

POLYTECHNIC OF NAMIBIA / NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF NATURAL RESOURCES AND SPATIAL SCIENCES
DEPARTMENT OF ARCHITECTURE AND SPATIAL PLANNING
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ARCHITECTURE SECTION
STUDENT
HANDBOOK **2015**

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ABBREVIATIONS, ACRONYMS AND DEFINITIONS

NUST	Namibia University of Science and Technology
FNRSS	Faculty of Natural Resources and Spatial Science
DASP	Department of Architecture and Spatial Planning
HoD	Head of Department
B. Arch	Bachelor of Architecture
B. Arch Hons	Bachelor of Architecture Honours
M. Arch	Master of Architecture
WIL	Work Integrated Learning
ARD	Architectural Design (Studio)
NASA	Namibia Architecture Students Association

In the Foreword to the 2014 Edition of the Architecture Student Handbook, reference was made to the challenges ahead of the new Department of Architecture and Spatial Planning (DASP) during the period of transformation of the Polytechnic of Namibia to Namibia University of Science and Technology (NUST). It is only logical to take audit of the performance of the DASP at the background of all the challenges faced during the past year.

From the onset the proposition to run the Department in two interacting Sections - Architecture and Spatial Planning - under the leadership of two energetic heads was accepted. This was strategic for a seamless administration of the academic entities formerly managed in different set-ups and style. The scattered nature of the facilities and human resources available also informed the decision. After one year of existence, we posit that the efforts have paid encouraging dividends. It is thus envisaged that more successes will be achieved when the two Sections are housed under one roof of the new state of the art Architecture & Planning building.

Apart from successfully running the existing undergraduate and postgraduate programmes of DASP, the highly committed and hard-working staff succeeded in developing curricula for two new postgraduate programmes: Bachelor of Town and Regional Planning Honours and Master of Architecture. These were approved by Senate and endorsed for implementation, scheduled for 2016.

The Department achieved substantial success in programme recognition. The Architecture Section successfully hosted the Namibia Council for Architects and Quantity Surveyors' Advisory Accreditation Visit. The role played by students and staff of the Department is highly commendable. The full accreditation visit is granted for July/August, 2015. The Bachelor of Regional and Rural Development Honours qualification was registered on the NQF. As per the Government Gazette Notice No. 1, 2014, the Town Planners Act included the Bachelor of Town and Regional Planning Honours Degree as a qualification suitable for professional registration with the Council.

The architecture students' body successfully represented the Department at the UIA sponsored, SACAP organized 2014 Durban Congress. The Programme also registered its participation at the University of Angola 9th International Forum for Architecture 2014. The list is long but the space is small. Please visit our website for more details.

To the fresh students, we say welcome to the Polytechnic, Namibia's premier institution. You made a great choice. To the returning students, welcome back to your academic home. To both, please enjoy the information in the much elaborate and improved 2015 edition of the Student Handbook.



Professor Sampson Umenne, PhD
MAARCHES, MAAK, MIAZ, MACZ, Registered Architect
Director and Head of Department: Architecture and Spatial Planning (DASP)

BACHELOR OF ARCHITECTURE**59BARC**

The Bachelor of Architecture (B. Arch) programme is a three-year degree programme and will be awarded to students credited with a minimum of 400 credits at NQF level 7.

CAREER OPPORTUNITIES

B. Arch Graduates can take up careers in a wide range of areas in the built environment industry. They have opportunities in professional architectural firms as candidate Architectural Technologists.

Graduates who wish to pursue professional careers as Architects may apply for entry into the *Bachelor of Architecture Honours* at the Department, or any other school of architecture within the region or further afield. They also have the opportunity to pursue further studies in different built environment fields in educational institutions offering instruction in them.

ADMISSION CRITERIA

The admission of students will be by means of a selection process, involving three stages as follows:

STAGE 1: Candidates are to be assessed on academic merit only. Candidates apply for this stage with their latest Grade 12 / NSSC Ordinary Level (NSSCO) and / or NSSC Higher Level (NSSCH) results. Candidates are required to meet the following minimum academic criteria to be considered:

At least 14 points on the NUST evaluation scale for English and Mathematics using a combination of NSSCH and / or NSSCO, provided that no symbol lower than a C on NSSCO will be accepted.

A minimum of 21 points on the NUST evaluation scale for any three other subjects out of the following (or their equivalent): Technical Drawing, Physical Science, Physics, Chemistry, Biology, Geography, Fine Art, Arts and Crafts, Literature, Carpentry, and Economics, using a combination of NSSCH and NSSCO, provided that no symbol lower than a C on NSSCO will be accepted.

Candidates who meet the minimum academic requirements for admission will then be invited to take the Architecture Selection Test in the next stage.

STAGE 2: Candidates are to be assessed in terms of their general knowledge, abilities and experience as well as freehand drawing skills by means of the Architecture Selection Test. Based on the outcome of the test, the Department will compile a short-list of candidates selected for an interview.

Prior learning in technical / geometrical drawing provides an extremely advantageous foundation for students entering all programmes leading to an architectural qualification.

STAGE 3: Those candidates who have made the short-list will be invited to participate in the Final Selection Interview. The results of the Selection Committee are final and no discussion or correspondence will be entered into¹.

APPLICATION PROCESS

- 11 September 2015²: Last day for submission of applications for 2016 Academic Year to the NUST Central Admissions Office³

- 5-9 October 2015: Candidates who fulfil requirements for Stage 1 (above) will be invited for Architecture Selection Test via email.

- 26 October 2015: Departmental Selection Test (morning)
Final Selection Interviews (afternoon)⁴

- 21 January 2016: Registration begins

PROGRESSION RULES

In addition to the NUST regulations, a student may not proceed to the next year of study if he / she has not passed the Architectural Design course at the current level of registration.

¹ If the final Grade 12 results of candidates, who were selected provisionally, do not meet the minimum requirements, then final admission to the programme will be withheld.
² The stipulated dates might vary and applicants are encouraged to verify final application dates well in advance.
³ It is very important to provide full contact details on the application form, including mail address, email, and telephone!
⁴ Candidates will be informed by mail of the outcome of their application. Candidates who are placed on the waiting list will be considered once registration starts in January 2016.

ABS501Y Applied Building Science 10 Cr

Prerequisite None
Contact hours 2 hours per week

The course aims to provide students with the necessary theoretical background to the natural sciences related to the built environment. Apart from formal lectures, visits will be made to building and construction sites to experience and relate what has been learned in class to real life situations. A series of assignments and tests will be given to students to reinforce the knowledge gained. Students will be expected to, among other things, demonstrate understanding of the knowledge gained, be able to analyze and interpret scientific knowledge for effective building design, demonstrate knowledge of basic mathematics and science, apply building science principles and theoretical concepts to building design and evaluate concepts and apply them in new knowledge.

ARD501Y Architectural Design I 25 Cr

Prerequisite None
Contact hours 13 hours per week

Architectural Design is the major course of the programme and in the first year the foundations are laid for all subsequent development. This course is completely studio-based, which means that students will be required to do 5 to 6 design projects with ascending complexity, and starting from more abstract to more concrete design briefs, with at least one site-specific project in the rural areas. The focus of the first year lies mainly on basic human spatial requirements, materials and structure as well as climatic considerations as generators for design. Studio tutors will guide students during their design development and projects will be regularly presented and evaluated through pin-ups and/or studio presentations followed by comments from studio tutors and guest critics. Much emphasis lies on the processes of design, through sketching and model building.

BST501Y Building Structures I 6 Cr

Prerequisite None
Contact hours 1 hour per week

Building Structures I aims at introducing students to the principles of structures as related to building design in different soil and climatic conditions. Buildings are subjected to various types of natural forces such as wind forces, snow loads, self weight, earthquakes and forces due to liquids. A building has to withstand these forces to remain structurally sound. A series of lectures will be augmented with field visits, tests and assignments. On completing the course, students will be able to: demonstrate understanding of the theories of structures related to building design, apply knowledge of units of force and the behavior of forces in nature, apply methods of managing forces in building design to avoid structural failure, analyze various ways in which structures affect building design and analyze existing buildings in structural terms.

YEAR 1 YEAR COURSES

CAD501Y Computer-Aided Design I 5 Cr

Prerequisite None

Contact hours 1 hour per week

Computer–Aided Design I deals with 2D draughting skills to enable students to comprehend the basic functions of software to produce efficient and comprehensive draughting. A particular software program will be examined to create productive solutions to design situations in a realistic context. This is a practical course which runs as a block (whole week) in the 2nd semester and will be conducted in the computer lab. Students will be paired up and assigned to a computer. They will need to complete 3 assignments of which the last assignment will be examined orally as well. CAD I allows you to use this software in preparation for Contract Documentation.

CMT501Y Construction Materials & Technology I 25 Cr

Prerequisite None

Contact hours 5 hours per week

This course aims to equip the student with sufficient knowledge of construction materials and methods to be able to translate a design into built form. The students will be equipped with ability to solve construction problems relating to complex low rise building types (up to 2 storey) e.g. small office buildings; health care (clinics, surgeries) and crèches as well as small commercial buildings; restaurants, “bed and breakfast” etc., and demonstrate sufficient knowledge of the properties of materials to solve problems related to specified building types with ability to specify building materials on technical drawings and to support decision making in design projects. The course will be facilitated through lecturing and site visits will be made to places of constructional interest as well as inviting external resource persons to teach specific topics. The course will also involve group work to allow for student interaction and sharing of ideas.

EOA501Y Elements of Architecture 8 Cr

Prerequisite None

Contact hours 1 hour per week

During the course of Elements of Architecture students will be familiarized with basic notions of principles and primary elements of architecture. The idea is to take their perception of the natural and built environment as a starting point to discuss and analyze spatial issues, and how they can inform architectural design.

In a number of lectures students will be introduced to case studies of primary acts of architecture from all over the world in order to broaden their architectural terminology and to enable them to communicate ideas and concepts in a comprehensive manner. Similarly, local architectural excursions will be conducted to gain practical insights into theoretical concepts. All the theoretical knowledge will be processed through individual and group assignments.

YEAR 1 YEAR COURSES

FCD501Y Fundamentals of Contract Documentation 16 Cr

Prerequisite None

Contact hours 3 hours per week

This course aims to provide students with the basic knowledge of contract documentation in architectural professional practice. The ability to accurately convey design and construction information in conventional and written form is an important part of the competencies students must acquire in the programme. It prepares the students for the Contract Documentation and Architectural Practice course in Year 2. The main contents of the course are: basic drawing and lettering techniques; annotations and specifications; types of drawings, graphic projections; scale, dimensioning, general layout of drawings; building services layout; building measurements; role of the architect and other professional consultants, contractor and client; National Building Regulations (NBR).

