Projektmanagment:
Auslandssemester in Windhoek, Namibia

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21. Juni 2012

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1 Einleitung

Ein Auslandsstudium bezeichnet einen Studienaufenthalt von meist ein bis zwei Semestern in einem anderen Land als dem, in dem das Studium aufgenommen wurde und normalerweise auch abgeschlossen werden kann.

2 Projektauftrag

Wir wollen ein Auslandssemester in der Universität Polytechnic of Namibia in Windhoek erfolgreich absolvieren und ohne große finanzielle Verluste zurückkehren.

Unter Erfolgreich absolvieren verstehen wir, dass alle Prüfungen an denen wir teilnehmen werden bestanden und anerkannt werden.

Unter finanziellen Verlusten verstehen wir, dass wir deutlich mehr in Namibia ausgeben als wir es zu hause tun würden. Um es Messbar zu machen nehmen wir unser Einkommen, welches bei 200-400 Euro liegt.

3 Projektplan

3.1 Zeitplan

Ein halbes Jahr bevor man das Auslandssemester beginnt, fangen die Vorbereitungen an. Man fängt damit an sich über die Termine für die Bewerbung zu informieren und eine Bewerbung auszufüllen. Innerhalb des Bewerbungszeitraums muss man diese dann nur noch abschicken. Zu dieser Zeit sollte man sich Impfen lassen, denn die Impfung sollte in einem Zeitraum von 00 bis 11 vor der Einreise in Namibia erfolgen.

Direkt nachdem die Bewerbung angenommen wurde, beginnt der aufwendigste Teil der Vorbereitung. Zuerst muss man die Termine innerhalb des Semesters (Abgaben und Prüfungszeiträume) heraussuchen und dafür einen Terminplan erstellen. Mithilfe dieses Terminplans kann man sich eine Unterkunft suchen und den Hin - und Rückflug buchen. Außerdem muss ein Reisepass beantragt werden, falls man keinen besitzt. Dafür sollten drei bis vier Wochen eingeplant werden. Wenn diese Punkte erledigt wurden, sollte man anfangen die Anträge für ein Visum auszufüllen, um Stress am Flughafen zu vermeiden. Sind alle dies Punkte erfüllt steht einem nichts mehr im Weg ein Auslandssemester zu beginnen.

Ab dem diesem Zeitpunkt kann man sich auf das Lernen Konzentrieren und muss nur noch die Termine aus dem Terminplan einhalten und wichtige Dokumente bereithalten.

Phase 1 Bewerbungstermine Herausfinden und Bewerbung ausfüllen (etwa ein Jahr vorher) Impfung (etwa halbes Jahr vorher) Bewerbung abschicken (Anfang des Bewerbungszeitraums) Termine des Semesters ( ) Unterkunft suchen (Nachdem man angenommen wurde) Hin – und Rückflug buchen (Nachdem man angenommen wurde) Reisepass beantragen[falls nötig] (Bearbeitungszeit von drei bis vier wochen) Anträge (Visum) (Kurz vor dem Hinflug [am besten Frühzeitig]) Hinflug Termine im Semester (Prüfung etc.) Rückflug

Informationen zum Reisepass: http://www.fremdenverkehrsbuero.info/reisepass-beantragen.php

3.2 Kosten

Kosten gering halten: Förderung: „go to Afrika“ (zur Zeit Abgelaufen) Auslands bafög beantragen Stipendien Jobs vor Ort (Eventuell schwer zu finden)

Ausgabenquellen:
Flug (ungefähr 1000 Euro mit Air Berlin)siehe Anhang
Versicherung (Reiseversicherung oder Privatversicherung)
Unterkunft (300-400 Euro im Monat)
Semester gebühren (Entfällt bei uns)
30 Euro Bearbeitungsgebühr für einen Antrag auf ein befristetes Studium und ca 40-140 Euro für die Studienzeit

Fix Kosten ungefähr 1000 Euro 400 Euro pro Monat
variable Kosten 200 Euro pro Monat

Die Preise für Lebensmittel, Kleidung und ähnliches sind vergleichbar mit Deutschland

3.3 Vorkehrungen

3.3.1 Impfung

Es wurde ärztlich empfohlen ein Impfschutz gegen:

- Diphtherie
- Tetanus

- Polio,
- Hepatitis A
- Masern (oder Immunität nach Krankheit)

machen zu lassen und zwar ca ein halbes Jahr vor der Abreise.

Für Risikogruppen zusätzlich die Impfung gegen:

- Hepatitis B
- Tollwut
- Meningokokken
- Pneumokokken
- Influenza

machen zu lassen. Dies ist aber sehr individuell und muss mit dem eigenen Hausarzt besprochen werden.
Windhoek und Süd-Namibia sind Malariafrei, daher müssen diesbezüglich keine Vorkehrungen getroffen werden.
Ein Impfzertifikat ist beim Arzt einzufordern und muss unter umständen am Flughafen in Windhoek vorgezeigt werden.

