



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Academic and Administrative Student Support (DAASS)

Information Manual and Due Dates of Assignments for Distance Education Students



2023

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1. WELCOME

We wish to welcome you to the Department: Academic and Administrative Student Support (DAASS) at the Namibia University of Science and Technology (NUST). We are at your service and will gladly assist you in your studies.

Distance education is a unique method of instruction and study. It is unique in the sense that the main medium of instruction is the written word and that you are therefore enabled to study at home. A further advantage is that, as a working adult student, you can continually apply theoretical knowledge to your work situation.

This system of instruction is based on the principle of reciprocal communication between you and your tutor. This is made possible because the instructional material (textbooks, online study guides, online tutorial letters, USB, eCourse Content or eTutorial) prescribed and/or supplied to you, have to be studied. Studying through distance education therefore requires thorough planning and continuous commitment to your studies. Assignments based on your instructional material must be completed regularly and submitted online before or on the due date stipulated in this Manual. Weekend tutorials are also organized at the Main Campus and Regional Centres from time to time. Please liaise with your Coordinators: Academic Support or your Regional Coordinator for a timetable in this regard. eCourse Content and eTutorials are the latest additions to support you in your studies.

DAASS is aware of the difficult circumstances under which many of you have to study and is therefore eager to provide assistance to enable you to derive full benefit from your studies. If there is anything you do not understand, or which needs to be explained, you should not hesitate to seek advice from your Tutors, Coordinators and Student Support Officers. You may contact them by phone, email, and letter or by a personal visit arranged beforehand. Tutors, Coordinators and Student Support Officers are always willing to help.

The contact details for your Coordinators and Student Support Officers are available in this Manual, your Yearbook, and Distance Education (DE) Pocket Guide and on COLL's website:

<http://www.nust.na/?q=centres/coll/about-coll>

The contact details for your tutor are included in the DE Pocket Guide and will be issued to you upon registration. The final updated Tutor list will also be uploaded on the COLL Website:

<http://www.nust.na/?q=centres/coll/about-coll>

2. REGISTRATION

By signing the registration form, you declare that you are familiar with the contents of the NUST Yearbook 1 and the regulations for the certificate, diploma or degree programme you are registered for. You further undertake to strictly obey all rules and regulations of the Namibia University of Science and Technology.

2.1 Closing dates for registration

NOTE

- **Applications** for registration must be received before or on the relevant closing date. Applications received after this date will **NOT** be accepted. This includes postal applications.
- You are strongly advised to **register** in good time and **NOT** to wait until the closing date.
- See the NUST Yearbook 1 and your year programme (included in your DE Pocket Guide) for the closing dates for applications, registration, cancellation of courses, notice of expectation to graduate, due dates for payment of tuition fees and other important dates you need to attend to.

2.2 Students who register in person

- If you live in or around the vicinity of Windhoek or one of the Regional Centres, you may personally **hand in your application for** registration at the respective offices. You will only receive the instructional material if the initial prescribed tuition fees have been paid upon registration.
- If you were previously registered at the Namibia University of Sciences and Technology, you retain your existing student number allocated at the first time of registration. **THIS NUMBER MUST BE INDICATED ON THE APPLICATION FORM.** A new number will not be issued. You must also indicate the proposed qualification/study programme on the application form. If this information is not indicated, the application form will be regarded as incomplete, leading to possible disqualification of registration.
- All study materials will be available on eLearning. No hard copies will be received unless indicated as such. Ensure that you are enrolled on eLearning for the correct course and in the correct group. Assignments based on wrong instructional material and tutorial letters will not be accepted for marking.
- Duplicate/hardcopy instructional material (should you have misplaced yours) will be issued to distance education students at the following costs:

Study guide	-	N\$ 530-00
Tutorial Letters	-	N\$ 90-00
USB	-	N\$ 90-00

The above-mentioned fees are subject to change the 2024 academic year.

3. CONTACT WITH THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY, CENTRE FOR OPEN AND LIFELONG LEARNING AND REGIONAL CENTRES

Because of the type of tuition provided through the Centre for Open and Lifelong Learning, communication between students, support staff and tutors is based primarily on comments in assignments, tutorial letters and regular contact. Should you have any problems regarding assignments or your studies, you should contact us.

3.1 By telephone or e-mail

3.1.1 Administrative matters

- You must make a distinction between **administrative matters and academic matters**.
- **Tutors** must only be phoned in connection with **academic matters** relating to the study of your course. Any **administrative matter** must be discussed with **DAASS staff members**.
- COLL staff members can be contacted at one of the following telephone numbers or E-mails:

Dr Colen Tuaundu Director: Academic Development and Support	207 2779	ctuaundu@nust.na
Ms. Faith Marais Secretary	207 2081	fmarais@nust.na
Ms. Linda Kambonde Coordinator: Academic Students Support	207 2203	lkambonde@nust.na
Ms. Beatrice Mutonga Coordinator: Academic Students Support (Acting)	207 2259	bmutonga@nust.na
Ms. Imelda Gaoses Coordinator: Administrative Student Support	207 2801	igaoses@nust.na
Ms. Maria Indongo Coordinator: Administrative Student Support	207 2561	mindongo@nust.na
Mr. Juno Angula 61 207 2990 Student Support Officer Administrative	207 9990	jangula@nust.na
Ms. Brenda Kahuikee Student Support Officer Administrative	207 2071	bkahuikee@nust.na
Ms. Henrietha Beukes Student Support Officer Administrative	207 2558	hbeukes@nust.na
Mr. Johnson Mutirua Student Support Officer Administrative	207 2802	jmutirua@nust.na
Ms. Selma Naanda Student Support Officer Administrative	207 2757	sgnaanda@nust.na
Ms. Angela Apollus Student Support Officer Administrative	207 2670	aapollus@nust.na
Mr. Charles Mbazuvara Student Support Officer Administrative	207 2756	cmbazuvara@nust.na
Mr. Abraham Shilomboleni Student Support Officer Administrative	207 2567	ashilomboleni@nust.na
Mr. Macdonald Handura Store and Dispatch Clerk	207 2509	mhandura@nust.na

3.1.2 Contact with Tutors for academic matters

The names and contact details of Tutors are included in the DE Pocket Guide and will be issued to you upon registration. The Final updated Tutor list will also be uploaded on the COLL Website:
<http://www.nust.na/?q=centres/coll/about-coll>

- Tutors should only be contacted in connection with academic matters relating to your course.
- Please make sure before contacting your Tutor, that you know exactly what you are seeking assistance for. Always have your questions and instructional material at hand when phoning.

ALWAYS HAVE YOUR STUDENT NUMBER AT HAND WHEN YOU CALL NUST

Letters concerning admission, registration, graduation and related matters

You must address all correspondence relating to the above to the Faculty Officer concerned and at the following address:

Namibia University of Science and Technology

Private Bag 13388

WINDHOEK

NAMIBIA

Faculty Officer	Qualification Responsible For	Telephone Number
Ms. Gillian Feris gferis@nust.na	Bachelor: Communication Bachelor: English and Linguistics Bachelor: English Honours Diploma: Technical and Vocational Education Training: Trainer	+264 61 207 2160
Mr. Gilbert //Hoabeb ghoabeb@nust.na	Bachelor: Business Management Bachelor: Business Management Honours Bachelor: Human Resources Management Bachelor: Human Resources Management Honours Bachelor: Business & Information Administration Bachelor: Public Management	+264 61 207 2320
Ms. Indira Mbako imbako@nust.na	Bachelor: Transport Management Bachelor: Logistics and Supply Chain Management Bachelor: Sports Management Bachelor: Marketing Bachelor: Marketing Honours Bachelor: Logistics Honours	+264 61 207 2170
Ms. Yvonne Shipanga yshipanga@nust.na	Bachelor: Accounting Bachelor: Economics	+264 61 207 2671

NB: Mention your student number and the course code in all communication with the University.