HTA501Y History & Theory of Architecture 12 Cr

Prerequisite None

Contact hours 2 hours per week

From early hunter-gatherers until the 19th Century and beyond, architecture and artefacts provide valuable insight into the context in which they were created. Context can refer to the physical environment, the spirit of the times, the mind-set of the society, the history and culture of the people, technological developments and constraints etc. Through lectures, research, assignments and practical examples, students will be introduced to various architectural styles and periods and reflect upon their relevance in contemporary times. The course aims to encourage a culture of self-study and assist students in acquiring abilities to conduct basic research in architectural history and theory. Students will build up a vocabulary to better understand and convey ideas related to buildings and the broader systems within which they are constructed.

PTE501Y Presentation Techniques 10 Cr

Prerequisite None

Contact hours 3 hours per week

Presentation Techniques primarily deals with the skills of architectural presentation as a medium of communication, through hand drawing. Although PTE is a subject which primarily supports the design process, the work covered in this subject is very important, because it prepares the student to observe, analyze and draw design ideas by hand. It is based on practicals and assignments of which some will be integrated with ARD and one major assignment will be based on the final ARD project. Students will be required to pin-up work for discussion to learn from peers. This is a fun course and a time to be free and creative.

YEAR 1 SEMESTER COURSES

LIP411S Language in Practice Non Credit Bearing

Prerequisite None
Contact hours Distance Education

Language in Practice covers all four domains of language learning, namely, writing, reading, speaking and listening. Students are introduced to the basic elements of English grammar, academic reading and writing skills while continuing to develop their vocabulary. Emphasis is on the production of well written basic sentences, paragraphs and essays. The course also includes comprehension exercises and the reading of short stories. Students' listening skills are honed by way of recorded texts with comprehension activities that include note-taking. They also engage in error analysis and editing tasks. The activities of each unit encourage collaborative learning.

EPR511S English in Practice Non Credit Bearing

Prerequisite Language in Practice, or Language in Practice A, or Module 2, or a minimum B in English as a Second Language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1 - 4
Contact hours Distance Education

English in Practice further develops students' academic reading and writing skills. Emphasis is on essay writing for different academic purposes, critical reading and summarizing information both in writing and orally. Grammar and vocabulary include reported speech, gerunds and infinitives, word formation, collocations and review of spelling and punctuation rules. Language is acquired through interaction; therefore, students are expected to participate actively in each lecture session. Lecturers will use a variety of techniques and activities to develop students' language and communication skills including, but not limited to, classroom interaction techniques, group discussions, practice exercises, quizzes and cooperative learning activities. Students are also expected to conduct extensive reading and research as well as complete regular homework assignments.

ICT521S Information Competence 10 Cr

Prerequisite None
Contact hours Distance Education

Information Competence has the objective of teaching students "to cope with the age of the Internet", to search effectively for information to solve given problems and to evaluate obtained information critically. The emphasis of the course lies on contemporary methods of information acquisition, i.e. using search engines on the Internet and Web 2.0 technologies. The growing influence of social networking sites, with their benefits and problems, will be studied. However, information gathered from conventional media will also be considered. Students will be required to create and publish information themselves and to communicate information in the form of written reports or classroom presentations.

YEAR 2 YEAR COURSES

ARD602Y Architectural Design II 30 Cr

Prerequisite Architectural Design I
Contact hours 13 hours per week

A selection of design challenges will explore in detail the interrelationship of brief, site, climate, landscape, cultural values, materials and Urbanism. The majority of these projects will engage with real places, spaces and clients. An opportunity will be made to engage in a live project, which will allow the application of aspects taught in theory, to be explored in a practical setting. Throughout the year, practicing architects will be invited to engage in a continuing dialogue with the studio, in order that a broad view of design excellence is ensured. The year will be an occasion to explore in depth many of the principles that students encountered in year one.

BSE602Y Building Services 10 Cr

Prerequisite None
Contact hours 1 hour per week

The course aims at equipping students with a working knowledge of building services and aesthetic consideration that goes towards making the building function as one unit. Building services include water supply and sanitation, drainage and sewage disposal, electrical and communication installations, ventilation, heating and cooling, mechanical circulation systems, fire protection and control, and refuse collection amongst others. At the end of the course the student should demonstrate knowledge of the practice of incorporating services into building design, show understanding of the principles that underlay the proper functioning of building services installation and be able to draw conclusions that can be applied in new situations in building design.

BST602Y Building Structures II 10 Cr

Prerequisite Building Structures I
Contact hours 2 hours per week

Building Structures II builds upon the basis of the BST I course. The main emphasis lies on how different materials behave under load and what can be done structurally to compensate for weaknesses, so that the material becomes a useful structural element in building. On completing the course students will be able to: evaluate the established behavior of common building materials and analyze safety factors, assess structural soundness and safety of building design structures, solve simple structural design problems, apply common methods of joining structural materials appropriately and communicate and design competently by applying such structural design principles.

YEAR 2 YEAR COURSES

CAD602Y Computer Aided Design II 5 Cr

Prerequisite Computer-Aided Design I

Contact hours 1 hour per week

Computer–Aided Design II deals with 3D draughting and modelling software to enable students to operate 3D computer programs to support architectural design, visualization and technical documentation. This is a practical course which will be conducted in the computer lab. Students will be paired up and assigned to a computer and will need to complete several assignments of which the final assignment will be examined orally as well. CAD II allows you to use this software in preparation for ARD presentation as well as Contract Documentation.

CAP602Y Contract Documentation & Architectural Practice 20 Cr

Prerequisite Fundamentals of Contract Documentation

Contact hours 3 hours per week

On the one hand the course advances the knowledge gained in FCD 501Y through a series of draughting exercises related to ARD design projects. On the other hand, students are introduced to the professional practices and procedures of the architectural profession in the Architectural Practice module. Accordingly, the main content of the course is:
Contract Documentation Module: working drawings, construction and detail drawings, schedules, preparation of project drawings for submission to local authorities, NBR;
Architectural Practice Module: NIA practice procedures, acts and regulations of professional practice, forms of architectural practice, building contract management and supervision, office organization and management.

CMT602Y Construction Materials & Technology II 19 Cr

Prerequisite Construction Materials & Technology I

Contact hours 4 hours per week

Building upon the knowledge gained in CMT 501Y, the aspect of low rise construction will be investigated. The analysis of how materials are successfully used, selected, specified, installed and maintained will be conducted both in the studio and through visits to suitable construction sites. Assignments will involve group presentations of studies undertaken, which explore and evaluate the application of construction technology.

YEAR 2 YEAR COURSES

DPT602Y Digital Presentation Techniques 6 Cr

Prerequisite None

Contact hours 2,5 hours per week

Digital Presentation Techniques provides students with the skills and knowledge to create a functional presentation and a poster for the architectural environment. Students work with basic design and presentation software, learn basics of typography and use digital camera to document architectural models. This is a practical course with an introduction to theory of typography. The course will be conducted in the computer lab, where students will be paired up and assigned to a computer. The course will be evaluated together with ARD II project presentations..

HAU602Y History & Theory of Architecture and Urbanism 15 Cr

Prerequisite History & Theory of Architecture

Contact hours 2 hours per week

This course continues from where HTA stopped in Year 1, putting emphasis on understanding the historical processes, which formed the 20th century, and architecture and the city in particular. Departing from the radical transformations of all spheres of life during the industrialization of Europe, the course traces the emergence and subsequent spread of modernism throughout the world through colonialism and trade and its local adaptations and impacts, specifically the apartheid city. It furthermore deals with the democratization of architecture during the post WWII welfare state period and post-colonial African state as well as with the critique of modernism in the 60s and 70s and the post-modern period. The course will involve lectures for which students will need to prepare with readings, class debates and group and individual assignments and presentations.

LSS602Y Landscape Studies 10 Cr

Prerequisite None

Contact hours 1 hour per week

The course introduces students to the principles of landscape design as part of an integrated design process with relation to micro-climate and ecological considerations. It is intended to create the awareness of the symbiosis of exterior and interior spaces of the built environment under the dogma “architecture without nature is incomplete”. Though conducted as a combination of seminars, input lectures and design projects, the course is predominantly studio based with a minimum of 3 design modules executed in groups and/or individual basis. While the group design project may be on habitat creation and management of organic landscapes or wasteland rehabilitation, the individual projects focus on public and private open spaces (parks, recreation, playgrounds, etc.) in rural and urban housing, administrative, industrial, commercial and educational zones and transport nodes.

YEAR 2 SEMESTER 3 COURSES

EAP511S English for Academic Purposes 14 Cr

Prerequisite English in Practice, or Language in Practice B, or Module 3, or Exemption

Contact hours Distance Education

English for Academic Purposes introduces students to the oral and written English skills necessary to communicate in professional settings. Students are introduced to professional writing in the form of reports, formal letters and memos. They also practice professional presentations and job seeking skills. Students are expected to incorporate research into their writing and presentations. Grammar topics include cause/effect and compare/contrast structures and passive voice.

YEAR 3 SEMESTER 5 COURSES

WIL713S Work Integrated Learning 60 Cr

Prerequisite Architectural Design II

Contact hours Full semester in Architectural Office

For the entire 5th semester students will be working as interns in architectural offices in an arrangement that mimics post-graduation professional training as stipulated by the Architects Act of 1979 and implemented by the Namibia Council of Architects and Quantity Surveyors (NCAQS). This serves to expose students to the architectural practice early on. Students will have to fill monthly log-sheets to record the scope of work, which should be as wide as possible, touching on all areas of a professional practice. These log-sheets need to be signed by their office supervisor. At the end of the internship students will be required to hand in a portfolio of works and give an oral presentation of the work undertaken during the course of the semester.

YEAR 3 SEMESTER 6 COURSES

ARD723S Architectural Design III 25 Cr

Prerequisite Architectural Design II

Contact hours 10 hours per week

The third year architectural design course is taught in the sixth semester as students are preoccupied with WIL 713S in the whole of the fifth semester. It involves the design of buildings in urban contexts with increasingly complex design briefs. While the main focus of the third year design is the integration of urban design studies, there is continued emphasis on architectonics, formal composition, structural order, architectural expression, etc. Relationships between buildings and urban contexts are explored through a two-stage design project that deals with design issues of an urban nature such as privacy, security, social interaction, architectural image, spaces between buildings, buildings with multiple uses, vehicular circulation/ accommodation, interrelationships between buildings, and the pedestrian scale.

CIS610S Contemporary Issues 12 Cr

Prerequisite None

Contact hours 4 hours per week

The course aims to reinforce students' analytical and synthesizing abilities of contemporary issues in the integrated study areas of politics and security, economics, knowledge, skills and technology, ethics and aesthetics, and biophysics. The course will focus on issues such as: national security vs. personal freedom, good governance, economic development vs. growth, technological explosion, mass migration, environment and economic crises and other relevant issues. The course will enable students to have a better insight about the impact of these issues on society and to make informed syntheses regarding events and processes taking place in a pluralistic, democratic society and interdependent world.