3.3.2 Anträge

Anträge zum Studium für das Visum und Arbeitserlaubnis sollten vorher rausgesucht werden und möglichst ein halbes Jahr vor der Abreise bei dem entsprechenden Amt eingereicht werden. Verschiedene Anträge befinden sich im Anhang zum ausfüllen bereit.

3.4 Flug

Zeit zum Einplanen des Fluges: Der Flug dauert in der Regel ca 10-15 Std auf die man sich einstellen sollte. Siehe dazu Anhang

4 Reflexion zum Projektverlauf

4.1 Gruppensicht

5 Anhang

1. Antrag auf Studium
2. Anträge auf Arbeitsplatz
3. Gesundheitsbefund
4. Radiologisches Gutachten
5. Bewerbung für das Studium an der Polytec
6. Screenshots zum Flug

Befristete Studienerlaubnis, Praktikum, Schulbesuch

Ausländische Staatsangehörige, die in der Republik Namibia studieren möchten, ein Praktikum absolvieren oder die Schule besuchen wollen, benötigen eine befristete Studienerlaubnis (Temporary Study Permit).

Genaue Angaben über den Studiengang / das Praktikum, die Unterkunft und den Unterhalt müssen dem von Ihnen auszufüllenden **Antrag für eine Studienerlaubnis/ ein Praktikum / einen Schulbesuch** beigefügt werden.

Bitte senden Sie den komplett ausgefüllten Antrag an unsere Botschaft.

Dem Antrag für eine befristete Studienerlaubnis, ein Praktikum oder ein Schulbesuch ist folgendes beizufügen:

- Gültiger Reisepass
- Zwei Passfotos mit Ihrem Namen auf der Rückseite
- letztes Schulzeugniss oder Immatrikulationsurkunde
- polizeiliches Führungszeugnis bei Antragstellern/-innen über 18 Jahre
- Einladung der der Institution in Namibia
- Genaue Angaben zur Unterkunft und zum Unterhalt in Namibia
- € 30,00 Bearbeitungsgebühr

Kosten:	**a)**	€ 40,00	für einen Zeitraum	von	1 – 3 Monaten
		[(a): zu entrichten in der namibischen Botschaft in Berlin]			
	b)	€ 78,00	für einen Zeitraum	bis zu	9 Monaten
	c)	€139,50	für einen Zeitraum	ab	9 Monate und länger
		[(b) & (c: zu entrichten beim Innenministerium in Windhoek/Namibia]			

Schüler/-innen, die in Namibia eine Schule besuchen wollen, müssen ebenfalls einen Antrag auf Studienerlaubnis ausfüllen. Von Schülern/-innen unter 18 Jahren wird ein schriftliches Einverständnis der Erziehungsberechtigten verlangt, aus dem hervorgeht, dass der Schulbesuch in Namibia erlaubt wird. Auch sollte dem Antrag eine Freistellungsbescheinigung der deutschen Schulbehörde beigefügt werden, wenn der/die Schüler/-in nach deutschen Recht noch schulpflichtig ist.

Adressen von Schulen in Namibia können Sie unter **NAMIBIA** →Allgemein ↘ Schulen und Universitäten abrufen.

Bitte beachten Sie, dass alle Ihre Dokumente in die englische Sprache übersetzt sein müssen.

REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

DEED OF SURETY

WHEREAS (1) .....

.....

is an intended visitor/employee to Namibia and (1) .....

.....

may be repatriated or deported from Namibia by the Government of the Republic of Namibia which may involve certain expenses and costs.

NOW THEREFORE, I

(2) .....

do hereby bind myself as surety and co-principal debtor to the said

GOVERNMENT OF THE REPUBLIC OF NAMIBIA
(hereinafter called 'the Government')

(a) of all expenses and costs to be incurred for the repatriation or deportation:

(b) the care, treatment and maintenance of the said person by the Government and/or local authority and/or any other public body of

(1) .....

and the amount thereof (not exceeding N$ .....) shall be in the sole discretion of the Ministry of Home Affairs on behalf of the Government, and I hereby renounce all benefits arising out of the legal exceptions ordinis seu excussionis et divisions with the full force and effect with which I acknowledge myself to be acquired.

I choose my domicilium citande at executandi for all purposes of and in connection with this deed as follows:

.....

SIGNED AT ..... this ..... day of ..... 20 ..... in the presence of the undersigned witnesses.

.....
(Signature)

AS WITNESSES:

1. .....

2. .....