3.1.4 Letters to DAASS

All letters in connection with distance education should be directed to:

<p>The Director</p> <p>Department: Academic and Administrative Student Support (DAASS)</p> <p>Namibia University of Science and Technology Private Bag 13388</p> <p>WINDHOEK</p>

3.2 PERSONAL VISITS

You are always welcome to come and see us to discuss your studies. If you would like to see a particular Tutor, you are advised to make an appointment with him/her.

Please refer to the DE Pocket Guide for information on tutor-markers details.

We are at the: **NUST Campus**
13 Jackson Kaujeua
Windhoek-West
WINDHOEK

3.3 CONTACT WITH REGIONAL CENTRES

Students living in the vicinity of Regional Centres are advised to consult the Regional Coordinator in charge. Should there be any administrative enquiries, e.g. application, registration, course amendments, fees, Instructional material, submission of assignments, examination, face-to-face tutorials, eTutorials etc.

The following Regional Centres are in operation:

TOWN	REGIONAL COORDINATOR	PHYSICAL ADDRESS/ PRIVATE BAG	TELEPHONE	FAX	E-MAIL
EENHANA	Dr Lukas Shikulo Head of Campus	Billy Mwanyengange – RDC EEMBAXU VILLAGE	+264 61-207-2104	+264 61-907-2104	lshikulo@nust.na
GOBABIS	Ms. Elvire Theron Ms. Chandre Beukes	C/O Church and Station Road Erf 343/1169 TAU SHOPPING CENTRE PO BOX 1043 GOBABIS	+264 62-564071	+264 62-564183	etheron@nust.na cbeukes@nust.na
KATIMA MULILO	Mr. Christopher Madyaao Ms. Natasha Muletwa	Dr. Sam Nujoma Street Choto Open Market Erf No. 1 PO Box 281 KATIMA MULILO	+264 66-252388	+264 66-252202	cmadyaao@nust.na nnmuletwa@nust.na
KEETMANSHOOP	Mr. Antonio Stuurmann Mr. Millian Josob	Erf 313 Cnr of Swakara Avenue & Luchtenstein Str PO Box 1780 KEETMANSHOOP	+264 63-221033	+264 63-222051	astuurmann@nust.na mjosob@nust.na
ONGWEDIVA	Ms. Josefina Skrywer Student Support Officer	Erf 6235/6326 MVA Fund Service Centre PO Box 3335 ONGWEDIVA	+264 65-31276	+264 65-31277	jskrywer@nust.na
OPUWO	(Closed down) Please visit Otjiwarongo Regional Centre or Ongwediva Resource Centre	(Closed down) Please visit Otjiwarongo Regional Centre or Ongwediva Resource Centre	(Closed down) Please visit Otjiwarongo Regional Centre or Ongwediva Resource Centre	(Closed down) Please visit Otjiwarongo Regional Centre or Ongwediva Resource Centre	(Closed down) Please visit Otjiwarongo Regional Centre or Ongwediva Resource Centre

OUTAPI	Ms. Theresia Kuuvilwa Student Support Officer	Erf: 1766 Central Business District Ngoma Street, PO Box 793 OUTAPI	+264 65-51368	+264 65-1369	tnkuuvilwa@nust.na
OTJIWARONGO	Ms. Gwendoline Beukes Ms. Jacqueline Hunibes	Erf 1157 Bahnhof Street P O Box 607 OTJIWARONGO	+26467-301149	+264 67-301290	gbeukes@nust.na jhunibes@nust.na
RUNDU	Mr. Charles Lushu Ms. Aplonia Dikuwa	ERF 901 Eugene Kakukuru Street PO Box 217 RUNDU	+264 66-255270	+264 66-255379	clushu@nust.na adikuwa@nust.na
TSUMEB	Mr. Menason Katjirua Ms. Paulina Hamukwaya	Erf 69 Old Ongopolo Head Office 70, President Avenue PO Box 463 TSUMEB	+264 67-220483	+264 67-220647	mkatjirua@nust.na pahamukwaya@nust.na a
WALVIS BAY	Vacant Ms. Ndapanda Ampueja	Erf 3033 Narrawille Municipal Offices Koraal Street PO Box 8011 Narrawille WALVIS BAY	+264 64 203603 +264 64-209715	+264 64-209715	nampueja@nust.na

4. COMPILING YOUR STUDY PROGRAMME

After having read the tutorial letter, you should read your instructional material to get an overall impression of the nature and scope of the course(s) you are registered for. Once you have done this, you must compile a study programme for the semester/year. Determine the dates for the submission of assignments, decide how much time you can allow for each course and how you are going to divide your time between working on assignments, reading of recommended books, and studying the instructional material. If you do not do this, you might not be able to get through your work or be less successful than if you had planned your work. Study the contents of the tutorial letter and the instructional material before you consult the prescribed and recommended text book(s).

5. ASSIGNMENTS

General remarks

Experience has shown that there is a positive correlation between regular submission of assignments and success in examinations. Assignments establish tutor-student interaction. You will realize that this is essential in distance education tuition. The tutors spare no effort in maintaining this contact by means of individual comments on each of your assignments. Thus, the necessity and value of submitting regular work can hardly be over emphasized. The assignments, which must be submitted for comments enable you to:

- work systematically through representative parts of the syllabus;
- obtain the necessary experience in answering questions;
- receive guidance in drawing up answers with regards to the content;
- get to know the standard we expect of you; and
- establish whether you are working along the right lines.

Your assignments are, after all, the only concrete standard by which the quality of your work can be assessed prior to the examinations (comprehensive test).

NB Your attention is drawn to the fact that, apart from the regulations hereunder, you should study the contents of your tutorial letters and your Yearbook, which contain important information and regulations regarding technical requirements and rules on submission of assignments.

Enquiries about assignments (whether they were received by DAASS, what mark was awarded, when they were returned to you, etc.) should be addressed to your Student Support Officers at the following contact details:

+264 61

207 2670	aapollus@nust.na
207 2567	ashilomboleni@nust.na
207 2071	bkaumbangere@nust.na
207 2756	cmbazuvara@nust.na
207 2558	hbeukes@nust.na
207 2802	jmutirua@nust.na
207 2757	sgnaanda@nust.na

Or email your query to collstudentsupport@nust.na

NB: Please read your DE Pocket Guide to know which Student Support Officer you should contact for the courses you are registered.

IMPORTANT

Rules for student

Students are required to qualify for examination admission on the basis of satisfactory answers and performance in assessments. Particulars of the contribution of the various assessment marks towards the final mark of a particular course and the minimum requirements for examination admission appear in the tutorial letter.

- (a) Keep to the due dates. The course assignments are to be submitted via the **eLearning mode not later than 23:59 on the due date**. Assignments that are submitted/emailed after the due date will not be marked. It remains your responsibility to see to it that your CORRECT assignment is uploaded on time.

- (b) Medical and humanitarian reasons are the only reasons accepted for the late submission of assignments. **Late submission of assignments will only be approved until 7 days (including public holidays and weekends) after the due date of an assignment**. Valid documentary proof must be attached as part of the assignment before any late submission will be considered. **Late submission without valid documentary proof attached to the assignment will be returned unmarked and may not be resubmitted for marking.**

Travelling and attendance of workshops, job related activities and conferences may not be used as an excuse for the late submission of assignments. Please note that a police declaration may not be used as an excuse for the late submission of assignments.

Death Certificates will serve as valid documentary proof in case of immediate family as per the Labour Act, i.e. "family" means a –

- child;
- spouse;
- parent/grandparent;
- brother/sister; or
- Father/mother f in f law of the student.

Students must submit sufficient documentary evidence in addition to the Death Certificate to qualify for the approval of late submission of assignments. After the completion of the **late assignment**, email it as an attachment together with the documentary evidence to collassignments@nust.na for approval.

