



Application for Admission Postgraduate Studies

Academic Year Applied for:

Application fee received (receipt no)

Date received

Biographical computed (Initials)

Pre-evaluation done (Initials)

Date to selection

Date received back

Admission Status computed (Initials)

For Office Use Only

Student Number:

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Read and follow the instructions on the last page of this Form.

Part 1 Programme of Study for which you wish to enroll

First Choice		Mode of Studies	
Second Choice		Mode of Studies	

Part 2 Personal Details

Title (e.g. Mr, Ms, Dr, etc)		Surname	
First name(s)		Previous surname (if changed)	
Namibian Identity number:			
Date of birth:	day	month	year
Gender:	Male	Female	
Home Language:		Home town:	

Choose the appropriate region of origin below: *(Namibian nationals, only)*

Erongo		Hardap		Karas		Kavango East		Kavango West		Khomas		Kunene	
Ohangwena		Omaheke		Omusati		Oshana		Oshikoto		Otjozondjupa		Zambezi	

If not a Namibian citizen, please provide the following details:

Country of origin		Passport Number		Expiry date	day	month	year
Type of permit		Permit Number		Expiry date	day	month	year

Part 3 Contact Details

Postal Address	<i>[self]</i>	<i>[work]</i>
Town		
Country		

Email Address

Very important Note: All correspondence will be via E-mail. Kindly provide us with a valid e-mail address.

Telephone Home		Telephone Work		Mobile	
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For Office Use Only:

Accept 1st Choice		Accept 2nd choice		Year admitted to		Waiting list		Rejected	
Conditions Applicable: (if any)									
Selection Committee:.....									
HOD:.....									

Part 4 Physical Challenges

NUST strives to create opportunities for people with disabilities. In many instances we have not yet eliminated all the barriers, it would therefore be helpful for us to know in advance whether or not you have any special needs so that we can work together to achieve equal access to the programme. Please supply us with the following information:

Indicate whether you are physically challenged: Yes No If your answer is "yes" tick (✓) the appropriate challenge you are experiencing.

<input type="checkbox"/>	Visually impaired: blind
<input type="checkbox"/>	Visually impaired: partially blind – find it difficult to read printed text. CANNOT study through reading. Need help in the form of audio cassettes, enlarged print.
<input type="checkbox"/>	Deaf

<input type="checkbox"/>	Wheelchair bound
<input type="checkbox"/>	Muscular/skeletal/joint/limb deficiencies / diseases, such as polio or muscular dystrophy
<input type="checkbox"/>	Diabetes

State any other challenge you might experience:

Part 5 Educational Particulars

Secondary Education Details: Please attach certified copy of school-leaving results

Name of last school attended / Current school		Highest Grade passed	
Year of Examination	Examination Authority	Candidate number	

Tertiary Education Details:

Your application will be considered on the basis of your education. You should therefore give full and accurate details of your educational background in this section. You must include details of all study undertaken at degree level or above. Please enclose original transcripts / academic records and certified copies of qualification obtained.

Awarding institution	Award and course title	Main subjects studied	Results (including grade)
Date of award or expected award	month year	Mode of attendance	
Awarding institution	Award and course title	Main subjects studied	Results (including grade)
Date of award or expected award	month year	Mode of attendance	

Have you ever done Research Methodology / Supervised Research before? Yes No Specify:

Do you have access to the following: (State "Yes" or "No")

COMPUTER	<input type="checkbox"/>	INTERNET	<input type="checkbox"/>	CELLPHONE	<input type="checkbox"/>
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How would you rate your competence in the areas of Mathematics and Computer Skills using the following rating scale?

1. No experience, 2. Some previous experience (need refreshment), 3. Proficient (need no refreshing)

Algebra	<input type="checkbox"/>	Statistics	<input type="checkbox"/>	PC Skills (e.g. word processing, spreadsheets)	<input type="checkbox"/>
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Part 6 Professional Membership

Name and address of Professional organisation	Type of membership	Dates of membership	
		From	To
Professional and vocational qualifications (non-university)			
Institution	Name of award / qualification	Dates of attendance	
		From	To

Part 7 Work Experience

Your application will be considered on the basis of your work and other relevant experience. You should therefore give full and accurate details of all your relevant previous work experience in this section. You may add an additional sheet if space provided is not sufficient.