REVENUE
STAMP

(3)

* (1) Full name of visitor/employee, in block letters
(2) Full name of employer, guardian, relative, or bank giving surety, in block letters
(3) Under item 20 of the first schedule of Act 77 of 1968 5c for every N$100 or part thereof.

3-1/0002

REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

IMMIGRATION CONTROL ACT, 1993
ANNEXURE TO APPLICATION FOR EMPLOYMENT PERMIT
[Section 27(1)/Regulation 17]

REPRESENTATION BY PROSPECTIVE EMPLOYER

1. Surname and full first names of applicant (prospective employee): .....

PARTICULARS RELATING TO THE PROSPECTIVE EMPLOYER

2. Name of employer: .....
3. Street address (head-office): .....
4. Postal address: .....
5. Telephone number: .....
6. Address(es) of branch(es) .....
7. Name(s) and citizenship of owner(s) of employer-undertaking, or if a company or close corporation, name(s) and citizenship of director(s) or member(s):
8. Date of establishment of the business of the employer: .....
9. Main activities of employer:
10. Employees at present employed by the employer:
    (a) total number: .....
    (b) Namibian citizens: (number) .....
    (c) non-citizens:
        (i) permanent residents (number) .....
        (ii) holders of employment permits (number): .....
        (iii) others .....

PARTICULARS OF THE VACANCY CONCERNED

11. Job title: .....
12. Brief job description: .....
13. Date on which vacancy occurred: .....
14. Details of enquiries made at Trade Unions: .....
15. Details of enquiries made at private employment agencies (attach proof):
16. Details of advertisements relating to vacancy in local newspapers (attach proof): .....
17. Why is the filling of the post essential (attach motivation, if necessary) .....
18. Reasons why Namibian citizens or persons in possession of permanent residence permits are not considered suitable or cannot be considered for the position .. (attach motivation, if necessary): .....

19. Reasons why the position cannot filled by promoting any of the other employees of the employer: .....

20. Will the employer be prepared to employ a suitable Namibian citizen, if available? Yes ☐ No ☐

21. If the reply to paragraph 20 is "No", give reasons: .....

22. Are Namibian citizens being trained to fill the position? Yes ☐ No ☐

23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary): .....

24. Employer's requirements for an appointment to the position (qualifications, training, experience etc.): .....

25. Place in Namibia where employee will be employed (town/district/farm): .....

26. Proposed date of commencement of employment: .....

27. Conditions of service agreed upon:

(a) remuneration per week/month/year: N$ .....

(b) other benefits: .....

(c) period of employment: .....

PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following)-

(a) qualifications and training: .....

(b) experience: .....

(c) other reasons (be specific): .....

29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia ? Yes ☐ No ☐

30. If the reply to paragraph 29 is "Yes", give details (attach details, if necessary): .....

31. Will the applicant train other employees? Yes ☐ No ☐

32. Reasons for your reply to the question in paragraph 31: .....

33. Details of training programmes for local inhabitants (attach details, if necessary): .....

UNDERTAKING BY PROSPECTIVE EMPLOYER

I/We. .....

acting in my/our personal capacity/capacities/acting for and on behalf of .....

duly authorized thereto, hereby accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of the applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at ..... on this ..... day of ..... 199 .....

AS WITNESSES:

1. .....

2. .....

.....
PROSPECTIVE EMPLOYER/FOR ON BEHALF OF PROSPECTIVE EMPLOYER

Namib Graphics 1105/94

3-1/0003

REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

MEDICAL CERTIFICATE

CONDITIONS OF A RECCURENT NATURE

Although the person(s) may be generally in a good state of health at the time of the examination, it would be appreciated of the medical officer/practitioner could furnish any details of any disease, condition or defect the person(s) has/have suffered and which might recur.

I hereby certify that I have examined the following person(s)

1 ..... 2 .....

3 ..... 4 .....

5 ..... 6 .....

7 ..... 8 .....

and find him/her:

(a) not mentally disordered* or physically defective in any way;
(b) not suffering from leprosy, veneral disease, trachoma, tuberculosis or other infectious or contagious diseases;
(c) generally in a good state of health;

except for the following defects observed:

Name of person(s) (Please type or print)

....

....

....

....

..... Official stamp and address of medical officer/ practitioner/hospital
Signature of medical officer/practitioner

....

Date:..... .....

.....

Int. Code	* "Mental disorders" includes the following:
290-299	All psychoses
300	Neurosis
301	Personality disorders
303-304	Addictions
308	Behaviour disturbances of childhood
310-315	All forms of mental retardation
320-349	Epilepsy and all other forms of degeneration of the central nervous system

31/0004

REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

RADIOLOGICAL REPORT

Note:

(1) A radiological report of the chest is required in respect of every prospective immigrant 12 years of age and over.