CMT723S Construction Materials & Technology III 19 Cr

Prerequisite Construction Materials & Technology II

Contact hours 6 hours per week

This course will allow the investigation of building technology through lectures, case studies and the integration of this knowledge as applied to ARD studio design projects. Analysis of multi storey structures, involving structural systems, cladding options and flexibility of use will form the core of the course. Field trips and practical exercises will complement this analysis.

YEAR 3 SEMESTER 6 COURSES

HEL723S Housing and Everyday Life 8 Cr

Prerequisite None
Contact hours 3 hours per week

Housing and Everyday Life focuses on the importance of housing for the masses as a major architectural and urban problem, especially in contemporary post-colonial Namibia. International examples of 20th century housing production will be analyzed as a way to open up the field beyond the immediate local circumstances. The aim is to look beyond form and function, to establish under which conditions such projects materialized, regarding policies, land rights and financial instruments, and what kind of everyday life they generated once completed. Particular emphasis will lie on participation of existing or future dwellers in the conceptualization of such projects and the ways to structure such participation.

PQS723S Principles of Quantity Surveying 5 Cr

Prerequisite None
Contact hours 2 hours per week

The course aims to equip the student with the knowledge and skills of specification writing, calculation of building quantities and to provide knowledge on the fundamentals of measuring building works. At the end of the course the students should be able to show evidence in their ability to apply principles, conventions, methodology, and skills of writing specifications for the erection of buildings, conduct a detailed study of measurements as part of contractual framework for the erection of buildings, measure quantities from technical working drawings and prepare estimations and feasibility studies relating to design projects.

SFA723S Surveying for Architecture 5 Cr

Prerequisite None
Contact hours 2 hours per week

This course is to provide the students with the basic knowledge and skills of surveying. Students will be introduced to some basic field survey equipment techniques and procedures and by the end of the course should be able to perform basic field observations like leveling, un-oriented and oriented observation and transversing, reduction and processing of field observations using scientific observations. Throughout the course special attention will be given to quality control of fieldwork and calculations and care of instruments and equipment.

B. ARCH HONS

BACHELOR OF ARCHITECTURE HONOURS 59BARH

The Bachelor of Architecture Honours (B. Arch Hons) programme is a one-year professional degree programme and will be awarded to students credited with a minimum of 127 credits at NQF Level 8.

CAREER OPPORTUNITIES

B. Arch Hons Graduates may opt for a career in a range of built environment fields. Specifically they qualify to seek employment with professional architectural firms as candidate Senior Architectural Technologists. In addition, graduates of the programme may join academia to impart knowledge and skill and or be involved in research for community and/or personal career development. They may also decide to apply their education in some other multidisciplinary fields such as Landscape Architecture, Interior Design, Project Management and Urban Design. Furthermore they have the opportunity to pursue further studies in these and other built environment fields, including the *Master of Architecture* offered at the Department as from 2016.

ADMISSION CRITERIA

Candidates must have fulfilled all requirements and passed all courses for the Bachelor of Architecture and must have obtained a minimum mark of 60% to 65% in Year 3 Architectural Design Studio.

Eligible candidates will be invited to participate in the Final Selection Interview. The results of the Selection Committee are final and no discussion or correspondence will be entered into.

Candidates who fail to obtain the required grades in Architectural Design, are advised to gain a minimum of one year work experience in an architectural office in order to develop a portfolio of works, with which they are encouraged to re-apply in the next available academic year⁵.

APPLICATION PROCESS

29 September 2015⁶: Last day for submission of applications for 2016 Academic Year to the NUST Central Admissions Office

Date tbc.: Final Selection Interviews / Portfolio Review where applicable

21 January 2016: Registration begins

⁵ The maximum allowable interruption of studies between the award of Bachelor of Architecture degree and start of the Bachelor of Architecture Honours programme is three years. This programme is offered on the full-time mode in accordance with NUST rules and procedures.

⁶ The stipulated dates might vary and applicants are encouraged to verify final application dates well in advance.

YEAR 4 YEAR COURSES

AUG804Y African Urbanization in Global Perspective 5 Cr

Prerequisite None

Contact hours 2 hours per week

Never before in human history have urbanization rates been higher than today, and specifically in the developing parts of the world, including Africa. Based on case studies of African Cities, the problem of urbanization is analyzed and put in relation to global processes that influence the development of the city, which can be of social, economical, political and/or technological nature. Specific emphasis is put on the often uneven development between, and polarization of, different groups of inhabitants. In short the rich-poor divide that characterizes many contemporary cities. Architectural and urban strategies will be developed to counter such divisions and define the role of the architect in shaping more inclusive living environments.

BST804Y Building Structures III 10 Cr

Prerequisite None

Contact hours 1 hour per week

The aim of this course is to equip students with advanced knowledge of structures and methods and be able to translate them into structurally sound and safe buildings. This course draws on the foundation of Years I and II, to develop the understanding of structures as applied to building design. A series of lectures, tests, assignments will be given throughout the academic period. On completing the course, students will be able to: evaluate the structural behavior of integrated building materials under comprehensive dynamic loads, judge the structural soundness and safety of contemporary building design structures, solve complex structural design problems, calculate maximum allowable loads on a building structure, apply advanced methods of joining structural materials appropriately, communicate and design competently by applying structural forms and last but not least, develop a structural design language and apply it in complex design and construction proposals.

CMT804Y Construction Materials & Technology IV 15 Cr

Prerequisite None

Contact hours 2 hours per week

Multi-storey structures, together with large span building types, will be examined in detail during this course. The requirements of statutory regulations, involving structural integrity and fire safety will be studied, leading to an appreciation of their impact upon design decisions. Case studies of suitable built projects will be analyzed in detail regarding the interrelationship of all material and design decisions made.

YEAR 4 YEAR COURSES

ETE804Y Environmental Technology 6 Cr

Prerequisite None

Contact hours 1 hour per week

The aim of this course is to equip students with sufficient knowledge of environmental technologies applicable to control interior environments for human comfort. The course will be delivered through lectures, tests, assignments, field visits and practical exercises. On completing the course students will be able to: evaluate environmental technologies and apply such knowledge to new situations in building design, analyze environmental problems and recommend effective solutions, and last but not least apply knowledge of the various theories that are necessary for internal environmental control.

PMA804Y Project Management 15 Cr

Prerequisite None

Contact hours 2 hours per week

The course aims at enabling students to obtain a thorough knowledge and understanding of local and international principles regarding the administrative, financial, planning and managerial implications of a building project. The course will help students to: plan and understand the processes of project execution, supervise and control quality and time management, direct management systems and monitor computer applications in construction project management.

UDE804Y Urban Design 10 Cr

Prerequisite None

Contact hours 2 hours per week

This course introduces urban design as a multi-disciplinary process, which combines the understanding of the disciplines of architecture, planning and landscape architecture, and the related fields of engineering, social sciences, policy and economics. The course will touch on principles of urban design, give a historical overview and policy changes, housing issues, urban design theories and sustainability in urban design. Students will be guided to develop in two main directions of urban design, due to their individual inclination: either design or policy research.

YEAR 4 SEMESTER 7 COURSES

ARD814S Architectural Design IV 20 Cr

Prerequisite Architectural Design III, Work Integrated Learning

Contact hours 10 hours per week

The Architectural Design Studio in the fourth year is a synthesis of all learning experience of the first three years of the programme. The course enhances the consolidation of design skills in preparation for the individual work of the Graduation Design Project in the 8th semester. Students acquire the mind-set for lateral and independent thinking to design responsible and sustainable structures for a rural or urban context.

Through the medium of a major urban design/comprehensive development project for an area of a town or city, issues of urban or rural design, and landscaping of major public open spaces, architectural integrity, conservation of historic buildings, commercial viability and social and cultural acceptability are examined. This should result in the generation of a design brief for a sustainable development, possibly on a group basis. The integration of technology, construction and services with the overall architectural and urban design, structure and material as generators of design, is a major objective of the individual design projects developed by each student. Environmental and climatic issues and their influence on sustainable design form a major aspect of the course content.

RME814S Research Methodology 6 Cr

Prerequisite None

Contact hours 1 hour per week

The course introduces the student to the role and purpose of research in the study and practice of architecture, and to research principles and techniques generally. It provides the guidelines for the selection of a research topic and the writing of an original research proposal and report writing. The course has particular relevance to the selection and approval of the student's Graduation Design Project topic.

The main aspects of the content include: research planning and design, basic and applied research, principles and methods appropriate for research in architecture, research proposal, research problem and research question, research hypothesis, objectives and purpose, genres of inquiry.

YEAR 4 SEMESTER 8 COURSES

BLC824S Building Law and Contract Administration 10 Cr

Prerequisite None

Contact hours 2 hours per week

The course is to equip students with thorough knowledge and understanding of the legal and contractual implications of local and international law and contracts with regard to building and the built environment. Students will show evidence of their ability to evaluate the legal aspects contained within the Namibian building law and be able to interpret the relationships between the various legal systems and contract administration. The contents of the course shall include, basic principles of Namibian construction law, contract law, standards forms of building contract, certificate claims, arbitration, principle of property law, tender procedures, land tenure act, principle of bankruptcy and liquidations, computer aids to contract administration, laws governing the built environment, risk analysis and relevant case studies.

GDP824S Graduation Design Project 30 Cr

Prerequisite Architectural Design IV

Contact hours 10 hours per week

The Graduation Design Project completes the series of design studios for the Bachelor of Architecture Honours programme, with more comprehensive integration of architectural and urban design, and more complex application of architectural design methodologies in metropolitan urban and rural contexts. The course places greater emphasis on the formulation and development of the design brief and on the constraints of the contractual implementation of development projects.

Through the medium of a major design project, students individually examine issues of urban or rural design, and landscaping of major public open spaces, architectural integrity, conservation of historic buildings, commercial viability, sustainability and social and cultural acceptability. The culmination of the Graduation Design Project is a major site-specific design project involving a group of buildings based on the student's own brief interpretation for a site, selected by the student, subject to the approval of the Departmental Board.

MASTER OF ARCHITECTURE (as from 2016 Academic Year)

The Master of Architecture Honours (M. Arch) programme is a two-year full-time postgraduate professional degree programme and will be awarded to students credited with a minimum of 240 credits at NQF Level 9. The programme covers four major cognate areas of learning including architectural design, building technology, urbanism, and professional practice. The M. Arch is by coursework and design thesis examined by continuous diversified assessment. It is structured to be largely studio-based with prospects for skills in design, theory and practice.

CAREER OPPORTUNITIES

On completion of the programme, graduates will be eligible to register with the Namibia Council for Architects and Quantity Surveyors (NCAQS), or equivalent professional bodies, as Architects, after satisfying the mandatory requirements for professional registration.