- (c) Distance education students, who commit themselves to studies at the Namibia University of Science and Technology, will be expected to attend compulsory vacation school tutorials and tests as set down for the relevant courses. No provision is made for students who engage in other commitments during

this period, which could interfere with their studies, e.g. job-related commitments (local and abroad), out-of-town work, etc. Reference to compulsory attendance of vacation school tutorials and tests shall be stipulated in the tutorial letter of the relevant courses. **Distance Education students will have the opportunity to write a 2nd opportunity/make-up test on the pre-determined dates similar to full-time and part-time students if they were unable to write or fail the scheduled tests as set out in the**

Information Manual for Distance Education Students, the DE Pocket Guide and in the Tutorial Letter. There will be no provision made to any student if he/she failed to write the 2nd opportunity/make up test.

- (d) Assignments already submitted but not passed/returned unmarked may not be resubmitted.
- (e) The formal requirements for essays as set out in tutorial letters must be strictly adhered to. If your assignment does not comply with these requirements, you might lose marks.
- (f) **Assignments based on wrong instructional material and tutorial letters will not be accepted for marking. Ensure that you have the correct assignment.**
- (g) Remember to give the assignment the same number as the one appearing in the tutorial letter. For example, if you do assignment 02, you should number “02” and not “01”. **DO NOT enclose more than one assignment in the same document sent as an attachment via email.**
- (h) Indicate your student number, course name and course code, e.g. Introduction to Mathematics, ITM111S, and the assignment number on the assignment cover page before submission of an assignment.
- (i) You have 3 chances to verify if the document you have uploaded is the correct one. Verification can be done before the due date. **Ensure that you upload the CORRECT assignment.** It remains the student’s responsibility to ensure that whatever is uploaded is indeed what the student intended to upload.
- (j) **Students’ marked assignments will be accessed on eLearning and the tests (hard copy) will be scanned and emailed to them on their NUST generic email addresses that they received upon registration. No tutor-marked assignment will be posted in window envelopes to students anymore.**
- (k) Completed assignments must **never** be emailed/mailed/submitted to the relevant Tutor, Student Support Officer or the Store and Dispatch Officer. **Students should submit online on the eLearning platform. Please ensure that your document is submitted as a whole and not in parts.**
- (l) Students are encouraged to form study groups to discuss their studies, but identical assignments by different members of a study group are not acceptable. Copying assignments constitutes a transgression of the Student Regulations of the Namibia University of Science and Technology. **Students found guilty of copying assignments will be awarded 0% for such an assignment.**
- (m) **Upon submission of assignments, students have to acknowledge by means of complete referencing, all sources used and/or quoted. Students found guilty of plagiarism will be penalized and may be awarded 0%**

- (n) A student, who has strong reasons to believe that an assignment mark may be incorrect, may apply that such mark be **re-checked**, regardless of the mark obtained. **An application for a re-check must be directed to the Director: COLL on or before the last working day in May for the examinations taking place in the June session and on or before the last working day in Oct for the examinations taking place in the November session.** Applications must be accompanied by a full motivation explaining why a re-check is sought. Such a re-check shall not necessarily lead to a re-mark of the assignment, unless so determined by the Tutor conducting the re-check. Applications for re-check based on requests to be condoned for admission to the examination will not be considered.
- (o) No comments or assignments/test results will be announced by telephone.
- (p) **Distance education students, who commit themselves to studies at the Namibia University of Science and Technology, will be expected to constantly be online as all study material and communication will be available on the eLearning platform. All students are required to ensure that they have constant access to secured internet connectivity as all courses are done online or they should make use of the facilities available at the nearest campus or regional centre.**

Please make sure that the following important information appears on the **COVER** of your assignment:

Student number:
Course Name (e.g. Introduction to Mathematics)
Course Code (e.g. ITM111S)
Correct assignment number (Assignment one = 01)
(Assignment two = 02)

6. WEEKEND TUTORIALS

Weekend tutorials will be offered in Windhoek and at the Regional Centres where the number of students registered for a particular course of study justifies this. Consult your Coordinators: Academic Support or Regional Coordinators for more information.

BUSINESS SIMULATION is also compulsory for all students registered for Innovation Creativity and Entrepreneurship. Please refer to the tutorial letter for further information.

7. STUDY VIA eLEARNING

What is eLearning?

eLearning is learning that occurs via the internet. At the Namibia University of Science and Technology (NUST), all eTutoring and eLearning occurs via the institution's Learning Management System, Moodle. ELearning is offered as a 4th mode of study along with full-time, part-time and traditional distance education at NUST.

What is the difference between studying through the kind of distance education I do now and that of eLearning?

When you study via eLearning you:

- are able to access your course material directly from the course site
- are guided through the course on a week-by-week basis
- have a dedicated tutor who will support you online during the duration of the course
- are able to interact regularly with your tutor and fellow students
- can submit assignments via the learning site
- can get feedback to questions, tasks and assignments online
- have a much more interactive learning process than if you studied by the traditional distance education mode
- the ratio of students to tutor will be much lower and hence you will have more personalized and regular contact with your tutor

What courses are available via eLearning?

All the distance courses are offered via eLearning.

How much will it cost me to study via eLearning?

You will pay the same as your full-time/part-time/distance education courses.

What are the requirements to study through the eLearning mode?

- You will need to be computer literate (completed Computer User Skills or Principles of Information Systems 1A & 1B or a similar course e.g. ICDL).
- You must have regular access to a computer with internet connectivity.
- You should have passed the pre-requisites of the eLearning course you want to enroll for.

Please note that you can access computers and the internet at all the University's Regional Centres.

How much time each week will I need to take part in eLearning?

You will need to set aside 12-18 hours per week to take part in eLearning activities. This includes reading your weekly tutor updates, contributing to online tasks and interacting with fellow students and the tutor. You will need extra time for doing assignments and studying for tests and examinations.

What else will I need to know about eLearning before I register for this mode of study?

If you want to study via eLearning, you will need to:

- attend a compulsory face-to-face tutorial. This tutorial will introduce you to eLearning, the course and using Moodle.
- Participate in the Compulsory Student Orientation Course on Moodle ELearning platform.
- register as an eLearning student during the normal registration period
- Consult the First Tutorial Letter for Self-Enrolment setting and to access the key for self-enrolment
- interact and collaborate in weekly tasks as set by your tutor
- Accept the Turn-it-in License Agreement before submitting the First on-line Assignment.

Who do I contact if I need more information?

If you would like to know more about studying via eLearning at COLL, please contact:

Ms. Linda Kambonde
lkamonde@nust.na
Tel: +264 61 207 2203

Ms. Beatrice Mutonga
bmutonga@nust.na
Tel: +264 61 207 2259

Ms. Maria Indongo
mindongo@nust.na
Tel: +264 61 207 2561

Ms. Imelda Gaoses
igaoses@nust.na
Tel: +264 61 207 2801

Or email your query to collstudentsupport@nust.na

8. SOURCES AT YOUR DISPOSAL

The sources at your disposal are classified into three categories:

- **Prescribed textbooks**
Please read your tutorial letters carefully to determine what prescribed textbooks you need per course.

The prescribed textbooks should be purchased from the following bookshop:

Book Den, Corner of Hosea Kutako & Puccini Street, Windhoek, Tel: +264 61-239976

Note: Students outside Windhoek may ask the Regional Coordinators to assist them in obtaining these books from Book Den.

➤ **Recommended books**

To supplement your study guide you should also consult one or more of the recommended books that are listed in your tutorial letter. Some of the prescribed and recommended books are available at the Regional Centres for reference purposes. These texts are also available at the following Namibian Open Learning Network (NOLNeT) Centres - (Regional Centres that serve NAMCOL, NIED, NUST AND UNAM students): Mariental Teachers' Resource Centre; Eenhana Multi Media Centre and Community Library; and the Oranjemund NAMDEB Technical College.

➤ **Additional literature**

Apart from the sources referred to above, you may use additional books, articles and websites that are relevant to your assignments.