Name and address of organization	Job title and brief summary of responsibilities / achievements	Dates of employment	
		From	To
Name and address of organization	Job title and brief summary of responsibilities / achievements	Dates of employment	
		From	To

Part 8 Declaration and Undertakings by Applicant

I/we, the undersigned hereby declare:

To the best of my knowledge and belief the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated;

That I/we will accept liability for any damage to NUST property caused by me and indemnify NUST against any loss or damage howsoever caused in respect of property left at NUST by the applicant. I/we also indemnify NUST against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at NUST, acknowledging the Applicant's participation in any sporting or other activity at NUST or conveyance of the applicant in any NUST vehicle, shall be at the Applicant's sole and absolute risk. This indemnity shall be binding on the Applicant's Executors and Heirs;

That I/we acknowledge that a specified minimum deposit is required before or on the date of registration each semester. The balance on the account is then payable monthly as per dates specified in the Yearbook, Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to NUST by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

That I/we shall abide by all regulations of NUST – and further that the applicants shall, if accepted, be under the disciplinary control of NUST as from the date on which he/she takes up residence at NUST or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until NUST accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;

That I/we accept that NUST keeps documents, including this Declaration and Agreement, electronically and distributes them as such. NUST shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me;

That although NUST does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, NUST may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as NUST deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that NUST may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without NUST undertaking any legal obligation to do so.

Signature of Applicant:		Date:	D	D	M	M	Y	Y	Y	Y
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Declaration of Parent / Legal guardian (if applicant is under the age of 21 or is a legal minor)

I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to NUST until I notify NUST in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold NUST liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature of Parent / Legal Guardian:		Date:	D	D	M	M	Y	Y	Y	Y
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Appendix to Application for Postgraduate Studies

Instructions for Completion of This Form

1. The application is not binding on the applicant or NUST.
2. Applicants must support their application with a detailed Curriculum Vitae highlighting all academic and work-related achievements as well as contact details of **three referees**.
3. Applicants must enclose ORIGINALS transcripts / academic records and certified copies of qualification obtained.
4. Complete the form in BLOCK LETTERS in BLACK INK. All parts including the Essay writing on the attached Appendix must be completed. Refer to the Guide for Prospective Students 2017 when completing this form. Where a choice is given, mark only the appropriate answer with a tick (✓).
5. The closing date for applications is **31 August 2017**.
6. A non-refundable application fee of N\$265 must accompany this application. Please do not send cash when posting. Payments can be made by bank deposit. Enclose your original deposit slip with this application. Kindly keep a copy of the deposit slip for your own records. **Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are NOT accepted as payment.**
7. Late applications will be accepted until 29 September 2017. A late fee of N\$485 is payable.
8. **Apply online at www.nust.na for free!**
9. Candidates with **Non-Namibian Qualifications** outside the SADC region must have their qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form. Should these qualifications be in another language than English, translations must be done by a sworn translator in the country of origin or in Namibia. Original transcripts and certified copies of certificates / diplomas in the original language must also be attached.
10. NUST will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to the applicant)
11. Forms must be submitted: BY MAIL: NUST, The Office of the Registrar, The Admissions Department, Private Bag 13388, Windhoek, Namibia, or PERSONAL: The Student Administration Service Desk, NUST Main Campus, 13 Storch Street or all NUST Regional Centres.
12. All information will be treated as confidential.

Motivation – Essays

Write an essay on a separate sheet(s) of paper and attach to your application.
Your essays should be typed (1.5 line-spacing) or written legibly.

Haroldt Pupkewitz Graduate School (MLCM, MBA and EMBA)

Applicants will be required to write an admission test based on a simplified numerical and analytical skills test modelled in line with internationally recognised Graduate Management Admission Test GMAT or a computer based test with similar predictive attributes concerning the applicant's general aptitude and proficiency. Additionally, applicants will be required to demonstrate proficiency in English language at the appropriate level through written assessments under controlled conditions and may also be required to take part in an interview. Alternatively, where appropriate, applicants are eligible to submit recent Graduate Management Admission Test (GMAT) results in lieu of the admission test mentioned above.

Additionally;

For the *Master of Leadership and Change Management (MLCM)*

Between 400 – 600 words per question

- 1.1 Write an essay illustrating three most important values you demonstrate as a leader and show how you have applied each of these leadership values in practice within your workplace.
- 1.2 What is the most difficult situation you have encountered in your career and explain how you handled it? Explain how your career has benefited or suffered from that experience?
- 1.3 Evaluate your career progress to date? Elaborate on your future career plans and your motivation for pursuing a graduate degree at Harold Pupkewitz Graduate School of Business.
- 1.4 OPTIONAL (no more than 350 words): If there is further information that you believe would help the admissions committee make a more informed decision, please elaborate.