(2) The radiologist must insert the names of the prospecitve immigrants examined by him in the space provided for that purpose on the form. Unused space must be crossed out.

(3) A separate report is required in respect of every applicant suffering or suspected to be suffering from tuberculosis.

I hereby certify that I have radiologically examined the chest(s) of the following person(s) and that I could not find any signs of active pulmonary tuberculosis.

Name: (1) .....

(2) .....

(3) .....

(4) .....

(5) .....

(6) .....

Official stamp and address of Radiologist/Hospital:

....
Radiologist

.....

Date: ....

.....

POLYTECHNIC OF NAMIBIA

Private Bag 13388, Windhoek, Namibia; Tel: +264 61 2072056; Fax: +264 61 2072401

APPLICATION FOR ADMISSION: UNDERGRADUATE STUDIES

ACADEMIC YEAR APPLIED FOR: 2012

This application is not binding on the applicant or the Polytechnic of Namibia
The closing date **is 30 September 2011.**
Late applications will be accepted until 28 October 2011. (Late fee payable)
All information will be treated confidentially.

For Office Use Only

Date Received	
Biographical computed (Initials)	
Qualification computed (Initials)	
Pre-evaluation done (Initials)	
Date to selection	
Date received back	
Admission Status computed (Initials)	

INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. Complete the SHADED areas on the form in BLOCK LETTERS in black ink. Refer to the Guide for Prospective Students 2012 when completing this form.
2. A non-refundable application fee of N$95 must accompany this application. Please do not send cash if posted. Payments can be made by bank deposits. Please enclose your original deposit slip with this application. Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are **not** accepted as payment.
3. If the application is received after the closing date, the prescribed late application fee of N$280 must accompany the application. However, the Polytechnic reserves the right to reject any such late applications.
4. This application must be accompanied by certified copies of **birth certificate/identity card and relevant academic certificates / latest school results.**
5. Applicants with Foreign Qualifications must attach English Translations of their school qualifications. Such 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. The Polytechnic of Namibia 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 students).
6. Candidates must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form. Applicants with credits or completed qualifications from other accredited institutions of higher learning who wish to apply for higher levels of study within a programme, must submit an **Application form for Admission with Advanced Standing**.
7. Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

Did you apply to the PON previously	Yes	No

STUDENT NUMBER: (only if you have studied at PON before) | | | | | | | | | |

PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROL

First Choice		Full-time		Part-time		Distance
Second Choice		Full-time		Part-time		Distance

Cross (X) the appropriate Examination Centre below: Distance Education students only

Gobabis	Katima Mulilo	Keetmanshoo	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek

PART 2: PERSONAL DETAILS

Title	Mr.		Mrs.		Ms.		Dr.		Prof.		Rev.	Other:
Surname							Maiden Name (if applicable)					
Initials		First Name (s)										

Namibian Identity Number													Date of Birth	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female
Marital Status	Single	Married	Divorced	Widow/er	Home Language																			
Home Town					Region: Cross (X) the appropriate region of origin below: *(Namibian nationals, only)*																			

Caprivi	Erongo	Hardap	Karas	Kavango	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa

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

Country of origin		Passport Number	
Type of Permit		Permit Number	
		Expiry Date	D D M M Y Y Y Y
Levels of Health	Good	Poor	If Poor, please furnish details:

FOR OFFICE USE ONLY:

Type of school certificate						Over-all Points Obtained		Year admitted to	
English		Mathematics		Physical Science		Biology		Other:	
Accept 1st Choice		Accept 2nd choice		Waiting List		Reject 1st Choice		Reject 2nd Choice	

Conditions Applicable: (if any)-

Selection Committee:..... Registrar:.....

PART 3: CONTACT DETAILS

Note: Postal Addresses of schools or hostels are unacceptable for application purposes since the correspondence may be mailed to you well after you have left your school or hostel.

Postal Address		Telephone Number (home)	
		Telephone Number (work)	
		Cell Number	
		Email Address	
Accounts to		Telephone number	
Postal Address		Fax Number	
		Email Address	

Contact Details of Parent(s) / Guardian / Next of kin: *(to be contacted in case of emergency)*

Surname & Name (s)			
Home (Postal) Address			
Home (Street) Address			
Email Address			
Telephone Number		Cell Number	

PART 4: PHYSICAL CHALLENGES

Indicate whether you are physically challenged: Yes ☐ No ☐

If your answer is 'yes' cross (**x**) the appropriate challenge you are experiencing.