THESE BOOKS ARE NOT NECESSARILY AVAILABLE IN THE NUST LIBRARIES

9. APPLICATION FOR AND USE OF LIBRARY BOOKS

- The University's library services are available free of charge to all registered students. Membership of the library is subject to the Library Regulations. The library will lend recommended books and other supplementary reading materials to students. Prescribed textbooks must, however, be bought by the student, and will NOT be provided by the library. A student who does not return library material on the due date will not be allowed admission to the examinations, to re-register, and will not receive his/her examination results before the outstanding library material has been returned to NUST. Limited stock of library books are available at the Regional Centres. The student must also consult his/her nearest Regional Centre in this regard.
- The University's Library has a number of very useful resources and services, which are accessible through the website: <http://www.nust.na/?q=library> A Resource Guide on all the various library services available to distance education students will be issued upon registration.
- Online examination papers: Past examination papers are available from the Library's web page, but only at the main campus in Windhoek. They are also accessible via CD-ROM from the Regional Centres and via email from the Subject Librarians subjectlibrarian@nust.na. Subject Librarians will only send past papers to distance education students who have supplied their student number.
- When you apply by post to the Librarian for books, you should furnish full particulars as indicated in your tutorial letter. If you fail to do this, the library personnel have to spend an unnecessary amount of time in tracing the relevant books. We urgently appeal to all students to assist the library personnel in this regard – it is to your own advantage.
- You must cultivate the habit of using books properly. Consult the table of contents as well as the index to ascertain which pages or chapters are relevant to your topic.
- Should you notice that one book can be used for more than one assignment, and you wish to do all the assignments concerned, please compile all your notes at the same time. This will eliminate the trouble of borrowing the book a second time.
- Please do not merge parts (whether in original or translated form) of books with your own work. Use the proper reference technique.
- Consult as many sources as possible for each assignment, including books not mentioned.

10. REGULATIONS FOR ADMISSION TO THE EXAMINATIONS

Please contact your Examination Officers for further information.

+264 61

207 2106 skalo@nust.na

207 2117 cbiwa@nust.na

207 2107 dhanstein@nust.na

207 2067 alimon@nust.na

207 2151 banton@nust.na

207 2475 rnghishongwa@nust.na

11. CONCLUSION

If you need more information regarding courses and regulations, please consult your Yearbook.

We trust that you will enjoy your studies with the Centre for Open and Lifelong Learning and wish you all the best!

TAKE NOTE

IMPORTANT INFORMATION FOR STUDENTS REGISTERING FOR RESEARCH METHODOLOGT/METHODS (RME811S/REM811S)

- Students registering for the Mini- Thesis on the distance education mode of study, should register their Research Topics upon registration with the Coordinators: Academic Support, Ms. Bernadette Cloete and Ms. Linda Shipiki if based in Windhoek or with the Regional Coordinator if based at any of the Regional Centres.
- The registration of your Research Topic is very important to ensure timely allocation of your Research Supervisor.
- It remains your responsibility to ensure that your Research Topic is submitted to COLL upon registration. Failure to do so will result in your Supervisor being appointed late.
- Please note that **no** extension for the submission of your Research Methods/Methodology or Mini- Thesis will be granted if you failed to submit your Research Topic to COLL.

Completion and Submission of Undergraduate Research Project for Examination

Student should take note of Rule PG 2.2 as follows:

TAKE NOTE

PG2.2.4 Honours Mini-Thesis

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

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

PG2.2.5 Completion and Submission of Honours Mini-theses for Examination

Honours mini-theses may only be submitted for examination with the written consent of the supervisor.

Mini-theses must be submitted for examination by 31 October each year if the student is expecting to graduate in March/April of the following year and by 31 May if the student is expecting to graduate in October. The student may further be granted time until 31 January (for those registered in the second semester) and 31 July (for those registered in the first semester) each year to so submit a mini-thesis, but graduation at the immediately following graduation ceremony is then not guaranteed. Such extension of time must be approved by the relevant Head of Department in exceptional cases and after due consideration of the student's circumstances. Students must make application for such General Information and Regulations - Yearbook 2023[27][26] extension to the Head of Department through their supervisors before the first due date of 31 October or 31 May, whichever is applicable. Failure to do so will result in the student having to re-register for the mini-thesis and pay the prescribed fee.

A student who fails to submit a complete Mini-Thesis for examination on or before 31 January or who obtained a failing mark for such Mini-Thesis submitted on 31 January must re-register for the Mini-Thesis and pay the prescribed tuition fee.

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

Exemptions – English Service Courses

1. Students with a Grade 1, 2, 3 or 4 pass in First Language English at HIGCSE or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from (the institutional core course), Language in Practice (PLU411S)/Principles of English Language Use (PLU411S) and English in Practice (EPR511S).
2. Students with a Grade A, B or C pass in First Language English at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course), and English in Practice (EPR511S).
3. Students with a Grade D and below pass in First Language English at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school learning certificate examination shall be exempted from the institutional core course Language in Practice (PLU411S)/Principles of English Language Use (PLU411S).
4. Students with a Grade 1, 2, 3 or 4 pass in English as a Second Language at HIGCSE (Higher International General Certificate of Secondary Education) or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course) Language in Practice/Principles of English Language Use.
5. Students with a Grade 1, 2, 3, or 4 pass in English as a Second Language at HIGCSE (Higher International General Certificate of Secondary Education) or Namibia Senior Secondary Certificate (NSSC) Higher level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course).
6. Students with a Grade A or B pass in English as a Second Language at IGCSE or Namibia Senior Secondary Certificate (NSSC) Ordinary level or an equivalent school-leaving certificate examination shall be exempted from PLU411S/PLU411S (the institutional core course).
7. Students who have completed the NAMCOL English Communication Course (Modules 1 to 4) shall be exempted from PLU411S/PLU411S (the institutional core course).
8. Students who have completed English Communication courses or their equivalents eight or more years previously shall not be exempted from any English service course, without prior consultation with the department.
9. Students who have completed the English Transport Foundation course are exempted from PLU411S/PLU411S (the institutional core course) and English in Practice (EPR511S).
10. Students who have passed the English and Communication Skills (ACB2151) course offered by the University of Namibia at the Neudamm Campus shall be exempted from PLU411S/PLU411S (the institutional core course).
11. Students who have passed the UCG, ULEG, ULGE2410, ULCE3419 or the one-year English Access (Foundation) courses at the University of Namibia shall be exempted from PLU411S/PLU411S (the institutional core course).
12. Students who have completed the English Communication and Study Skills 1, 2 and 3 courses (over three

semesters) or the UCA or ULEA3519/English for Academic Purposes courses offered at the UNAM Language Centre can register for Professional Writing (PWR611S) or Professional Communication (PCO611S) at NUST.

MATURE AGE GRADING

Students who were admitted based on the Mature Age Entry should be registered as follows:

40% - 59% - Principles of English Language Use (PLU411S)

60% - 69% - English in Practice (EPR511S)

70% - 90% - English for Academic Purposes (EAP511S)

- **A student who scored 91% and more may apply for an exemption test.**

EXIT LEVEL COURSES

- Exit level courses shall be English for Academic Purposes (EAP511S), Professional Writing (PWR611S) or Professional Communication (PCO611S), subject to the requirements of individual study programmes.
- Professional Writing and Professional Communication may be taken in any order or simultaneously depending on the student's load and major programme or orientation.

PROGRESSION RULES

- Students must pass English in Practice before they are allowed to register for English for Academic Purposes.
- Students must pass Communication Skills/ English for Academic Purposes, or be exempted from it before being allowed to register for Professional Writing or Professional Communication.
- A student shall not be allowed to register for a higher course unless s/he has taken and passed a lower course or has been exempted from it.