ADMISSION CRITERIA

Candidates must hold a Bachelor of Architecture Honours degree, obtained at the Department, or an equivalent 4-year qualification with a supervised research component at NQF level 8 from a recognised institution. Qualifications from other institutions will be evaluated by the Departmental Postgraduate Selection Committee to determine equivalence in terms of core competencies, acceptable to the Department.

In addition, candidates must demonstrate proficiency in English communication at postgraduate level, as demonstrated by the fact that the undergraduate degree was done in the medium of English. If the undergraduate degree was not obtained in the medium of English, then the applicant will be required to show proficiency in the medium of English through achieving at least band 7 of the International English Language Testing System (IELTS), or an equivalent.

Admission will be by means of an interview with the Departmental Postgraduate Selection Committee, during which candidates will be required to present a portfolio of work, which might include work from previous studies as well as practical work carried out. The results of the selection process are final and no discussion or correspondence will be entered into.

APPLICATION PROCESS

29 September 2015¹ : Last day for submission of applications for 2016 Academic Year to the NUST Central Admissions Office

21 January 2016: Registration begins

¹ The stipulated dates might vary and applicants are encouraged to verify final application dates well in advance.

TBC Integrated Design Studio I 30 Cr

Course Type Compulsory
Prerequisite None
Contact hours 8 hours per week

This course aims to enable students to explore the architectural potentials of urban landscapes and public space by designing with and for people and the environment. Students will identify relevant urban issues through research and design an urban framework in groups, to elaborate adequate, strategic design interventions in the urban landscape. This will form the basis from which a brief for a mixed-use architectural project, inserted within the urban framework, will be developed. The inter-relationship of architecture and place, structure and space as an aspect of the fabric of cities, social and environmental factors as well as structure and materials will be explored extensively as design generators.

TBC Advanced Building Construction 20 Cr

Course Type Compulsory
Prerequisite None
Contact hours 5 hours per week

This course aims at equipping students with an understanding of advanced structural systems for vertical and horizontal large-span structures as well as innovative design solutions for the building envelope. Students will assess the structural and constructive requirements impacting large span structures; evaluate the concepts of standardization, the module and the grid when designing with systematized construction methods; assess climatic, environmental and legislative requirements impacting façade and roof design; apply the SANS 10400 XA and Namibian Energy-Efficiency Legislation, and evaluate the implications thereof on material and construction choices and the application in concrete situations; examine the influence of energy flows and assess given conditions to design façades that perform satisfactorily.

YEAR 5 SEMESTER 9 ELECTIVES

TBC **Sustainable Materials Lab** **10 Cr**

Course Type *Elective*
Prerequisite *None*
Contact hours *3 hours per week*

This course aims at equipping students with an advanced understanding of sustainable construction materials, their impact on the environment and their thermal capabilities. Students will acquire a comprehensive understanding of advanced concepts relating to energy efficiency and thermal performance of materials; demonstrate understanding of and apply life-cycle approaches for analyzing construction materials; evaluate concepts relating to the recycling of construction materials and the use of recycled materials in construction in terms of structural, aesthetic and environmental implications; apply empirical analyses of the thermal performance of materials and demonstrate understanding of sustainable materials in the design of net-zero energy and zero-carbon buildings.

TBC **Housing Design** **10 Cr**

Course Type *Elective*
Prerequisite *None*
Contact hours *3 hours per week*

This course aims to equip students with the theoretical background and design skills to resolve complex contemporary housing problems in innovative ways. Students will generate design strategies for housing densification; evaluate and apply different housing typologies and floor plans as basis for innovative housing design solutions that can accommodate varying inhabitation patterns and family constellations and cycles. In addition cases of re-modeling of existing structures for habitation and energy efficiency in housing will be explored.

TBC **Building Heritage and Conservation** **10 Cr**

Course Type *Elective*
Prerequisite *None*
Contact hours *3 hours per week*

This course aims at equipping students with an in-depth understanding of heritage legislation, the conservation of buildings and approaches to adapting historical structures for new uses. Students will evaluate the importance of historical structures; assess buildings using historical criteria; evaluate National and International heritage legislation and the role of the National Heritage Council of Namibia; devise heritage conservation strategies and their application and create concepts relating to adaptive re-use and alterations of historical structures and remedial measures that may be undertaken.

YEAR 5 SEMESTER 10 COURSES

TBC **Integrated Design Studio II** **30 Cr**

Course Type *Compulsory*
Prerequisite *Integrated Design Studio I*
Contact hours *6 hours per week*

This course aims to support students to research and independently identify and resolve built environment problems associated with large-scale, multi-purpose, complex building design and construction in a given rural or urban setting. Students will develop given design requirements into a comprehensive design brief; design an energy efficient, large-scale, multi-purpose complex structures with a good understanding of its structural integrity, materiality, construction methods and detailing and design space enclosures which meet the brief's requirements, environmental objectives and human comfort needs to a high degree of technical resolution.

TBC **Applied Research Methodology** **10 Cr**

Course Type *Compulsory*
Prerequisite *None*
Contact hours *2 hours per week*

This course aims to capacitate students' with the knowledge of research methods in architecture and the built environment. The course will deepen students' understanding of the research process and presentation of data and findings in written form. Students will distinguish between basic and applied research and apply concepts central to the research and/or design process, as well as appropriate research methods, to provide answers to identified built environment research questions; evaluate scientific research works, and apply them in the design process for human settlement development and develop a pragmatic research proposal, which may form the basis for the Master Design Thesis.

TBC **Professional Practice Management** **10 Cr**

Course Type *Compulsory*
Prerequisite *None*
Contact hours *5 hours per week*

This course aims to equip students with applied knowledge of professional practice with special emphasis on administrative, financial, planning and managerial practices and procedures in the architectural profession and the responsibilities of the architect as Principal Agent. Students will evaluate and apply terminology, advanced concepts and principles of architectural practice; demonstrate deepened comprehensive knowledge of professional conduct and responsibilities of registered architects in terms of the Architects' Act and Professional Practice Manual of the Namibia Institute of Architects (NIA) and interpret the legal aspects contained within the Namibian principal building agreements.

YEAR 5 SEMESTER 10 ELECTIVES

TBC **African Urbanism** **10 Cr**

Course Type *Elective*
Prerequisite *None*
Contact hours *3 hours per week*

The course aims primarily to expose students to larger and more complex African metropolitan conditions as those found in Namibia through case study research, and enable them to critically reflect on the historical, social, cultural, political and economic processes that shaped and continue to shape these conditions. Students will analyze the dialectic interrelationship of social, cultural, political and economic processes in relation to built form or morphology, on the basis of case study research of a given African metropolis; synthesize historical urbanization processes into written and visual interpretations and position the research findings in larger urban debates, both on the African continent and beyond.

TBC **Applied Urban Ecology** **10 Cr**

Course Type *Elective*
Prerequisite *None*
Contact hours *3 hours per week*

This course aims at equipping students with an advanced understanding of urban ecology and the ability to successfully integrate this knowledge into urban and architectural projects ensuring a balanced and sustainable interaction between human land use and natural ecosystems. Students will evaluate the principles governing ecosystems as a whole; compare various ecosystems; discuss the origin and development of urban ecosystems and the human impact on such ecosystems; develop strategies in maintaining ecosystem balance and develop strategies to integrate existing ecosystems into urban design, planning and architectural projects.

YEAR 6 YEAR COURSES

TBC **Critical Urban Theory** **10 Cr**

Course Type *Compulsory*
Prerequisite *None*
Contact hours *2 hours per week*

This course aims to develop among students a critical understanding of the schools of thought in urban theory and their genealogy. Through a series of seminars with external input from various disciplines that are concerned with the urban question, a fertile setting for critical debate will be facilitated to establish links between urban theory and the contemporary socio-spatial realities of Southern Africa, and the role of the architect and/or professional within such settings.

TBC **Master Design Thesis** **10 Cr**

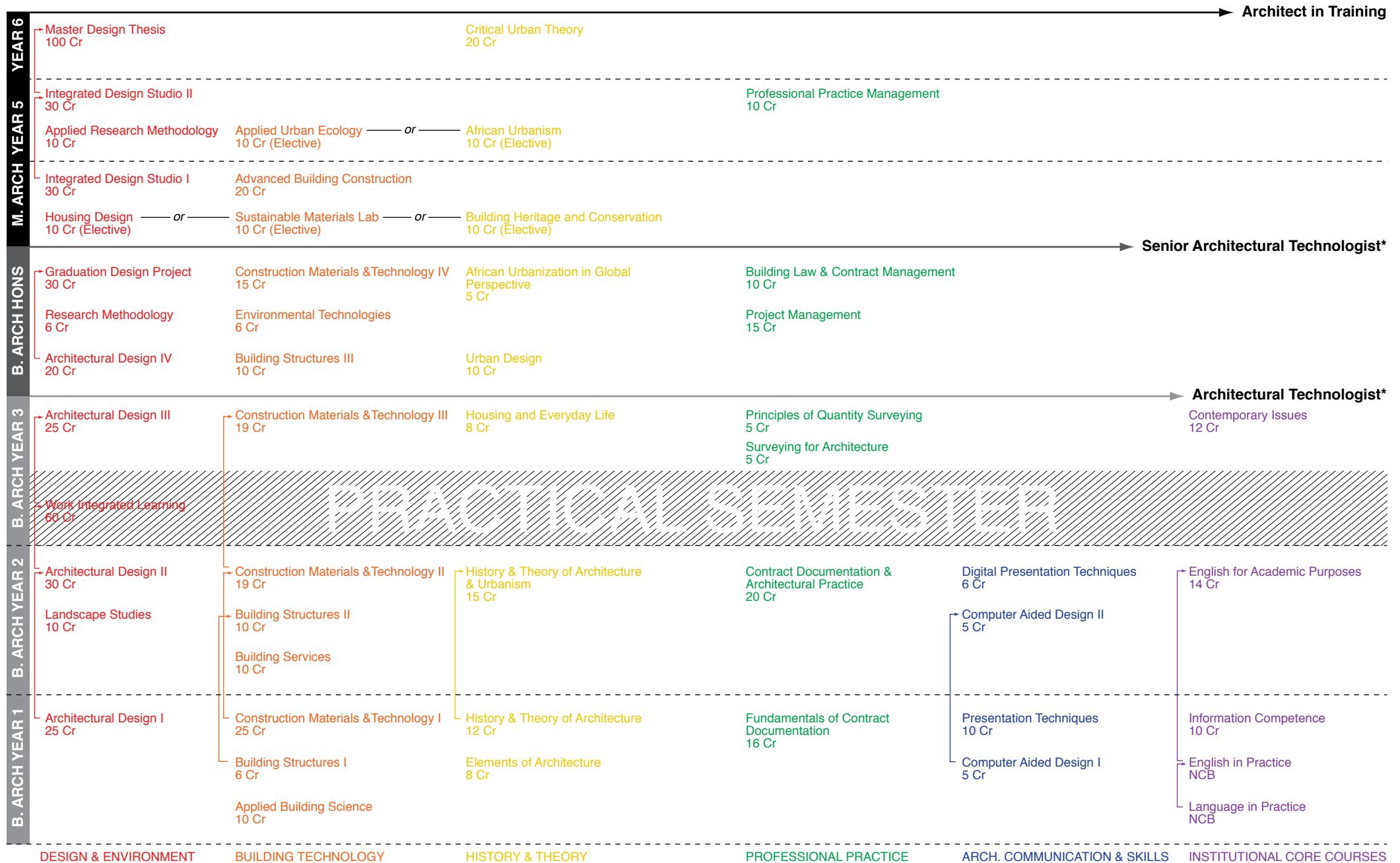
Course Type *Compulsory*
Prerequisite *Integrated Design Studio II; Applied Research Methodology*
Contact hours *2 hours per week*