Blind	☐	Deaf	☐
Albinism	☐	Polio afflicted	☐
Amputee	☐	Crutches-User	☐
State the relevant limb.....		Wheelchair bound	☐

State any other challenge that you experience below:

PART 5: SPECIALLY DESIGNATED ETHNIC MINORITIES

Are you a member of the following ethnic minorities:

Ovazemba / Ovahimba	Yes ☐	No ☐
San	Yes ☐	No ☐

If your answer is 'Yes', attach hereto, your full birth certificate, a sworn declaration by your Regional Councillor or Headman, confirming your ethnic group of origin. If the mentioned documents are not attached, it will be assumed that the particulars that you furnished are not true and this may lead to the disqualification of your application.

PART 6: EDUCATIONAL PARTICULARS (School Leaving Details)

Name of School Attended / Current School		Region	
Year of Examination			
Type of Examination (Mark with an x)			
Namibian Senior Secondary Certificate (NSSC)		Examination Number	
Higher International General Certificate in Secondary Education (HIGCSE)		Examination Number	
Current Grade 12 (August) Results:		Examination Number	
Other (Please specify)			

Please attach certified copies of school-leaving results.

TERTIARY EDUCATION DETAILS:

Please enclose original transcripts and certified copies of certificates, diplomas etc.

Name of Institution	Year	Qualification obtained or Enrolled for

PART 7: HOUSING APPLICATION

I apply for student accommodation: (Please cross appropriate square): Single ☐ Double ☐

PART 8: GENERAL INFORMATION

Name of Employer		Telephone Number	
Postal Address			

Do you have access to a computer: Yes ☐ No ☐

PART 9: 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 Polytechnic property caused by me and indemnify the Polytechnic against any loss or damage howsoever caused in respect of property left at the Polytechnic by the applicant. I/we also indemnify the Polytechnic against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a students at the Polytechnic, acknowledging the Applicant's participation in any sporting or other activity at the Polytechnic or conveyance of the applicant in any Polytechnic 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 Prospectus Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to the Polytechnic 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 the Polytechnic – and further that the applicants shall, if accepted, be under the disciplinary control of the Polytechnic as from the date on which he/she takes up residence at the Polytechnic or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the Polytechnic 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 the Polytechnic keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The Polytechnic 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 the Polytechnic 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, the Polytechnic may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the Polytechnic deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the Polytechnic may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the Polytechnic undertaking any legal obligation to do so.

Signature of Applicant: ☐ Date: D D M M Y Y Y Y

DECLARATION BY 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 the Polytechnic until I notify the Polytechnic 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 the Polytechnic 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 by Parent / Legal Guardian: ☐ Date: D D M M Y Y Y Y

CHECK LIST: Please tick (✓).

- ☐ All parts of the application has been completed
- ☐ Application Fee enclosed

The following documents are enclosed:

- ☐ Certified copy of Identity Document /Birth Certificate
- ☐ Certified copy of latest school results
- ☐ Certified copy of certificate, diploma or degree

For foreign applicants:

- ☐ Translation of qualifications - if in foreign language
- ☐ Certified copies of qualifications - foreign language
- ☐ Namibia Qualifications Authority (NQA) Evaluation
- ☐ Certified copy of Study Permit
- ☐ Certified copy of Passport

APPLICATION FEE: (FOR OFFICE USE ONLY)

Amount Received: N$

Receipt Number:

Date Received

Stamp

POLYTECHNIC OF NAMIBIA

Private Bag 13388, Windhoek, Namibia; Tel: +264 61 2072056; Fax +264 61 2072401; www.polytechnic.edu.na

MATURE AGE ENTRY APPLICATION

ACADEMIC YEAR APPLIED FOR: 2012

This application is not binding on the applicant or the Polytechnic of Namibia
The closing date **is 30 September 2011**
(NO LATE APPLICATIONS WILL BE CONSIDERED)
All information will be treated confidentially.

FOR OFFICE USE ONLY	
Date Received	
Biographical Computed (Initials)	
Date to Selection	
Date Received Back	
Admission Status Computed (Initials)	
Admission Letter Posted (Date)	

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2. Refer to the Guide for Prospective students 2012 when completing this form.
3. Where a choice is given, mark only the appropriate answer with an (**x**).
4. An application fee of N$95 must accompany this application. Please do not send cash if posted. Payments can be made by bank deposits. Please enclose your original deposit slip with this application. Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are **not** accepted as payment.
5. This application must be accompanied by certified copies of **birth certificate/identity card, relevant academic certificates and reference letters from employers.**
6. The Polytechnic of Namibia 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).
7. Candidates with Non-Namibian Qualifications must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form.
8. Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

STUDENT NUMBER (only if you have studied at PON before)

PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROL:

First Choice		Full-time		Part-time		Distance	
Second Choice		Full-time		Part-time		Distance	

Cross (X) the appropriate Examination Centre below: Distance Education students only

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek

PART 2: PERSONAL DETAILS:

Title	Mr.		Mrs.		Ms.		Dr.		Prof.		Rev.		Other:	
Surname								Maiden Name						
Initials				First Name(s)										