If you have any questions, please contact:

The Regional Coordinator,

Or

Coordinators: Administrative Support at Tel: +264 61-207 2801/2561

Or

Education and Language Department at Tel: +264 61-207 2443

Note this matrix does not replace the rules in the Prospectus					
The [x] indicates the English course the student should be registered for.					
	PLU 411S	EPR511S	EAP511S	PWR611S	PCO611S
Various English Courses	Principles of Language Use	English in Practice	Eng. Acad. Purposes	Prof Writing	Prof Communication
NSSC/HIGCSE					
English First Lang. Gr. 1, 2, 3, 4	Exempted	Exempted	x		
NSSC/HIGCSE					
English Second Lang. Gr. 1, 2, 3	Exempted	Exempted	x		
Gr. 4	Exempted	x			
NSSC/IGCSE					
English First Lang. Gr. A, B, C	Exempted	Exempted	x		
Gr. D,E	Exempted	x			
NSSC/IGCSE					
English Second Lang. Gr. A+, A, B	Exempted	x			
Gr. C, D, E	x				
NSSC Advanced Subsidiary (AS)					
English First Lang. Gr. A, B, C, D, E	Exempted	Exempted	x		
NSSC Advanced Subsidiary (AS)					
English Second Lang. Gr. A+, A, B, C	Exempted	Exempted	x		
Gr. D	Exempted	x			
Gr. E	x				
NSSCO					
English First Lang. Gr. A+, A, B, C	Exempted	Exempted	x		
Gr. D, E	Exempted	x			
NSSCO					
English Second Lang. Gr. A+, A, B	Exempted	x			
Gr. C, D,E	x				
NAMCOL (Certificate in English Communication)	Exempted	x			
(B. Trans.& Log) Foundation Eng.	Exempted	Exempted	x		
UNAM (2010-2020)					
Unam English Access Course	Exempted	x			
Gr C and above					
Gr D, E	x				
ACB2151 (Eng. & Com Skills)	Exempted	x			

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UCG/ULEG/ULGE/ULCE	Exempted	x			
UCE/ULCA English Com. & Study Skills 1, 2 & 3	Exempted	Exempted	Exempted	x	x
UCA/ULEA (Eng. For Ac. Purpose)	Exempted	Exempted	Exempted	x	x
Intro to Communication 1 & 2	Exempted	x			
ICC0101-0103(Intro. Com. 1,2,3)	Exempted	Exempted	x		
AEC2541(Com & Info Systems) AND					
ACB2151 (Eng. & Com Skills)	Exempted	Exempted	x		
IUM (2021-2022)					
Applied English Language Skills (AEL40US)	Exempted	x			
Professional Communication (PRC60US)			x		Exempted
English Short Course (ENGOSC)	x				
INTERNATIONAL					
NCS - National Senior Certificate (RSA) Gr 7,6,5,4,3	Exempted	Exempted	x		
NCS - National Senior Certificate (RSA) Gr 2	Exempted	x			
Senior Certificate – Cape Education Higher Grade (HG) English First Lang. Gr A,B,C,D	Exempted	Exempted	x		
English First Lang. Gr. E	Exempted	x			
Senior Certificate – Cape Education Standard Grade (SG) English Second Lang. Gr A*,A, B	Exempted	x			
English Second Lang. Gr. C, D, E	x				
General Certificate of Education (GCE) A-Level Gr A, B, C, D,E	Exempted	Exempted	x		
General Certificate of Education (GCE) AS-Level Gr A, B, C, D, E	Exempted	Exempted	x		
General Certificate of Education (GCE) O-Level Gr A+, A, B, C	Exempted	Exempted	x		
O-Level Gr D	Exempted	x			
O-Level Gr E	x				
Zambia/Zimbabwe – A-Level	Exempted	Exempted	x		
Zambia/Zimbabwe – O-Level Gr 1,2,3	Exempted	Exempted	x		

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Zambia/Zimbabwe – O-Level Gr 4	Exempted	x			
Angola/ Congo – Gr A*,A, B	Exempted	x			
Angola/ Congo – Gr C, D, E	x				
Malawi/Botswana – Gr A, B, C	Exempted	Exempted	x		
Malawi/Botswana – Gr D	Exempted	x			
Malawi/Botswana – Gr E	x				
Kenya/Tanzania – Gr A,B,C,D	Exempted	Exempted	x		
Kenya/Tanzania – Gr E	Exempted	x			
Kenya/Tanzania – Gr F	x				
International Baccalaureate/IB Higher Level (HL) Gr 7,6,5,4,3,2	Exempted	Exempted	x		
International Baccalaureate/IB Higher Level (HL) Gr 1	Exempted	x			
International Baccalaureate/IB Standard Level (SL) Gr 7,6,5,4	Exempted	Exempted	x		
International Baccalaureate/IB Standard Level (SL) Gr 3	Exempted	x			
International Baccalaureate/IB Standard Level (SL) Gr 2	x				
Independent Examination Board (IEB) Gr 7,6,5,4,3,	Exempted	Exempted	x		
Independent Examination Board (IEB) Gr 2	Exempted	x			
Candidates are registered for the course indicated by the X in the green slot.					
Mature Age	40-59%	60-69%	70% up		
Exemption/Placement Test	40-59%	60-69%	70% up		

ENGLISH MATRIX 2023

NOTES:

1. Please refer any OTHER CONCERNS (also Angolan) to the Department at Ext. 2443.
2. If no English courses were completed in the **past eight [8] years**, the Grade 12 results will be used to place the student. The student MAY approach the Department, to request for possible exemptions.
3. Students who had done English courses Modules 1 – 6 at NUST (Poly), and their results are 8 ~~years~~ and older, have to write an **exemption/ placement test**.
4. The date, venue and time of the exemption/ placement test will be announced.

ADDENDUM A: ASSIGNMENT SCHEDULE 2023
BACHELOR OF PUBLIC MANAGEMENT – 07BPMA

DATE	FIRST YEAR (NEW CURRICULUM)	SECOND YEAR (NEW CURRICULUM)	THIRD YEAR (NEW CURRICULUM)	ASS NO
SEMESTER ONE				
10 March 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023		Basic Business Statistics 1A		1
15 Mar 2023	Basic Science			1
17 Mar 2023			Development Management	1
20 Mar 2023	Introduction to Sociology	Law for Public Man 1A		1
23 Mar 2023	Principles of Microeconomics	Regional & Local Government Management		1
24 Mar 2023	Introduction to Mathematics	Human Resources Management in the Public Sector	Innovation, Creativity and Entrepreneurship	1
27 Mar 2023	Introduction to Public Man.		Public Policy Analysis	1
11 April 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Basic Business Statistics 1A		2
17 Apr 2023	Introduction to Sociology	Human Resources Management in the Public Sector	Development Management	2
20 Apr 2023		Law for Public Man 1A	Innovation, Creativity and Entrepreneurship	2
24 Apr 2023	Principles of Microeconomics	Regional & Local Government Management		2
27 Apr 2023	Introduction to Public Man.		Public Policy Analysis	2
29 April 2023	Introduction to Mathematics			2

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- **Innovation, Creativity and Entrepreneurship – ICE712S**
- **The Business Simulation session counts 25% towards the final mark**
- **Consult the tutorial letter for assessment weights**

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on TBC will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpanda, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM B: ASSIGNMENT SCHEDULE 2023

BACHELOR OF ACCOUNTING – 07BOAC

DATE	FIRST YEAR (Revised-Phased in 2016)	SECOND YEAR (Revised-Phased in 2016)	THIRD YEAR (Revised-Phased in 2017)	ASS NO
SEMESTER ONE				
10 March 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023		Intermediate Microeconomics		1
15 Mar 2023	Basic Science			1
17 Mar 2023	Commercial Law 1A	Company Law		1
23 Mar 2023	Principles of Microeconomics			1
25 Mar 2023		Introduction to Business Management		1
28 Mar 2023	Quantitative Methods			1
10 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Intermediate Microeconomics		2
17 Apr 2023	Commercial Law 1A	Company Law		2
19 Apr 2023		Introduction to Business Management		2
24 Apr 2023	Principles of Microeconomics			2
26 Apr 2023	Quantitative Methods			2

