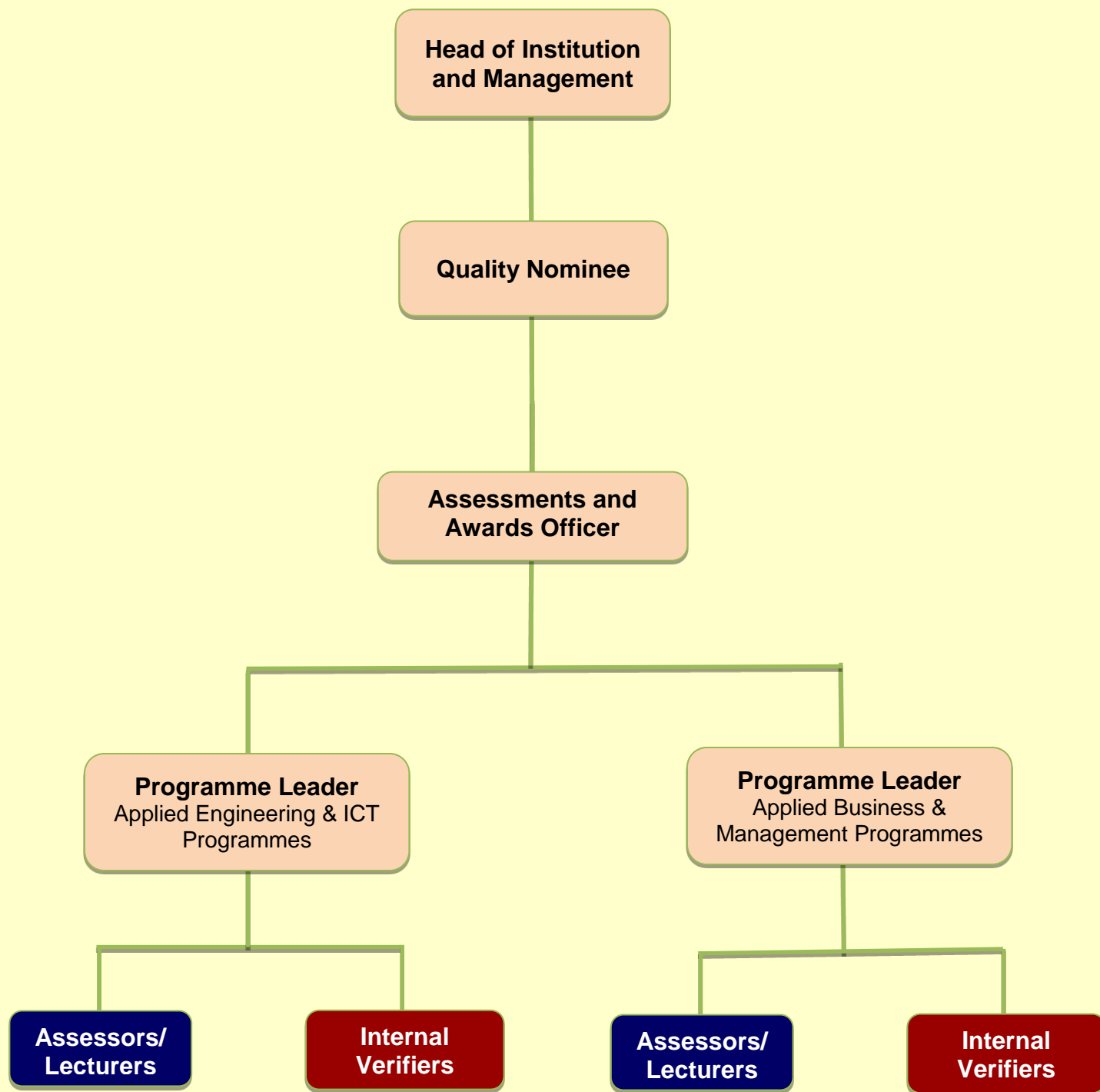
At the request of the Quality Nominee, Assessors may be required to attend the Quality Management Review practitioners' meeting to provide:

- a) Verbal evidence of how campus 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.