Namibian Identity Number						Date of Birth	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female
Marital Status	Single	Married	Divorced	Widow/er	Home Language												
Home Town					Region: Cross (X) the appropriate region of origin below: *(Namibian nationals, only)*												

Caprivi	Erongo	Hardap	Karas	Kavango	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa	

If not a Namibian Citizen, Please provide the following details:

Country of origin		Passport Number								
Type of Permit		Permit Number								
		Expiry Date	D	D	M	M	Y	Y	Y	Y

Levels of Health	Good	Poor	If Poor, please furnish details:
Are you physically disabled?	Yes	No	If yes, please furnish details:

FOR OFFICE USE ONLY:

Mature Age Test results: (%)	English		Mathematics		Age 23+ years		Yes	No	Work Experience 3+ years		Yes	No	
Accepted 1st choice		Accepted 2nd Choice		Rejected		Revised		Reason					

Comments:

Selection Committee:…… Registrar……

PART 3: CONTACT DETAILS:

Home (Postal) Address			
Study (Postal) Address (While studying at the Polytechnic)			
Home (Street) Address			
Telephone number (Home)		Telephone Number (work)	
Cell Number		Email Address	

Person Responsible for Account (NOT GOVERNMENT or SPONSOR)

Name & Surname (s)		Telephone Number	
Postal Address		Cell Number	
		Email Address	

PART 4: EDUCATIONAL PARTICULARS (School Leaving Details):

Name of School Attended / Current School			
Year of Examination		Region	
Type of Examination (Mark with an x)			
Namibian Senior Secondary Certificate (NSSC)		Examination Number	
Higher International General Certificate in Secondary Education (HIGCSE)		Examination Number	
Junior Secondary (Grade 10 or Standard 8):		Examination Number	
Other (Please specify)			

OTHER LEARNING EXPERIENCE:

Please enclose original transcripts / results and certified copies of certificates / diplomas.

Name of Institution	Year	Qualification obtained or enrolled for

PART 5: WORK EXPERIENCE:

NB: Reference letters from employers MUST be attached.

Name of Current Employer		Number of Year (s)	
Current Position		Telephone Number	
Postal Address			
Name of Previous Employer		Number of Year (s)	
Position held		Telephone Number	
Postal Address			

PART 6: MATURE AGE ENTRY EXAMS:

For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English entrance test. Applicants are expected to turn up on the date and time that they have indicated below without a written invitation / notice from the institution.

Indicate at which centre you would like to take the test:

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek

Indicate on which day you would like to take the test:

	Thursday, 29th September	Friday, 30th September	Saturday, 1st October
TIME	13h00	13h00	08h00

PART 7: 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 Polytechnic property caused by me and indemnify the Polytechnic against any loss or damage howsoever caused in respect of property left at the Polytechnic by the applicant. I/we also indemnify the Polytechnic against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a students at the Polytechnic, acknowledging the Applicant's participation in any sporting or other activity at the Polytechnic or conveyance of the applicant in any Polytechnic 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 Prospectus Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to the Polytechnic 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 the Polytechnic – and further that the applicants shall, if accepted, be under the disciplinary control of the Polytechnic as from the date on which he/she takes up residence at the Polytechnic or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the Polytechnic 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 the Polytechnic keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The Polytechnic 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 the Polytechnic 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, the Polytechnic may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the Polytechnic deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the Polytechnic may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the Polytechnic undertaking any legal obligation to do so.

Signature of Applicant: Date: D D M M Y Y Y Y

CHECK LIST: (Please tick ✔)

- ☐ All parts of the application form have been completed
- ☐ Application Fee enclosed

The following documents are enclosed:

- ☐ Certified copy of Identity Document
- ☐ Certified copy of latest school results
- ☐ Certified copy of certificate, diploma or degree
- ☐ Reference letter(s) from employer(s)

APPLICATION FEE: (FOR OFFICE USE ONLY)

Amount Received:

Receipt Number:

Date Received

Stamp

CANDIDATE'S REMINDER TO COME AND WRITE THE MATURE AGE ENTRY TEST

Please complete in block letters, tear off and keep slip.

NB!! You will be required to show this reminder when entering the examination venue.

Important Information:

1. The Mature Age Entry Tests consist of two tests: English (Proficiency Test) and Mathematics (Basic Numeracy)
2. You should write **BOTH** tests and score at least a minimum pass-mark of 40% in each test.
3. Passing the test does not mean that you will be automatically accepted. You should still fulfill all other requirements and admission is based on spaces available.
4. Test results will be mailed to you by the 1st week of December.
5. Applicants are expected to turn up on the date and time they have indicated without a written invitation / letter from the institution. Should you not turn up for the test, you will loose the opportunity. No other test dates are scheduled. You MUST bring with the following:

5.1 **Original** Identity Card or Passport. Applicants will not be allowed to write tests without these documents.
5.2 Pencil, Pen, Rubber, Ruler, Calculator.
5.3 NO cell-phones will be allowed for the duration of the test.