TAKE NOTE:

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY AND DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM C: ASSIGNMENT SCHEDULE 2023

BACHELOR OF MARKETING - 07MARB

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
10 Mar 2023			Marketing Research & Market Intelligence	1
13 Mar 2023		Basic Business Statistics 1A		1
15 Mar 2023	Basic Science	Principles of Selling		1
17 Mar 2023	Commercial Law 1A			1
22 Mar 2023			Product Pricing Management	
23 Mar 2023	Principles of Microeconomics			1
24 Mar 2023	Introduction to Mathematics		Innovation, Creativity and Entrepreneurship	1
25 Mar 2023	Introduction to Business Management			1
27 Mar 2023		Fundamentals of Marketing		1
04 Apr 2023		Services Marketing	Marketing Management	1
06 Apr 2023			Marketing Research & Market Intelligence	2
10 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Basic Business Statistics 1A	Consumer Behaviour	2
17 Apr 2023	Commercial Law 1A	Principles of Selling	Product Pricing Management	2
TBC			Digital & Social Media Marketing (Assessment 3)	2
19 Apr 2023	Introduction to Business Management			2
20 Apr 2023			Innovation, Creativity and Entrepreneurship	2
23 Apr 2023	Basic Organisational Psychology (1)			1
24 Apr 2023	Principles of Microeconomics	Fundamentals of Marketing		2
28 Apr 2023	Introduction to Marketing and its Environment			1
29 Apr 2023	Introduction to Mathematics			2

TAKE NOTE:

- All Distance Education students registering for Financial Accounting 101 (FAC511S) Course will have compulsory tests. The tests will count towards your admission mark to examinations. Kindly consult the Test Information Sheet for test dates available on the COLL website. Venues will be communicated via Text Messages. All quizzes for the accounting courses will be done online via the MOODLE platform.

DIGITAL AND SOCIAL MEDIA MARKETING

- Presentations and Tests will be done online. Consult the Test Information Sheet and the First Tutorial Letter.
- Counts 50% towards the final mark

MARKET RESEARCH & MARKET INTELLIGENCE – MRM711S:

- Compulsory tests to be written. See Test Information Sheet.

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on **TBC** will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpanda, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 OF 2023 WILL BE ANNOUNCED ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

BAC1100

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM D: ASSIGNMENT SCHEDULE 2023

BACHELOR OF HUMAN RESOURCES MANAGEMENT – 07HRMB

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
15 Mar 2023	Basic Science			1
23 Mar 2023	Principles of Microeconomics		Operations Management	1
24 Mar 2023	Introduction to Mathematics		Innovation, Creativity and Entrepreneurship	1
25 Mar 2023	Introduction to Business Management			1
27 Mar 2023		Labour Law 1A		1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Organisational Behaviour	Organisational Development and Change	2
16 Apr 2023			Introduction to Education, Training and Development	2
19 Apr 2023	Introduction to Business Management			2
20 Apr 2023			Innovation, Creativity and Entrepreneurship	2
23 Apr 2023	Basic Organisational Psychology			2
24 Apr 2023	Principles of Microeconomics	Labour Law 1A	Operations Management	2
25 Apr 2023			Managing Employee Performance (1)	
28 Apr 2023	Introduction to Marketing and its Environment			1
29 Apr 2023	Introduction to Mathematics			2

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- **Innovation, Creativity and Entrepreneurship – ICE712S**
- **The Business Simulation session counts 25% towards the final mark**
- **Consult the tutorial letter for assessment weights**

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on TBC will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpana, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071.

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 OF 2023 WILL BE ANNOUNCED ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

BAC1100

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM E: ASSIGNMENT SCHEDULE 2023

BACHELOR OF BUSINESS MANAGEMENT – 07BBMA

BACHELOR OF BUSINESS MANAGEMENT – 07BBMN (NEW REVISED)

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023		Basic Business Statistics 1A		1
15 Mar 2023	Basic Science	Purchasing and Supply Management		1
17 Mar 2023		Commercial Law 1A		1
TBC			Design Process Management	1
20 Mar 2023		Systems Thinking		1
23 Mar 2023	Principles of Microeconomics	Operations Management		1
24 Mar 2023	Introduction to Mathematics			2
25 Mar 2023	Introduction to Business Management		Small & Medium Enterprise Management	1
31 Mar 2023			Retail Management	1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Basic Business Statistics 1A		2
17 Apr 2023		Commercial Law 1A		2
18 Apr 2023		Purchasing and Supply Management		2
19 Apr 2023	Introduction to Business Management			
20 Apr 2023		Systems Thinking	Retail Management	2
21 Apr 2023			Small & Medium Enterprise Management	2
TBC			Design Process Management	2
24 Apr 2023	Principles of Microeconomics	Operations Management		2
29 Apr 2023	Introduction to Mathematics			2

TBC- TO BE COMMUNICATED

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on **TBC** will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpanda, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071.

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 OF 2023 WILL BE ANNOUNCED ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

BAC1100

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM F: ASSIGNMENT SCHEDULE 2023

BACHELOR OF ECONOMICS – 07BECO

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023	Mathematics for Economists 1A	Intermediate Microeconomics		1
15 Mar 2023	Basic Science			1
17 Mar 2023		Money and Banking		1
20 Mar 2023		Statistics for Economics 2A		1
23 Mar 2023	Principles of Microeconomics	Economics of Agriculture		1
24 Mar 2023			International Trade	1
25 Mar 2023	Introduction to Business Management		Public Finance	1
29 Mar 2023			Econometrics	1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023	Basic Science	Intermediate Microeconomics		2
17 Apr 2023	Mathematics for Economists 1A	Money and Banking		2
19 Apr 2023	Introduction to Business Management			2
20 Apr 2023		Statistics for Economics 2A		2
21 Apr 2023			Public Finance	2
22 Apr 2023		Economics of Agriculture		2
24 Apr 2023	Principles of Microeconomics		International Trade	2
29 Apr 2023			Econometrics	2

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on TBC will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpanda, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 OF 2023 WILL BE ANNOUNCED ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

BAC1100

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM G: ASSIGNMENT SCHEDULE 2023

BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION – 07BBIA

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023		Administrative Management 2A		1
15 Mar 2023	Basic Science	Business Information Systems 2A		1
17 Mar 2023		Commercial Law 1A		1
20 Mar 2023	Administrative Management 1A			1
23 Apr 2023	Basic Mathematics			1
25 Mar 2023	Introduction to Business Management			
27 Mar 2023	Business Information Systems 1A	Labour Law 1A		
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
13 Apr 2023		Administrative Management 2A		2
14 Apr 2023	Basic Science			2
15 Apr 2023	Basic Mathematics	Business Information Systems 2A		2
17 Apr 2023		Commercial Law 1A		2
19 Apr 2023	Introduction to Business Management			
21 Apr 2023	Administrative Management 1A			2
23 Apr 2023	Business Information Systems 1A	Basic Organisational Psychology		2
24 Apr 2023		Labour Law 1A		

BUSINESS SIMULATION SESSIONS ARE COMPULSORY FOR STUDENTS ENROLLED FOR:

- Innovation, Creativity and Entrepreneurship – ICE712S
- The Business Simulation session counts 25% towards the final mark
- Consult the tutorial letter for assessment weights

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 ARE AS FOLLOWS:

All students that registered before or on **TBC** will automatically be grouped in the Business simulation groups but those that might register after this date (22/02/2022) must consult the **Business Simulation Coordinator**, Shimpanda, Anna ashimpanda@nust.na or Tel: +264 61 207 2606 two weeks after the official start of lectures. The Business Simulation Groups will be communicated by the Business Simulation Lecturers via MS TEAMS, and E-learning Platform at least two (2) weeks after the lectures begin.