This course aims to guide students to independently resolve complex built-environment problems through applied research and design to a level of understanding expected for professional architects. Students will select and develop a study topic for a successful design thesis; conduct independent applied research based on of the analytical and synthesis skills acquired during the Applied Research Methodology course; design buildings which exploit the specific setting, spirit and context of a place; design an energy efficient, large-scale, multi-purpose complex structures with a good understanding of its structural integrity, materiality, construction methods and detailing; Create space enclosures which meet the brief's requirements, environmental objectives and human comfort needs and ultimately produce a written thesis in accordance with institutional requirements to present their research results in addition to the design project.

PROGRAMME STRUCTURE

NCAQS APPLICATION REGISTRATION LEVEL

**Pending the new Architects Act*



ACADEMIC STAFF FULL-TIME

Victor Chirwa

*B. Sc Arch (Dundee), B. Arch Hons (Dundee), MBA (ESAMI)
MMIA, MRIBA
Lecturer / Examinations Officer
T. +264 (0)61 207 2928 E. vchirwa@polytechnic.edu.na*



Victor earned his architectural degrees at Dundee University in Scotland, United Kingdom. He registered as an architect with the Royal Institute of British Architects (RIBA) and the Malawi Institute of Architects (MIA). He has worked with Scottish Homes in Edinburgh, Ministry of Works (Malawi) and Ministry of Education Infrastructure Development Project (Malawi). Victor registered an architectural firm in Malawi called '3D Design Associates'. He completed a MBA as part of continuing professional development (CPD). He joined the Department as a full-time lecturer in 2011.

Phillip Lühl

*M. Sc Arch (TUD), B. Sc Arch (TUD)
MSBA, MNIA
Lecturer / Architecture Section Head / Year 1 Coordinator
T. +264 (0)61 207 2925 E. pluhl@polytechnic.edu.na*



Phillip earned his Bachelor and Master's of Science in Architecture with distinction at Delft University of Technology in the Netherlands. He has worked for Visser Thomas Architects in Cape Town, and is currently collaborating with Nina Maritz Architects on small-scale projects. He is a member of Cohabitation Strategies, a cooperative for socio-spatial research and development. Phillip joined the Department as a full-time lecturer in 2011 as the Year 1 coordinator. Since 2014 he heads the Architecture Section of the Department of Architecture and Spatial Planning.

Maria Marealle

*M. Sc UHM (Lund), Pgrad. Arch (ARU)
AD. Dip. Arch (ARU)
Lecturer / Year 3 Coordinator
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Maria earned her Master's of Science at Lund University Sweden as well as Post Graduate and Advanced Diploma in Architecture at Ardhi University in Tanzania. She has worked for Meckon Arch Consult, National Housing Corporation, Open University and UNHABITAT in Tanzania as well as for Luxemburg Agency for Development Cooperation in Namibia. She is a member of Habitat International Coalition, an independent, international, non-profit alliance of organizations and individuals working in the area of human settlements. Maria joined the Department as a full-time lecturer in 2012 and currently coordinates Year 3.

DEPARTMENTAL STAFF

Waseela Parbhoo

*B. Arch (UCT), BAS (UCT)
MNCAQS, MSACAP, MNIA, MSAIA
Lecturer
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Waseela completed her Bachelor of Architecture at the University of Cape Town in 2005. Following that she has worked for KMH and MMA Architects in Cape Town before moving to Namibia in 2011 to take up employment at Kerry McNamara Architects. In her 8 years of work experience she has worked on a variety of private and government projects ranging from retail, commercial to educational and healthcare buildings in both Cape Town and Windhoek specializing in Project and Contract Administration.

Prof. Sampson I. Umenne

*Ph.D., M. Sc Arch (LICl)
MAARCHES, MAAK, MIAZ, MACZ
Professor / Head of Department / Year 4 Coordinator
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Professor Umenne lectured in five Universities in Europe and Africa at both undergraduate and graduate levels before joining the Department in 2011. He worked with architectural firms in Leningrad, Essen, Lagos, and Benin City in Nigeria, before joining the academia. He was the founding Dean of the Faculty of the Built Environment (FOBE), NUST, Zimbabwe and served as External Examiner to various Schools of Architecture. He was the founding Editor of "The Horizon DAT"- a refereed journal of the Department of Architecture, JKUAT, Kenya and currently serves in the editorial boards of refereed journals and conference organizers. Professor Umenne has widely travelled with corporal membership of four professional bodies and is well researched and published.

Sophia van Greunen

*M. Arch (Prof) (UP), B. Arch (Hons) (UP), B. Sc Arch (UP)
MNCAQS, MNIA
Lecturer
T. +264 (0)61 207 2930 E. svangreunen@polytechnic.edu.na*



Phia has been practicing architecture in Namibia since earning her bachelor and masters degrees in architecture at the University of Pretoria in 2005. She is the founder and principal architect of SPACESTUDIO architects. Phia joined the Department as a full-time lecturer in 2012 after being a part-time lecturer since 2010.

ACADEMIC STAFF FULL-TIME

Jens Wiedow

*M. Arch (Prof) (NMMU), B. Arch (Hons) (UPE)
MNIA*

Lecturer / Year 2 Coordinator

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Jens graduated with a Bachelor of Architecture Degree from the University of Port-Elizabeth in 2003, and a Masters of Architecture from the Nelson Mandela University (Port Elizabeth) in 2005. Since graduating, he has worked in a variety of architectural practices in South Africa and Germany, before relocating to his homeland, Namibia, to pursue a career at the Department. His main areas of expertise lie in architectural design and construction technologies and he currently coordinates Year 2.

ADMINISTRATIVE STAFF

Silas Amutenya

Bachelor Office Management and Technology (PoN)

Secretary

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Silas obtained a National Diploma & Degree in Office Management and Technology from the Polytechnic of Namibia. He worked as a data quality controller at the Ministry of Lands and Resettlement from 2008 until 2011. Silas joined the Polytechnic of Namibia in March 2011 as the secretary for the Department and is currently pursuing his studies for a MBA at the Polytechnic of Namibia.



ACADEMIC STAFF PART-TIME

Kudakwashe Bick'ford Chigama

*M. Arch (Prof) (NUST), BAS (Hons) (NUST)
MNCAQS, MNIA, RARCH*

Part -Time Lecturer

E. kbchigama@carch.com.na



Kudakwashe Chigama has been practicing architecture in Namibia since 2008, having graduated from the National University of Science and Technology Zimbabwe, working previously for Stauch + Partners Architects and Ricardo Michaels Architects. Currently he is the principal architect at Chigama Architects. Kudakwashe is actively involved and has a passion for humanitarian architecture. He is a High Court of Namibia accredited Mediator. He joined the Department in 2014 as a part-time – lecturer.

Andre Christensen

*M. Tech (Prof), B. Tech, N. Dip (TUT)
MNCAQS, MNIA, MSACAP*

Adjunct Lecturer

E. christensenarchitects@gmail.com



Andre obtained his Master of Architecture degree at Tshwane University of Technology and has since then worked for a number of firms in South Africa, the UK and Namibia, before setting up his own firm - Christensen Architects - in 2014. Andre served on the board of the Namibia Institute of Architects from 2009 until 2014, where he was the president for two years. He is currently serving on the examinations subcommittee of the Namibian Council for Architects and Quantity Surveyors. In 2014 he was a laureate of the Young African Architect Competition held in Venice, Italy as part of the 14th Venice Architecture Biennale. He joined the Department as adjunct lecturer in 2015.

Guillermo Delgado

Arch., M.A. (B.I.)

Part-Time Lecturer

E. guillermodelgado@me.com



After graduating as an architect from the Universidad Iberoamericana in Mexico City, Guillermo proceeded with a postgraduate masters at the Berlage Institute in Rotterdam, the Netherlands, where he graduated in 2009. He has collaborated internationally on research and design projects with different offices and is member of Cohabitation Strategies, a cooperative for socio-spatial research and development. Currently he is a doctoral candidate at the School of Architecture, Planning and Geomatics, at the University of Cape Town. Guillermo joined the Department as a part-time lecturer in 2014.

ACADEMIC STAFF PART-TIME

Mieke Droomer

*M. Arch (Prof) (UCT), BAS (Hons) (UCT), BAS (UCT)
MNCAQS, MNIA, MSACAP
Part-Time Lecturer
E. mieke@ninamaritz.com*



Mieke is one of three designers who were chosen from across the continent to receive a Young Architects in Africa award at the 2014 Venice Architectural Biennale. She earned her Master of Architecture at the University of Cape Town in 2010, and is currently working full-time at Nina Maritz Architects in Windhoek. Previous positions have been with Windhoek's Wasserfall Munting Architects and Cape Town's Makeka Design Laboratory. In addition to her architectural work, Mieke has partaken in several art exhibitions in Windhoek since 2012. She joined the Department in 2015 as a part-time lecturer.

Winfried Holze

*B. Build. Arts (UPE), B. Arch (UPE), MCPUD (UCT)
MNIA, NCAQS
Part-Time Lecturer
E. holze@afol.com.na*



After graduating at the University of Port Elizabeth as architect in 1987, Winfried worked at the (now) Department of Works before returning to SA to do his masters in Urban Design and City Planning at the University of Cape Town. Thereafter he spent 11 years in Germany starting at a small architectural firm in the south, then at the Catholic Archbishopsric of Bamberg as diocese architect, followed by his own practice in partnership with Gregor Neundorfer. During this time he became member of the Bayrische Architektenkammer and Bund Deutscher Baumeister. Back in Namibia since 2003, he worked part-time for Leon Barnard Architects and Howard Chamberlain Architects on urban design projects. He established his own practice - Winfried Holze Urban Design Architecture - in 2007. He joined the Department in 2015 as part-time lecturer.