For the *Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA)*:

Motivational letter providing reasons for enrolment into the programmes should be submitted.

Research Concept Note Masters / PhD in Spatial Sciences

Proposed Title	
Student's Full Name	
Student Number	
Preferred Supervisor/s (if known)	
Date Submitted	

Please note:

The purpose of this template is to provide you with an outline on which to develop your research concept note.

*The research proposal **should be about 5 pages** (not including the cover page or appendices).*

Remove all instructions (written in blue) from the template prior to submission.

This document provides three different styles that you should use for formatting:

Normal: *for section text;*

Lists: *for tables, numbered lists and bullet-point lists; and*

Headings: *for section headings to ensure correct numbering.*

Proposed Title

The title should provide a succinct and concise description of the research problem to be investigated. This can be achieved by adhering to the following guidelines:

- Be concrete, specific, factual, and avoid generalisations, abstract terms, and metaphors;*
- Remember that the title must be inviting to potential readers;*
- Use sub-titles where necessary to clarify either the context or topic; and*

Include relevant information about the study location and study organism(s) as appropriate

1. Introduction

[2 pages]

The introduction is combination of background and preliminary literature review.

The background section must provide an explanation of the broad problem or issue to be studied, thus:

- Establish the context and setting of the research, describing the broad issues and their relevance*
- Narrow the discussion down to pose the specific research question that your work will address*
- This Background section should end with a your specific overall project objective*

The background and introduction to the research should include your preliminary literature review, which should place the study in the context of other similar studies and relevant literature, but should include the following:

- Place your work in the context of previous investigations, existing body of knowledge, and current practice.*
- Identify significant prior research on the topic; examine whether the issues have been addressed elsewhere before, or whether related questions have been asked, and what answers have been obtained.*

- *If relevant, synthesise and critically evaluate any past or current debate on the topic, and describe how your proposed study will contribute to this debate.*
- *Identify limitations of past or current research, highlighting knowledge gaps, misinterpretations, possible mistakes, or apparent contradictions.*

2. Problem Statement

[0.5 page]

This section should state the ideal state of affairs that should be in place if there was no problem. This is the normative statement. Following this normative statement/s state why the ideal situation is not prevailing; also state the current state of affairs. Substantiate your assertion of the problem at hand. (This constitutes the problems situation). Propose what needs to be done or investigated to solve the problem; and state the rational for solving the problem.

3. Aims and Objectives or Research Questions

[0.5 page]

In this section state the general objective in providing the purpose of the study. What does the study hope to achieve? Following this – state the specific objectives (or the research questions) that will help you achieving the purpose of the study.

This section should make it clear to the reader the specific questions that you will investigate. If your project includes clearly defined, testable hypotheses, these should be included here (there would be a testable hypothesis linked to each individual research question/ objective).

4. Methods / Theoretical Framework

[1 pages]

Your methods section should clearly explain what you will do and where you will do it. This section can be broken down into sub-headings (Study Area, Data Collection/Sampling, Analysis). When including sub-headings use the “Headings” style and the “increase indent” to make it into a sub-numbering.

- *Provide a detailed description of your study area, so that someone not familiar with the area will know what it is like (e.g., location, topography, geology, soils, climate, plant communities, and animal communities).*
- *Explain how you will build on strengths and avoid weaknesses of previous research, but be honest about the limitations of your own research.*
- *If necessary, spell out key assumptions of the research project and clarify why these are made.*
- *Provide an account of how you intend to answer your research questions and explain why these methods are appropriate.*
- *Describe the procedures to collect data specifying the techniques, methods, instruments you will use for measurement.*
- *Discuss the level of reliability and validity of specific instruments and procedures of the entire method.*
- *Explain and justify how you will analyse your data using generally accepted methods rather than attempting untried methods of analysis.*

5. Expected Outcomes

[0.5 pages]

Briefly describe the anticipated outcomes of your proposed research and the importance of these outcomes, arguing why your research will be worth the time and effort.

6. References

List the references that you cite in the text, using the latest APA style. Your Research Concept Note should include at least 10 references.