



# NOTICE OF EXPECTATION TO GRADUATE

**NB!** Completion of this form is **NOT** an invitation to the Graduation Ceremony. You will receive a formal invitation to the Graduation Ceremony should you qualify to graduate.

## APRIL 2016 GRADUATION

This form is to be completed by students who are expecting to obtain certificate, higher certificate, diploma or degree in APRIL 2016. Students who do not complete the form and return it to the Polytechnic of Namibia may not graduate as expected and will have to wait for another graduation ceremony. The form must be returned/submitted to the Polytechnic RECEPTION, Polytechnic Regional Centres or must be mailed to the Office of the Registrar, Private Bag 13388, Windhoek, on or before **12 February 2016**. Please enquire by **7 MARCH 2016** from the reception at Tel. # 2072056 whether your name is on the graduation list.

School	Programme	Faculty Officer	Telephone #, Fax # and Email address
Computing and Informatics	Business Computing, Informatics, Systems Administration & Networks, Software Engineering, Computer Sciences	Mr Wynand Narimab	Tel: 061-207 2923 Fax: 061-207 9923 wnarimab@polytechnic.edu.na
Engineering	Civil, Electronics, Mining, Power, Electrical, Mechanics, Metallurgy, Master of Integrated Water Resource Management, Master of Industrial Engineering	Mr Oswin Nangula	Tel: 061 – 207 2016 Fax: 061-207 9016 onangula@polytechnic.edu.na
Health and Applied Sciences	Bio-Medical Sciences, Emergency Medical Care, Environmental Health Science, Mathematics & Statistics, Natural Sciences.	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@polytechnic.edu.na
Harold Pupkewitz Graduate School of Business	Master of International Business, Master of Business Administration, Master of Leadership and Change Management, Executive Master of Business Administration	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@polytechnic.edu.na
Human Sciences	Communication, English, Journalism, VET and Public Management	Ms Petsy Neiss	Tel: 061 – 207 2160 Fax: 061-207 9160 pneiss@polytechnic.edu.na
Management Sciences	Accounting & Finance, Economics	Ms Otilie Nelago	Tel: 061-207 2671 Fax: 061-207 9671 onelago@polytechnic.edu.na
Management Sciences	Business Administration, Business Management, Office Management and Technology, Hospitality & Tourism	Mr Gilbert //Hoabeb	Tel: 061 – 207 2320 Fax: 061-207 9320 ghoabeb@polytechnic.edu.na
Management Sciences	Human Resources Management, Transport and Logistics Management, Marketing Management	Ms Indira J. Mbako	Tel: 061 – 207 2170 Fax: 061-207 9170 imbako@polytechnic.edu.na
Natural Resources and Spatial Sciences	Architecture, Agriculture, Nature Conservation, Land Administration, Geomatics, Geo-Information Technology, Property Studies, Town and Regional Planning, Regional and Rural Development	Ms Neriene //Hoebes	Tel: 061 – 2072963 Fax: 061-207 9963 <a href="mailto:nhoebes@polytechnic.edu.na">nhoebes@polytechnic.edu.na</a>

**COMPLETE THIS PART: (PLEASE PRINT CLEARLY)**

**NAMES** (exactly as it should appear on certificate and as they appear on your birth certificate or identity document)

**STUDENT NUMBER:**

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**ID Number (if available):**

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**QUALIFICATION YOU EXPECT TO OBTAIN (E.g: National Diploma in Public Management):**

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FACULTY OFFICER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT'S RECEIPT OF NOTIFICATION TO GRADUATE:**

Student name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Qualification you expect to obtain: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

(Students should keep this receipt as proof of notification to Graduate)