Elke le Roux

*M. Arch Prof (NMMU), BAS (NMMU), BA Fine Arts Hons (US)
MNIA, MSAIA
Part-Time Lecturer
E. elkeleroux@yahoo.com*



Originally from South Africa, Elke completed her Bachelors of Architecture as well as her Masters of Architecture at the Nelson Mandela Metropolitan University in 2011. She moved to Namibia in 2012 and worked at both Nina Maritz Architects and Stauch & Partner Architects. She has an interest in sustainable architectural design with a concern for the natural, social and urban environments. Elke is also an artist in her free time and graduated in 2006 with an Honours Degree in Fine Arts from the University of Stellenbosch. She joined the Department in 2015 as a part-time lecturer.

Christiaan Liebenberg

*M. Arch (Prof), B. Arch (Hons), B. Sc Arch
Part-Time Lecturer
csliebenberg@gmail.com*



Originally from South Africa, Christiaan pursued his under- and postgraduate studies at the University of Pretoria, graduating with a masters degree in architecture. He moved to Namibia in 2011 where he is currently working full-time for Marley Tjitjo Architects. With more than 4 years of work experience, Christiaan has a passion to impart knowledge, taking pleasure in exploring new ways of contributing to the educational field in architecture.

Prof. Gerhard Albert

Ph.D., Dipl.-Ing.

Visiting Professor

E: gerhard.albert@eiabc.edu.et



Professor Albert is a Visiting Professor from Hannover, specializing in landscape architecture. Since 2007 he has been Visiting Professor for Environmental Planning & Design at the Ethiopian Institute of Architecture, Building Construction and City Development (EiABC) at Addis Ababa University in Ethiopia. There he was responsible for the development of the new Competence Centre Environmental Planning & Design that offers a Bachelor, Master and Structured PhD Program. From 2007 to 2012 he headed the DAAD Information Center in Addis Ababa. Professor Albert will be mainly responsible to develop a Landscape Architecture Programme for the Department.

Prof. Jörg Kurt Grütter

Prof. Dipl. Arch. ETH/SIA

Visiting Professor

E: info@joerg-gruetter-architekt.ch



Prof. Grütter studied architecture at the Swiss Federal Institute of Technology (ETH) in Zürich, Switzerland, and Kyoto University in Japan. He has lived and worked in the United States, France, Finland and Japan and has been a guest professor at the European campus of the SCI-ARC (Southern California Institute of Architecture) in Vico Morcote, Switzerland and at the Art University of Isfahan, Iran. He was a professor for Theory of Architecture at Bern University of Applied Sciences and currently leads his own architectural practice in Bern, Switzerland. He has published widely on architecture and perception.

Prof. Lambertus van Bunningen

Prof. Dipl.-Ing.

Visiting Professor

E: van-bunningen@fh-aachen.de

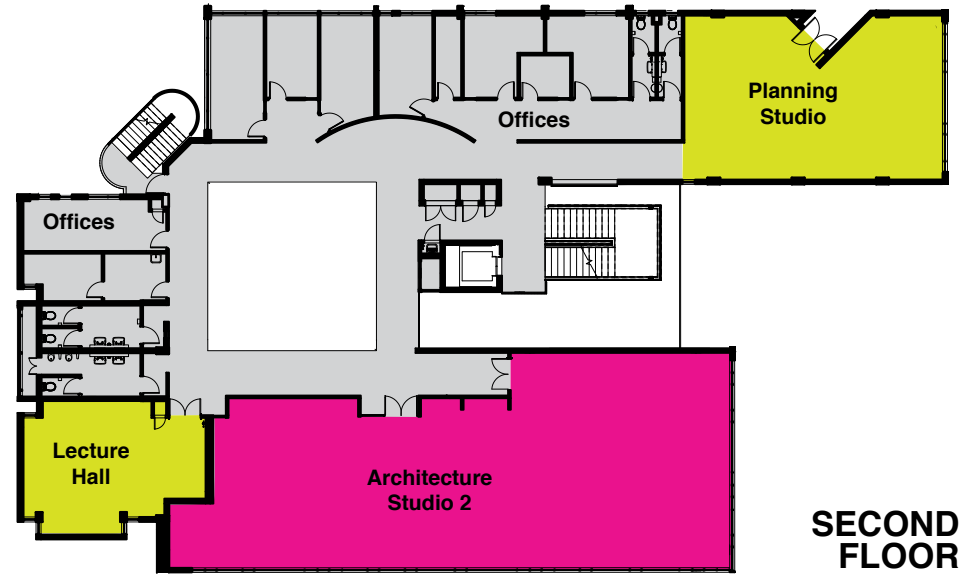
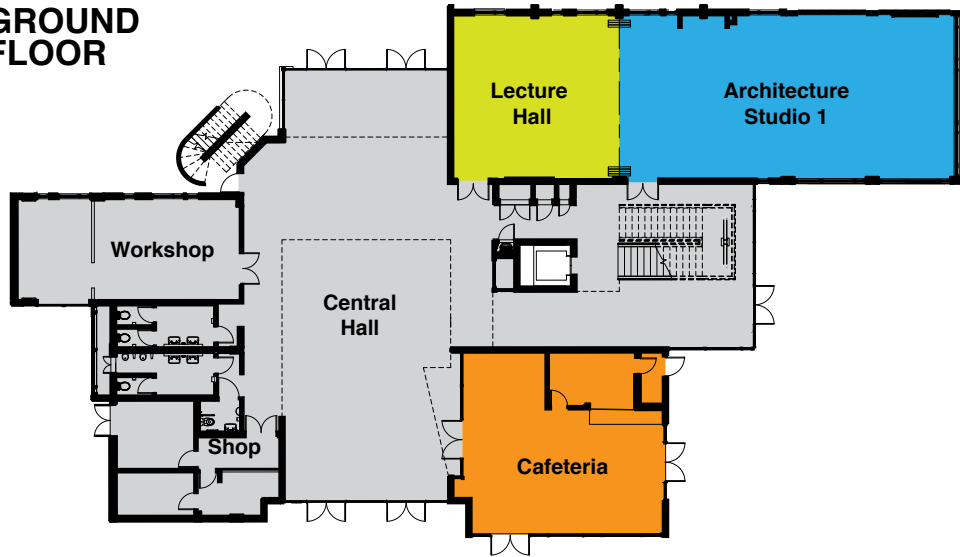


Professor van Bunningen is a Visiting Professor from Aachen University of Applied Sciences, Faculty of Architecture, Building Design and Construction in Germany, where he specializes in building construction. He was cofounder of KohlenVanBunningenArchitekten & Ingenieure and since established his private practice Van Bunningen Architekt in Maastricht. Prof. van Bunningen regularly visits the Department since 2012.

SEMESTER I		
Semester week	Date	Schedule of Activities
1	2 nd – 6 th Feb	Lectures Begin February 4 th
2	9 th – 13 th Feb	DASP First Bell Assembly February 11 th
3	16 th – 20 th Feb	
4	23 th – 27 th Feb	
5	2 nd – 6 th March	
6	9 th – 13 th March	Career Fair March 11 th - 12 th
7	16 th – 20 th March	
8	23 rd – 27 th March	
9	30 th Mar – 3 rd April	Good Friday April 3 rd
4th – 12th April – MID SEMESTER BREAK		
10	13 th – 17 th April	Graduation Ceremony April 17 th
11	20 th – 24 th April	
12	27 th April – 1 st May	Workers Day May 1 st
13	4 th – 8 th May	Cassinga Day May 4 th
14	11 th – 15 th May	Ascension Day May 14 th , Institutional Holiday May 15 th
15	18 th – 22 nd May	Institutional Writing Retreat May 20 th - 22 nd
16	25 th – 29 th May	Africa Day May 25 th
17	1 st – 5 th June	
18	8 th – 12 th June	Internal Moderation Semester I
19	15 th – 19 th June	Internal Moderation Semester I
20th June – 12th July – MID YEAR RECESS		
1	13 th – 17 th July	
2	20 th – 24 th July	
3	27 th – 31 st July	
4	3 rd – 7 th Aug	
5	10 th – 14 th Aug	NUST CULTURAL FESTIVAL WEEK
6	17 th – 21 st Aug	
22nd – 30th August – MID SEMESTER BREAK		
7	31 st Aug – 4 th Sept	Architecture Accreditation Visit tbc
8	7 th – 11 th Sept	
9	14 th – 18 th Sept	
10	21 st – 25 th Sept	
11	28 th Sept – 2 nd Oct	
12	5 th – 9 th Oct	Graduation Ceremony October 9 th
13	12 th – 16 th Oct	Lectures end October 16 th
14	19 th – 23 rd Oct	ARD I and II Studios end October 23 rd
15	26 th – 30 th Oct	Second Opportunities, Year Portfolio Preparations
16	2 nd – 6 th Nov	Internal Moderation / Internal Year Portfolio Reviews
17	9 th – 13 th Nov	Internal Moderation / Internal Year Portfolio Reviews
18	16 th – 20 th Nov	External Examination (ARD III and IV Final Presentations)
19	23 rd – 27 th Nov	Last Day to enter Marks November 25 th