6. You are required to turn up at least **15 minutes** before commencement of the test. No-one will be allowed into the venue 15 minutes after the test has commenced. You are also not allowed to leave the venue for the duration of the test and will be given a 15 minute break after the first test has been written.

Surname: ..... First name(s): .....

ID number/date of birth: ..... Programme (e.g. Marketing): ..... Signature: .....

Tick (✔) the appropriate Examination Centre below:

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek

Day & Date	Thursday 29th Sept.	Friday 30th Oct.	Saturday 1st Oct.
Time	13h00	13h00	08h00

	JustFly	FlyClassic	FlyFlex
Buchung			
Verfügbarkeit	begrenzt	✓	✓
Sitzplatzreservierung	✗	$ Kurz- und Mittelstrecke: 10 € / Teilstrecke Langstrecke: 15 € / Teilstrecke	✓[6]
Reservierung XL Seat	✗	$ Kurz- und Mittelstrecke: 20 € / Teilstrecke Langstrecke: 60 € / Teilstrecke	$ Kurz- und Mittelstrecke: 20 € / Teilstrecke Langstrecke: 60 € / Teilstrecke
Umbuchung	✗	$ Kurz- und Mittelstrecke: 60 € Langstrecke: 120 € (zzgl. Differenz zum neuen Flugpreis)	✓ (nur Differenz zum neuen Flugpreis)
Stornierung	✗	✗	✓
topbonus Entfernungsmeilen	25% mind. 125 Meilen	50% / 100% mind. 250 Meilen	150% mind. 750 Meilen
Ermäßigungen			
Kleinkinder unter 2 Jahren	✓ ohne eigenen Sitzplatz	✓	✓
Kinder unter 12 Jahren	✗	✓	✓
Gepäck			
1. Handgepäckstück[2] (Maße: 55x40x20 cm;max.	✓ Überprüfung am Flughafen[4]	✓ (zusätzl. Laptop)	✓ (zusätzl. Laptop)

FlyClassic Business	✓ (2 Stücke)	✓ (2 Stücke bis 32 kg)	✓	✓	200%	$	✓	Detail »
FlyFlex Business	✓ (2 Stücke)	✓ (2 Stücke bis 32 kg)	✓	✓	200%	✓	✓	

✓ inklusive $ gegen Gebühr ✗ nicht buchbar/nicht möglich

Gilt ab 01.07.2012 und ausschließlich für Flüge, die von airberlin und NIKI durchgeführt werden. Zweites Handgepäckstück nicht möglich auf Flügen von/nach USA und Kanada.

Weitere Informationen zu den Tarifen »

Economy | Business i

Düsseldorf – Windhoek Sonntag, 17.06.2012

Abflug/Ankunft	Stopps	FlyClassic Tarifinfo EUR
15:15–05:20 +1	1	512,79
17:10–05:20 +1	1	512,79
10:20–05:20 +1	2	763,74
12:40–05:20 +1	2	763,74
12:40–05:20 +1	2	763,74
14:50–05:20 +1	2	763,74