Internal Assessments Structure

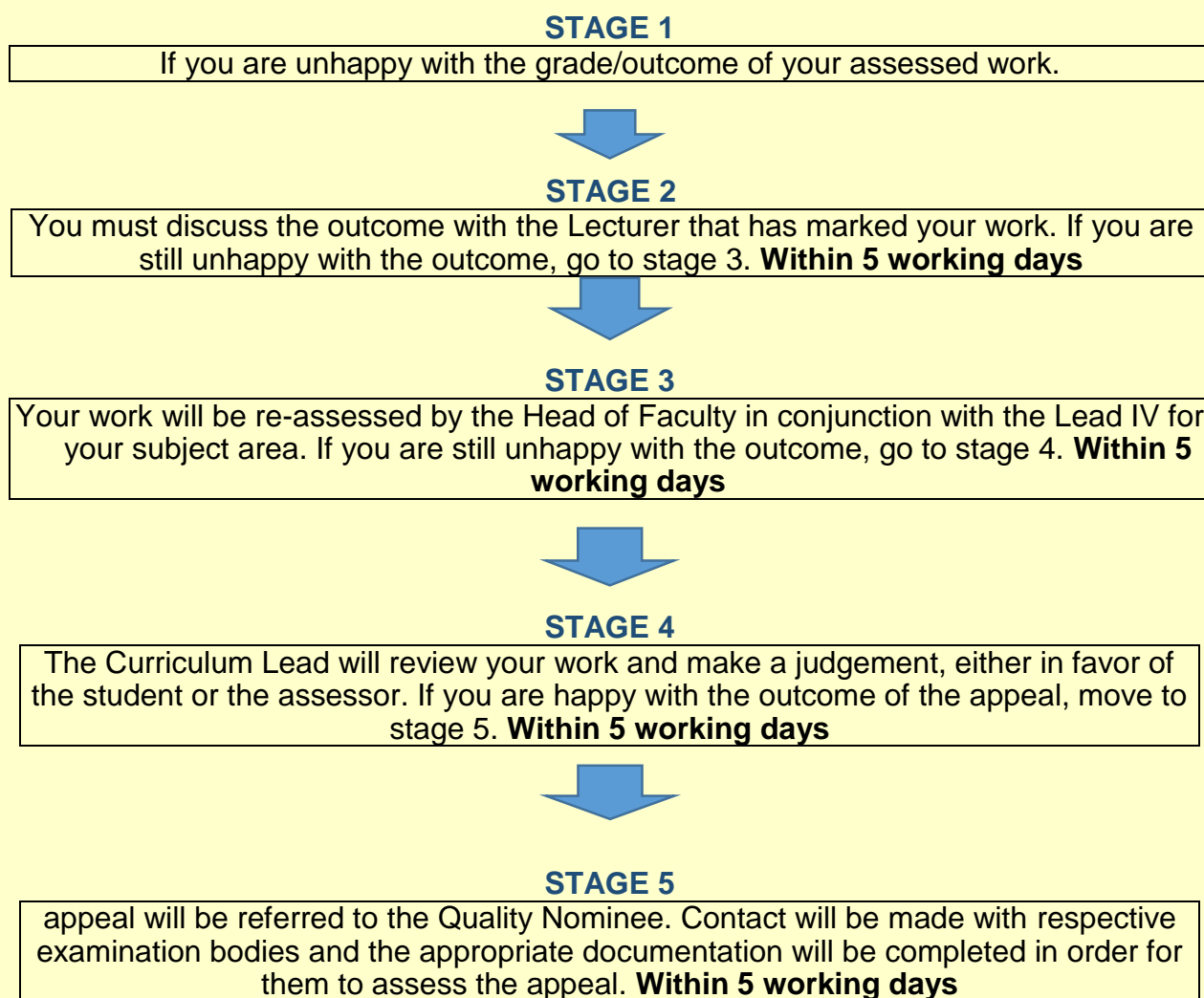


2.8 Appeals Process

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:



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 QualityAssurance@nit-edu.org with a copy (cc) to ceo@nit-edu.org, cell number +264 81 128 2180. 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 QualityAssurance@nit-edu.org with a copy (cc) to ceo@nit-edu.org, cell number +264 81 128 2180.