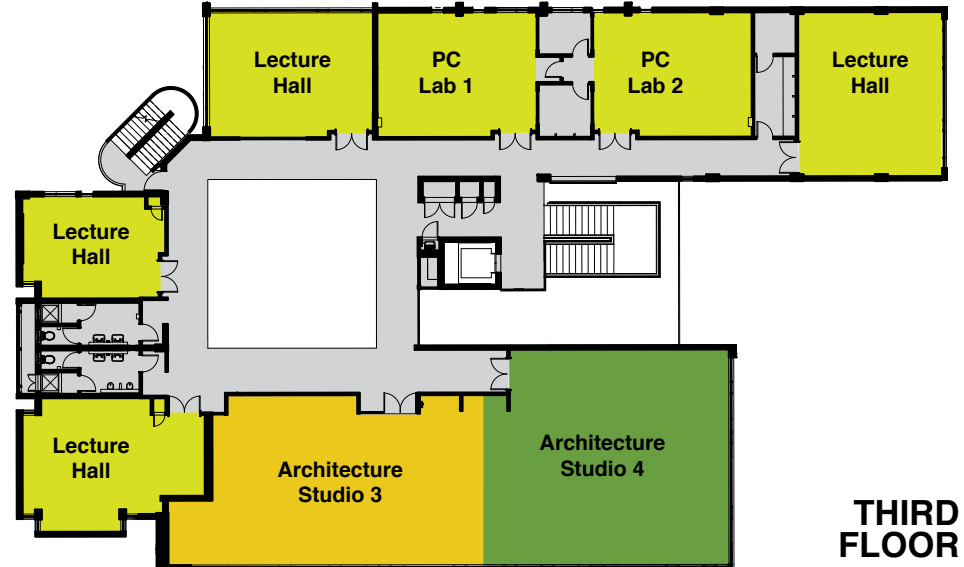
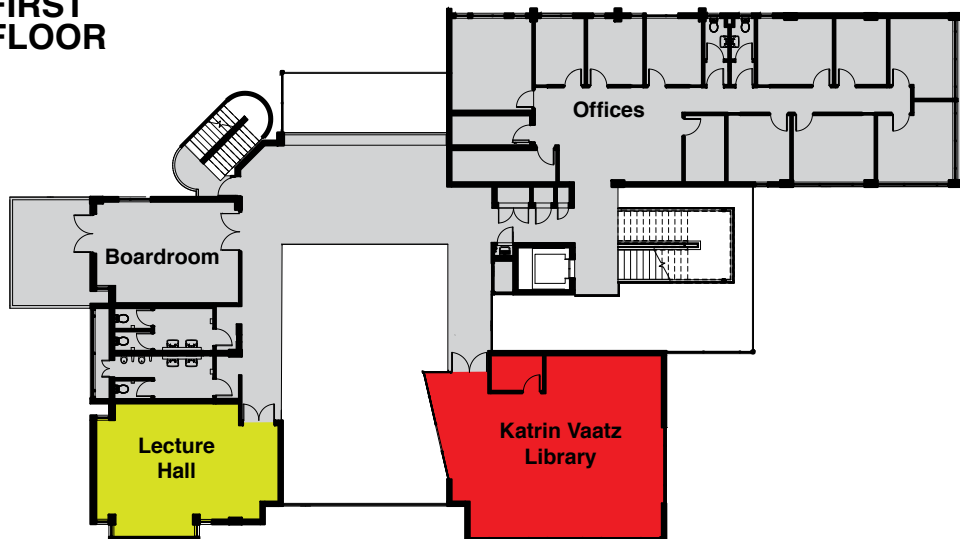
Effective Teaching Weeks (marked light grey): Semester I 18 weeks; Semester II 13 weeks for theory courses, 14 weeks for ARD studio

GROUND
FLOOR



SECOND
FLOOR

FIRST
FLOOR



THIRD
FLOOR

YEAR 1 SEMESTERS 1&2

TIME TABLES

Time/Days	Monday	Tuesday	Wednesday	Thursday	Friday
07:30 - 08:30	CMT 501Y JW	ARD 501Y PL / WP / BvB	ABS 501Y VC	HTA 501Y SG	ARD 501Y PL / WP / BvB
08:30 - 09:30					
09:30 - 10:30	CAD 501Y WP (Semester 2)		STUDIO TIME	CMT 501Y JW	
10:30 - 11:30			EOA 501Y WP		
11:30 - 12:30	BST 501Y VC		STUDIO TIME		
12:30 - 14:00 LUNCH BREAK					
14:00 - 15:00	FCD 501Y MaM	ARD 501Y PL / WP / BvB	STUDIO TIME		
15:00 - 16:00			PTE 501Y PL / MD	STUDIO TIME	STUDIO TIME
16:00 - 17:00					

* Course coordinators are printed in **bold**

Full-Time Staff

VC - Victor Chirwa
 PL - Phillip Lühl (Year Coordinator)
 MaM - Maria Marealle
 WP - Waseela Parbhoo
 SG - Sophia van Greunen
 JW - Jens Wiedow

Part-Time Staff

BvB - Prof. Bert van Bunningen
 MD - Mieke Droomer

YEAR 2 SEMESTERS 3&4

Time/Days	Monday	Tuesday	Wednesday	Thursday	Friday
07:30 - 08:30	BST 602Y VC	ARD 602Y JW / VC	CAP 602Y SG	HAU 602Y PL	ARD 602Y JW / VC
08:30 - 09:30					
09:30 - 10:30	CAD 602Y (Block) WP / CL			BSE 602Y SU / KC	
10:30 - 11:30	CMT 602Y JW		DPT 602Y SG / GD	STUDIO TIME	
11:30 - 12:30				LSS 602Y SG / GA	
12:30 - 14:00 LUNCH BREAK					
14:00 - 15:00		ARD 602Y JW / VC		CMT 602Y JW	ARD 602Y JW / VC
15:00 - 16:00	STUDIO TIME		STUDIO TIME		
16:00 - 17:00			STUDIO TIME		

* Course coordinators are printed in **bold**

Full-Time Staff

VC - Victor Chirwa
 PL - Phillip Lühl
 SG - Sophia van Greunen
 JW - Jens Wiedow (Year Coordinator)

Part-Time Staff

GA - Prof. Gerhard Albert
 KC - Kudakwashe Chigama
 GD - Guillermo Delgado
 CL - Christian Liebenberg

YEAR 3 SEMESTER 6

Time/Days	Monday	Tuesday	Wednesday	Thursday	Friday
07:30 - 08:30	CMT 723S PL	ARD 723S MaM / SG / JKG	STUDIO TIME	PQS 723S VC / part-timer	ARD 723S MaM / SG / JKG
08:30 - 09:30					
09:30 - 10:30					
10:30 - 11:30	SFA 723S VC / TM		HEL 723S SG / GD	CMT 723S PL	
11:30 - 12:30					
12:30 - 14:00 LUNCH BREAK					
14:00 - 15:00	STUDIO TIME	ARD 723S MaM / SG / JG	STUDIO TIME	STUDIO TIME	STUDIO TIME
15:00 - 16:00					
16:00 - 17:00					

* Course coordinators are printed in **bold**

Full-Time Staff

VC - Victor Chirwa
PL - Phillip Lühl
MaM - Maria Marealle (Year Coordinator)
SG - Sophia van Greunen

Part-Time Staff

GD - Guillermo Delgado
JG - Prof. Jörg Kurt Grütter
TM - Taruwona Makaza

YEAR 4 SEMESTERS 7&8

Time/Days	Monday	Tuesday	Wednesday	Thursday	Friday
07:30 - 08:30	CMT 804Y (Block) JW / BvB	ARD 814S GDP 824S SU / AC	STUDIO TIME	STUDIO TIME	ARD 814S GDP 824S SU / AC
08:30 - 09:30			CMT 804Y (Block) JW / BvB	BST 804Y VC	
09:30 - 10:30				STUDIO TIME	
10:30 - 11:30	BLC 804Y SU / KC (Semester 8)		STUDIO TIME	AUG 804Y SG / GD (Semester 7)	
11:30 - 12:30					
12:30 - 14:00 LUNCH BREAK					
14:00 - 15:00	RME 814S SU	STUDIO TIME	UDE 804Y PL / WH	PMA 804Y MaM	ETE 804Y JW / ER
15:00 - 16:00	STUDIO TIME				STUDIO TIME
16:00 - 17:00			STUDIO TIME	STUDIO TIME	

* Course coordinators are printed in **bold**

Full-Time Staff

VC - Victor Chirwa
PL - Phillip Lühl
MaM - Maria Marealle
SU - Sampson Umenne (Year Coordinator)
JW - Jens Wiedow

Part-Time Staff

KC - Kudakwashe Chigama
AC - André Christensen
GD - Guillermo Delgado
WH - Winfried Holze
ER - Elke le Roux
BvB - Prof. van Bunningen

1. INTRODUCTION

The primary purpose of these Departmental Regulations is to ensure that the Department of Architecture and Spatial Planning functions efficiently and benefits all students and staff to achieve their full potential with a minimum of intellectual and creative restrictions. Situations will occur during the course of teaching and learning, which require clear guidelines for both students and staff to resolve such matters to fulfil the vision of the Department and the Namibia University of Science and Technology¹.

Students who require clarification of any of these regulations should discuss the matter with the Head of Department promptly. Students are required to sign for and receive a free copy of these Departmental Regulations within 2 weeks after commencement of the new academic year. Should a student lose his/her copy, a token cost of N\$20 will be charged for its replacement.

1.1 AUTHORITY

The final interpretation of these regulations shall be vested in the Departmental Board and/or the NUST Students Disciplinary Committee.

1.2 DEFINITIONS

(Studio) Tutorials Individual consultation with Studio Tutor(s) during timetabled ARD hours
 (Studio) Critiques The process of critical assessment of students ARD Projects, which involves the verbal or nonverbal presentation of pinned-up individual and/or group work before a panel of not less than 2 critics (made up of Studio Tutors and Guest Critics)

2. GENERAL PROVISIONS

2.1. GENERAL CONDUCT

Students are expected to:

- 2.1.1. Behave with integrity and in a socially responsible manner at all times and encourage that behaviour with their fellow students/staff.
- 2.1.2. Adhere to the Departmental Regulations on the responsible use of the departmental facilities.
- 2.1.3. Perform duties as instructed by the staff in charge.
- 2.1.4. Follow the security procedures of the NUST. Security is provided to allow 24 hour access to design studios (excluding offices and plotter).
- 2.1.5. Respect the property of others.
- 2.1.6. Look after personal belongings, which are stored at the Department at the owner's risk. Individual lockers are provided for secure storage.

¹ The following Departmental Regulations will be under continual review and subject to change. Nothing in these Departmental Regulations will conflict in any way with the general rules as established by the Namibia University of Science and Technology.

- 2.1.7. Refrain from vandalism of departmental, public or private property. Any deliberate damage will be charged from those responsible.
- 2.1.8. Be conscious of the use of electricity and water.

2.2. PROHIBITED ITEMS

The following items are prohibited on NUST campus:

- 2.2.1. Alcohol and drugs
- 2.2.2. Pirated or unlicensed software and material
- 2.2.3. Pornographic material
- 2.2.4. Weapons of any nature including explosives
- 2.2.5. Contraband, duty unpaid and stolen items
- 2.2.6. All items that the Department deems to be potentially offensive, disruptive or harmful to life and property
- 2.2.7. All other items prohibited under NUST Code of Conduct.

2.3. COURSE ASSESSMENT

- 2.3.1. Due to the Continuous Assessment (CA) mode for all courses at the Department, marks will be entered into the ITS system per semester, after internal moderation. These marks are provisional and subject to external examination/moderation and Departmental Board approval as well as Senate approval at the end of the academic year, before they are regarded as final course marks.
- 2.3.2. The pass mark for all courses is 50%.
- 2.3.3. *Students who fail ARD are required to repeat the year. In this case, all courses passed with 60% or above will be credited and do not need to be repeated.²*
- 2.3.4. Students who, after having completed assignments/tests are failing the course, will be allowed to have a maximum of two second opportunities per course, either two assignments or two tests or one assignment and one test, provided that they have passed the first opportunity assignment and/or test with a minimum of 35%. The maximum mark attainable for second opportunity assignments/tests is 50%. Second opportunities usually take place during the November examination session.
- 2.3.5. Note that there are no second opportunities in ARD.
- 2.3.6. Students who fail to meet the required 60% in ARD Year 3 to proceed to the B. Arch Hons program are required to do a minimum of one year in-training in an architectural office, before applying for the B. Arch Hons program. A portfolio of works of that in-training period endorsed by the Industry Supervisor will be evaluated by the Departmental Admissions Committee before inviting the candidate for a final selection interview.