Economy | Business i

Windhoek – Düsseldorf Montag, 18.06.2012

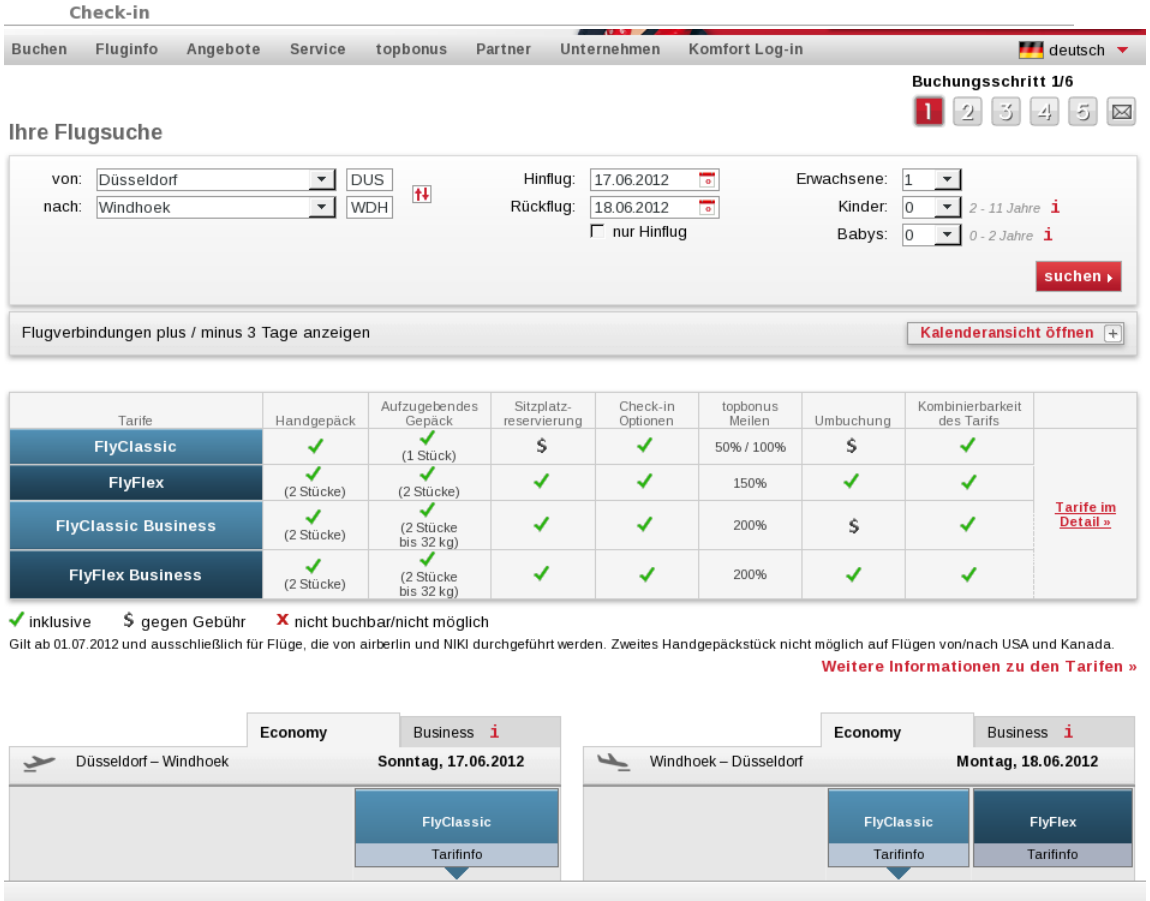
Abflug/Ankunft	Stopps	FlyClassic Tarifinfo EUR	FlyFlex Tarifinfo EUR
07:20–22:30	1	409,54	1.203,54

Ihr Hinflug
5.693 topbonus Meilen inklusive
Preis pro erwachsener Person € 512,79

Ihr Flugpreis*

Erwachsene: 1 × € 457,00	€ 457,00
sonstige Steuern und Gebühren	€ 123,33
Kerosinzuschlag	€ 342,00
Service / Payment Charge	€ 17,00
Gesamtpreis	**€ 939,33**

Ihr Rückflug
2.846 topbonus Meilen inklusive
Preis pro erwachsener Person € 409,54

Flugsuche ändern Weiter »

1. Handgepäckstück[2] (Maße: 55x40x20 cm;max. 6kg)	✓ Überprüfung am Flughafen[4]	✓ (zusätzl. Laptop)	✓ (zusätzl. Laptop)
2. Handgepäckstück[2] (Maße: 55x40x20 cm;max. 6kg)	x	x	✓[6]
Aufzugebendes Gepäck (bis 23 kg)	$ 1. Gepäckstück: 15 € / Strecke jedes weitere: 50 € / Strecke	✓ 1. Gepäckstück: inkl. Kurz- und Mittelstrecke: jedes weitere: 50 € / Strecke Langstrecke: 2. Gepäckstück: 50 € / Strecke jedes weitere: 100 € / Strecke	✓ 1. und 2. Gepäckstück[6]: inkl. jedes weitere: Kurz- und Mittelstrecke: 50 € / Strecke Langstrecke: 100 € / Strecke
Aufzugebendes Gepäck (von 23 kg bis 32 kg)	$ ab dem 1. Gepäckstück: 100 € / Strecke	$ Kurz- und Mittelstrecke: 1. Gepäckstück: 50 € / Strecke jedes weitere: 100 € / Strecke Langstrecke: 1. Gepäckstück: 100 € / Strecke jedes weitere: 150 € / Strecke	$ Kurz- und Mittelstrecke: 1. Gepäckstück: 50 € / Strecke jedes weitere: 100 € / Strecke Langstrecke: 1. Gepäckstück: 100 € / Strecke jedes weitere: 150 € / Strecke
Sportgepäck	x	$ Kurz- und Mittelstrecke: 50 € Langstrecke: ab 70 €	$ Kurz- und Mittelstrecke: 50 € Langstrecke: ab 70 €
Mitnahme von Haustieren	x	$ Kurz- und Mittelstrecke: ab 30 € Langstrecke: ab 100 €	$ Kurz- und Mittelstrecke: ab 30 € Langstrecke: ab 100 €