Students must consult the Business Simulation Coordinator to ensure that they are grouped and added both to the E-learning and MS TEAMS platforms. Alternatively, students may liaise with their Student Support Officer at COLL, Ms. Brenda Kahuikee at bkahuikee@nust.na or Tel: +264 61 207 2071.

DATES FOR BUSINESS SIMULATION SESSIONS FOR SEMESTER 1 OF 2023 WILL BE ANNOUNCED ON THE COLL WEBSITE.

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PROFESSIONAL COMMUNICATION – PCO611S

- The course is only offered via the eLearning offering type. Therefore, the due dates for submission of Assignments and Compulsory Tests dates / online activities will be available via the eLearning on the course calendar of the Moodle platform and in the first Tutorial Letter.

BAC1100

- All Distance Education students registered for all accounting core courses can access the assessments dates on the MOODLE /eLearning platform. All quizzes for the accounting courses will be done online via the MOODLE platform.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM H: ASSIGNMENT SCHEDULE 2023

BACHELOR OF ENGLISH - 07BAEN

BACHELOR OF ENGLISH & LINGUISTICS - 07BENL

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023		English Morphology		1
15 Mar 2023	Basic Science			1
TBC		Rhetorical Theory and Criticism		1
TBC		English Syntax		1
17 Mar 2023		Literary Drama		1
19 Mar 2023	Introduction to Linguistics	Intercultural Communication		1
23 Mar 2023	Basic Mathematics			1
25 Mar 2023	Introduction to Literature	Theory and Practice of World Poetry 2A		1
25 Mar 2023	Introduction to Language in Society			
TBC	Language and Technology			1
27 Mar 2023	Writing for Specific Purposes			1
TBC	Language and Technology	English Morphology		2
14 Apr 2023	Basic Science			2
15 Apr 2023	Basic Mathematics			
17 Apr 2023		Intercultural Communication		2
17 Apr 2023		Literary Drama		
TBC	Introduction to Linguistics	English Syntax		2
TBC		Rhetorical Theory and Criticism		
21 Apr 2023	Introduction to Language in Society			2
25 Apr 2023	Introduction to Literature	Theory & Practice of World Poetry 2A		
27 Apr 2023	Writing for Specific Purposes			2

TBC- TO BE COMMUNICATED

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM I: ASSIGNMENT SCHEDULE 2023**BACHELOR OF COMMUNICATION – 07BACO****BACHELOR OF COMMUNICATION – 07BCMM**

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
12 Mar 2023	Communication for Specific Purposes			1
15 Mar 2023	Introduction to Communication 1A			1
19 Mar 2023	Intercultural Communication			1
20 Mar 2023		Introduction to Sociology		1
TBC		Rhetorical Theory and Criticism		1
		Group Dynamics and Communication		1
TBC		Multimedia Design and Production		1
23 Mar 2023	Basic Mathematics			1
23 Mar 2023	Principles of Microeconomics			1
27 Mar 2023		Introduction to Public Management		1
TBC		Group Dynamics and Communication		2
15 Apr 2023	Basic Mathematics			2
17 Apr 2023	Intercultural Communication	Introduction to Sociology		2
19 Apr 2023	Introduction to Communication 1A			2
TBC		Multimedia Design and Production		2
TBC		Rhetorical Theory and Criticism		2
24 Apr 2023	Principles of Microeconomics			2
27 Apr 2023		Introduction to Public Management		2

TBC- TO BE COMMUNICATED**COMPUTER USER SKILLS – CUS411S**

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM J: ASSIGNMENT SCHEDULE 2023

BACHELOR OF TRANSPORT MANAGEMENT – 07BTRA

BACHELOR OF TRANSPORT MANAGEMENT – 07BTRM

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
10 Mar 2023		Land Transport Safety & Infrastructure Consideration		1
13 Mar 2023		Basic Business Statistics 1A		1
13 Mar 2023		Intelligent Transport Systems		1
TBC	Transport & Distribution Management		Advanced of Maritime Transport Planning & Management	1
17 Mar 2023	Commercial Law 1A			1
TBC			Road Safety & Infrastructure Management Techniques Transport Operations Management Techniques	1
TBC			Advanced Transport Economics	1
18 Mar 2023			Leading and Managing Projects	1
20 Mar 2023			Intermodal Transportation	1
22 Mar 2023	Transport Economics		Strategic Fleet Management	1
24 Mar 2023	Introduction to Mathematics		Innovation, Creativity and Entrepreneurship	1
27 Mar 2023		Fundamentals of Marketing		
07 Apr 2023		Land Transport Safety & Infrastructure Consideration		2
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023		Basic Business Statistics 1A	Leading and Managing Projects	2
17 Apr 2023	Commercial Law 1A	Intelligent Transport Systems	Strategic Fleet Management	2
20 Apr 2023			Innovation, Creativity and Entrepreneurship	2
22 Apr 2023	Transport Economics		Intermodal Transportation	2

24 Apr 2023		Fundamentals of Marketing		2
TBC			Advanced Transport Economics Road Safety & Infrastructure Management Techniques Transport Operations Management Techniques	2
TBC	Transport & Distribution Management		Advanced of Maritime Transport Planning & Management	2
29 Apr 2023	Introduction to Mathematics			2

TBC- TO BE COMMUNICATED

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM K: ASSIGNMENT SCHEDULE 2023

BACHELOR OF LOGISTICS AND SUPPLY MANAGEMENT – 07BLSC

BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT – 07BPSM (NEW REVISED PROGRAMME)

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
13 Mar 2023		Basic Business Statistics 1A		1
TBC	Transport & Distribution Management			1
17 Mar 2023	Commercial Law 1A	Information & Technology in Logistics	Procurement Management	1
18 Mar 2023			Leading and Managing Projects	1
20 Mar 2023	Introduction to Procurement & Supply Chain Management			1
TBC	Transport Economics	Operation Logistics Management		1
24 Mar 2023	Introduction to Mathematics	Whole Life Asset Management	Innovation, Creativity and Entrepreneurship	1
27 Mar 2023	Fundamentals of Marketing		Supply Chain Management	1
TBC			Global Logistics & Supply Chain Management	1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023		Basic Business Statistics 1A	Leading and Managing Projects	2
17 Apr 2023	Commercial Law 1A	Information & Technology in Logistics	Procurement Management	2
TBC	Transport & Distribution Management	Operation Logistics Management	Global Logistics & Supply Chain Management	2
20 Apr 2023	Introduction to Procurement & Supply Chain Management		Innovation, Creativity and Entrepreneurship	2
24 Apr 2023	Fundamentals of Marketing			2
TBC	Transport Economics			2
27 Apr 2023		Whole Life Asset Management	Supply Chain Management	2
29 Apr 2023	Introduction to Mathematics			2

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM L: ASSIGNMENT SCHEDULE 2023

BACHELOR OF SPORTS MANAGEMENT – 07BOSM

BACHELOR OF SPORTS MANAGEMENT – 07BSMN (NEW REVISED PROGRAMME)

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
10 Mar 2023			Media & Public Relations	1
10 Mar 2023			Consumer Behaviour in Sports	1
13 Mar 2023		Basic Business Statistics 1A		1
TBC		Sport Marketing	Business Research for Sports Managers	1
23 Mar 2023	Basic Mathematics		Sport Governance & Policy	1
23 Mar 2023	Principles of Microeconomics			1
24 Mar 2023		Sport Psychology	Innovation, Creativity and Entrepreneurship	1
25 Mar 2023	Introduction to Business Management			1
27 Mar 2023	Fundamentals of Marketing			1
06 Apr 2023			Media & Public Relations	2
06 Apr 2023			Consumer Behaviour in Sports	2
07 Apr 2023			Risk Management in Sport	1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2
14 Apr 2023		Sport Law & Regulations		1
14 Apr 2023		Basic Business Statistics 1A		2
15 Apr 2023	Basic Mathematics			2
TBC		Sport Marketing	Business Research for Sports Managers	2
19 Apr 2023	Introduction to Business Management			2
20 Apr 2023			Innovation, Creativity and Entrepreneurship	2
21 Apr 2023			Risk Management in Sport	2
21 Apr 2023		Sport Psychology	Sport Governance & Policy	
24 Apr 2023	Principles of Microeconomics			2
24 Apr 2023	Fundamentals of Marketing			2

TBC- TO BE COMMUNICATED

COMPUTER USER SKILLS – CUS411S

- Contact the Regional Coordinator for availability of the test
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

INFORMATION COMPETENCE – ICT521S

- Contact the Regional Coordinator for availability of the test.
- THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES FOR SEMESTER 1 AND SEMESTER 2 OF 2023 WILL BE ANNOUNCED VIA THE MOODLE PLATFORM, SMS's, THE FIRST TUTORIAL LETTER & THE COLL TEST SCHEDULE.

SUSTAINABILITY & DEVELOPMENT (SYD611S)

- THE COURSE IS ONLY OFFERED VIA THE eLearning OFFERING TYPE, THEREFORE THE DUE DATES FOR SUBMISSION OF ASSIGNMENTS AND COMPULSORY TEST DATES/ONLINE ACTIVITIES WILL BE AVAILABLE VIA eLearning ON THE COURSE CALENDAR OF THE MOODLE PLATFORM AND IN THE FIRST TUTORIAL LETTER.

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM M: ASSIGNMENT SCHEDULE 2023**INTRODUCTION TO SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS - (04STEM)**

DATE	FIRST YEAR	SECOND YEAR	THIRD YEAR	ASS NO
SEMESTER ONE				
10 Mar 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	1
11 Apr 2023	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	Principles of English Language Use English in Practice English for Academic Purposes Professional Writing	2

PLEASE NOTE:

Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM N: ASSIGNMENT SCHEDULE 2023**BACHELOR OF ENGLISH HONOURS –08BENG**

DATE	FIRST YEAR	ASS NO
15 Mar 2023	African Oral Literature	1
15 Mar 2023	Research Methods	1
20 Mar 2023	Literary Theory	1
27 Mar 2023	Theoretical Linguistics	1
31 Mar 2023	Research Methods	2
10 Apr 2023	Research Methods	3
15 Apr 2023	African Oral Literature	2
20 Apr 2023	Literary Theory	2
24 Apr 2023	Theoretical Linguistics	2
28 Apr 2023	Research Methods	4
09 June 2023	Research Methods – Research Proposal	4

TAKE NOTE:**RESEARCH METHODS (REM811S)**

- Students will defend their Research Proposals at the Namibia University of Science and Technology during the COLL Vacation School scheduled for TBC.
- Exact date and time to be announced to students
- Each candidate will be given 15 minutes to do so

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

**ADDENDUM O: ASSIGNMENT SCHEDULE 2023
BACHELOR OF MARKETING HONOURS – 08HMAR**

DATE	FIRST YEAR	ASS NO
TBC	Product Innovation & Project Management	1
17 Mar 2023	Research Methodology	2
TBC	Product Innovation & Project Management (Oral Presentation)	2
TBC	Product Innovation & Project Management (Report)	3
14 Apr 2023	International Marketing Management	1
14 Apr 2023	Research Methodology	3
TBC	Product Innovation & Project Management (Final Oral)	4
24 Apr 2023	Strategic Marketing Management: Analysis, Planning & Decision Making	1
31 May 2023	Research Methodology - Proposal	4

TBC- TO BE COMMUNICATED

TAKE NOTE:

ALL COURSES FOR THE BACHELOR OF MARKETING HONOURS:

- Product Innovation & Project Management (Oral presentation and class test online)
- Dates and Time will be indicated on the Test Information Sheet.
- Students registering for Undergraduate Courses, i.e. DSM711S, MRM711S, PPM712S, MKM711S can view the assignment due dates from/under the Degree 07BMAR/07MARB.
- Pre-requisites for the above-mentioned courses will apply.

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM P: ASSIGNMENT SCHEDULE 2023**BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS – 08HHRM**

DATE	FIRST YEAR	ASS NO
17 Mar 2023	Research Methodology	2
25 Mar 2023	Advanced Project Management	1
04 Apr 2023	Capacity Building and Talent Management	1
14 Apr 2023	Management and Leadership	1
14 Apr 2023	Research Methodology	3
21 Apr 2023	Strategic Human Resource Management	1
21 Apr 2023	Advanced Industrial Relations	1
24 Apr 2023	Advanced Project Management	2
25 Apr 2023	Capacity Building and Talent Management	2
31 May 2023	Research Methodology - Proposal	4

TAKE NOTE:**ALL COURSES FOR THE BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS:**

- Compulsory tests to be written.
- Dates and Time will be indicated on the Test Information Sheet.
- Students registering for Undergraduate Courses, i.e. LAL111S, ODC712S, ETD711S can view the assignment due dates from/under the Degree 07BHRM.
- Pre-requisites for the above-mentioned courses will apply.

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM Q: ASSIGNMENT SCHEDULE 2023
BACHELOR OF BUSINESS MANAGEMENT HONOURS – 08HBBM

DATE	FIRST YEAR	ASS NO
11 Mar 2023	Small Enterprise Support	1
15 Mar 2023	Global Business Management	1
17 Mar 2023	Research Methodology	2
25 Mar 2023	Advanced Project Management	1
TBC	Strategic Management	1
15 Apr 2023	Global Business Management	2
14 Apr 2023	Research Methodology	3
TBC	Strategic Management	2
24 Apr 2023	Advanced Project Management	2
08 May 2023	Small Enterprise Support	2
31 May 2023	Research Methodology - Proposal	4

TBC- TO BE COMMUNICATED

TAKE NOTE

ALL COURSES FOR THE BACHELOR OF BUSINESS MANGEMENT HONOURS:

- Compulsory tests to be written.
- Dates and Time will be indicated on the Test Information Sheet.

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM R: ASSIGNMENT SCHEDULE 2023
BACHELOR OF LOGISTICS HONOURS – 08LSCH

DATE	FIRST YEAR	ASS NO
13 Mar 2023	Strategic Supply Chain Management	1
17 Mar 2023	Research Methodology	2
27 Mar 2023	Advanced Logistics Management	1
31 Mar 2023	Procurement & Supplier Relationship Management	1
12 Apr 2023	Strategic Supply Chain Management	2
14 Apr 2023	Research Methodology	3
26 Apr 2023	Advanced Logistics Management	2
28 Apr 2023	Procurement & Supplier Relationship Management	2
31 May 2023	Research Methodology - Proposal	4

TAKE NOTE:

ALL COURSES FOR THE BACHELOR OF LOGISTICS HONOURS:

- Compulsory tests to be written.
- Dates and Time will be indicated on the Test Information Sheet.

PLEASE NOTE:

- Kindly consult the Test Information Sheet for test dates available on the COLL website. All quizzes for the accounting courses will be done online via the MOODLE platform.

ADDENDUM S: ASSIGNMENT SCHEDULE 2023

eLEARNING COURSES

SEMESTER 1

COURSES	PREREQUISITE
ACCOUNTING INFORMATION SYSTEMS 4	Principles of Information Systems 1A and 1B/Computer User Skills
BUSINESS APPLICATIONS 1A	None
ENGLISH DIGITAL PROJECT	Introduction to Digital Literature and Language with Technology
PROFESSIONAL COMMUNICATION	English for Academic Purposes
TAXATION 3A + 3B	Financial Accounting 201 and 202/2A and 2B
SUSTAINABILITY AND DEVELOPMENT	None

NB: Due dates for assignments and online tasks for courses offered through eLearning are available on the course calendar on MOODLE (your online Learning Management System.)

NB: Students registered for eLearning courses must attend a compulsory orientation session after registration and must ensure that they are enrolled for the courses on eLearning.

TEST SCHEDULE is uploaded onto the COLL Website under COLL Announcement.