² Regulation 2.3.3 is subject to BOS and SENATE approval.

2.3.7.	Overall performance in a course shall be graded on a percentage scale as follows:		
	75 - 100	Distinction	PD
	70 - 74	Merit	P@
	60 - 69	Credit	P/
	50 - 59	Pass, need to repeat course if ARD is failed	P
	35 - 49	Fail, qualifies to take second opportunity in the Course	FF
	0 - 35	Fail, need to repeat the course	F

2.4. COPYRIGHT

All works undertaken during the period of study remains copyright of the student and the Department.

3. STUDENTS' RESPONSIBILITIES

3.1. CLASSROOM RULES

Students are expected to:

- 3.1.1. Be attentive, cooperative and diligent in class – e.g. refrain from sleeping or disruptive behaviour.
- 3.1.2. Desist from doing anything related to other courses while in class.
- 3.1.3. Attend a minimum of 80% of all lectures, practicals and other class activities over the duration of the course. Reasonable penalties for nonadherence to this rule are at the discretion of the Lecturer with the endorsement of the HoD.
The attendance register will be completed within the first 10 minutes of class activity, where after students who arrive late are deemed absent. It is the student's own responsibility to obtain any material missed during her or his absence.
- 3.1.4. Take own notes during lectures and/or class activities as complement to handouts, which may be provided by the lecturer.
- 3.1.5. Complete and hand in all assignments on time. Late submissions will be penalized with a mark deduction of 10% per calendar day, counting from the day after the submission deadline for a maximum of 5 working days, where after the assignment will be marked zero.
- 3.1.6. Write tests on the given date. Non-attendance during tests is only permissible with a medical certificate, submitted to the Lecturer in charge within one week upon returning to the department. Any postponement of submission dates is at the discretion of the Lecturer and will be communicated to the students concerned in writing.
- 3.1.7. Ask for permission from the Lecturer if they need to leave the classroom.
- 3.1.8. Refrain from smoking and eating during lectures, practical classes, tests or presentations. Drinking of non-alcoholic beverages is allowed as long as it is not disruptive.

- 3.1.9. Refrain from the use of mobile phones during lectures, practicals and tests. Mobile phones must be in silent mode or switched off when in class. Being found in the possession of a mobile phone during tests will be treated as an attempt to cheat.
- 3.1.10. Sign a copy of every Course Outline/Delivery, which details the obligation of academic honesty and integrity (see Appendix), and return it to the Lecturer in charge within 1 week after receipt thereof.
- 3.1.11. Reference their work according to the APA format.
- 3.1.12. Plagiarism will be subject to penalty points or failure grade subject to the severity of the case and at the discretion of the lecturer. In very severe cases, the student will be expected to appear before the NUST Disciplinary Committee.
- 3.1.13. Keep the classroom and departmental premises neat, presentable and clean at all times.

3.2. DESIGN STUDIO RULES

Students are expected to:

- 3.2.1. Work in the studio during timetabled ARD hours and as much as possible at other times.
- 3.2.2. Comply with pin-up times. Computer crashes, loss of data, plotting failures, etc. will not be accepted as excuses for lateness or inability to present or submit assignments.
- 3.2.3. Comply with predetermined order of presentations. A timekeeper may be appointed to ensure fair timing during presentations.
- 3.2.4. Attend other students' critiques during formal presentations.
- 3.2.5. Prepare well for studio critiques, allow time to professionally display all relevant work and have available all preliminary research documentations and sketch work in case questions arise regarding design process.
- 3.2.6. Take notes or arrange for a colleague to take notes of comments made by Tutors and Guest Critics during presentations for subsequent reference.
- 3.2.7. In the case of final critiques, submit all work required for assessment within two hours of the agreed time for stamping by the Studio Coordinator. After stamping, the works will be handed back to the student, who will then arrange for display/pin-up and presentation at the agreed time.
- 3.2.8. Maintain a comprehensive original record of all work produced in the form of a portfolio of works, including sketches, prototypes, model photos and studio alternatives. This portfolio of works will be reviewed/internally moderated per semester.
- 3.2.9. Use cutting boards or other means of protecting tables and surfaces while making models.
- 3.2.10. Bear the costs of materials and equipment other than those provided by the Department.

- 3.2.11. Minimize the disruption of work with careless disposal of waste, consumption of food etc. during extended hours in design studios.
- 3.2.12. Use their non timetabled time, weekends and holidays wisely for self-directed learning to further their academic progress.
- 3.2.13. Keep studios clean and tidy at all times.

3.3. COMPUTER LAB RULES

Students are expected to:

- 3.3.1. Use the computer labs only for the retrieval of relevant information. Playing of music/games/films etc. is disruptive and not allowed.
- 3.3.2. Refrain from smoking, eating and drinking in computer labs.
- 3.3.3. Use all equipment with care and report any malfunction promptly to the Departmental Technician or Secretary.
- 3.3.4. Know the correct handling procedures of printers and plotters. Note that for each year, two students will be trained and responsible to assist their colleagues with the operation of the plotter. Note that the plotter will only be available during working hours (07h30 - 17h00). Any other time after this period will be by special permission of the HoD with a written motivation of the Studio Coordinator.
- 3.3.5. Bear the costs of printing and plotting, which will be charged at cost price and is only allowed for study related projects. Students' plotting accounts are centrally administered at the NUST Library.

3.4. KATRIN VAATZ ARCHITECTURE LIBRARY RULES

Students are expected to:

- 3.4.1. Consult as many books as possible for research purposes and precedent studies. One copy of prescribed books is held at the Katrin Vaatz Architecture Library and two further copies at the NUST Library. These books can be consulted but not removed from the Departmental Library.
- 3.4.2. Record all borrowed materials on the appropriate list when taken out/returned.

3.5. MODEL BUILDING WORKSHOP RULES

Students are expected to:

- 3.5.1. Make use of the model building workshop, machinery and equipment during official opening times and under the supervision of the Model Building Workshop Technician.
- 3.5.2. Abide by all instructions of the Model Building Workshop Technician in respects to health and safety regulations applicable in the Workshop.
- 3.5.3. Wear the appropriate safety equipment as prescribed by health and safety regulations posted in the workshop.

3.6. SITE VISIT RULES

During (construction) site visits off campus, students are expected to:

- 3.6.1. Understand that although the Department has organized the activity as part of its educational program it cannot eliminate all risks or guarantee students' safety.
- 3.6.2. Make independent judgment to participate in the activity, understanding that they may be exposed to situations, which may result in injury or death despite precautions that have been taken to prevent such.
- 3.6.3. Abide by all instructions of the Lecturer and Site Manager in respects to conduct and health and safety regulations applicable on the site.
- 3.6.4. Wear the appropriate safety equipment (safety boots and hard hat) as prescribed by safety regulations.
- 3.6.5. Sign a waiver form that stipulates the above for each such visit.

3.7. ROLE OF CLASS REPRESENTATIVES

The principal function of Class Representatives is to be the liaison between students and Lecturers and assist with the communication of information and/or coordination of activities, as may be required by the Lecturer. However students should ensure that they receive information and material from Lecturers, either during class or specified consultation hours. Furthermore, Class Representatives from all years have to elect one representative amongst them, to represent the Students Body at Departmental Board meetings. Where the representative is not available to attend, a deputy may be elected to represent the Students Body.

3.8. QUERIES AND GRIEVANCES

Students should take the following steps regarding queries/grievances³:

- 3.8.1. Discuss query with Design Studio Coordinator (who also acts as Year Coordinator). Depending upon the nature of the query, students may prefer to discuss the issue with an individual Lecturer of their choice.
- 3.8.2. Only after may the student take the matter further to the HoD.
- 3.8.3. If no satisfactory results are achieved, a written grievance can be addressed to the Dean, Faculty of Natural Resources and Spatial Science (FNRSS).
- 3.8.4. Should the student still be unhappy with the outcome of the query / grievance and the matter is of a nature governed by the general rules of NUST, then the matter must be reported to the Registrar.

3.9. COMMUNICATION

Besides class announcements and notifications, all official communication from staff to students will be via relevant notice boards as well as the official NUST student email. Students are strongly advised to check the notice boards and their NUST student email accounts daily. Failure to do so will not be accepted as a good reason for not complying with any directives so communicated.

3.10. PENALTIES

Students found contravening these regulations will be notified in writing by the Lecturer in charge and infringements will be formally noted in their student files. Reasonable penalties are at the discretion of the lecturer, and repeated misconduct may lead to disciplinary action under the NUST Student Disciplinary Rules.

4. STAFF RESPONSIBILITIES

4.1. LECTURERS

Lecturers are expected to:

- 4.1.1. Be punctual and well prepared for all their teaching activities. If a Lecturer is more than 15 minutes late without any prior communication to the students through the class representatives, the lecture is regarded as cancelled and the class representative should immediately report the cancellation to the HOD.
- 4.1.2. Issue soft copies of teaching material (notes, slide shows etc.) to students for entry onto the student server at their own discretion. The Department however strongly advises students to take their own notes during lectures and class activities.
- 4.1.3. Structure all assignment briefs, test questions, memoranda and marking schemes clearly. Assignment briefs, test questions, memoranda and marking schemes need to include all relevant information about the course, module, objectives, expected products, assessment criteria/rubrics, weighting as a portion of the overall year mark, as well as the issue and hand-in dates according to the departmental assignment template.
- 4.1.4. Give feedback on assessments within 2 weeks of submission by publishing them on the relevant notice board.
- 4.1.5. Give further assistance and clarification regarding academic referencing at orientation lectures in coordination with the School Subject Librarian.
- 4.1.6. Notify students of any changes in submission deadlines or alteration of scheduled activities (critiques/test/lectures etc.) as early as possible, but not less than 2 working days in advance. In all cases the changes must be discussed with the Class Representatives and communicated to all students in writing through their emails.

4.2. OTHER ROLES

4.2.1. Departmental Board

The Departmental Board comprises all academic staff and the invited Students' Representative. It is the highest decision making organ of the Department. At its board meetings, the Departmental Secretary is normally in attendance to take the minutes.

4.2.2. Head of Department

The HoD is responsible for the day to day administration of the Department as well as the strategic long-term development planning of the programmes at both undergraduate and graduate levels as per the established vision and mission of the Department. For all intents and purposes, the HoD is also the academic leader of the Department.

4.2.3. Departmental Secretary

The Departmental Secretary primarily assists the HoD in his/her administrative responsibilities. He or She is responsible for the safe and confidential keeping of all departmental electronic and hard copy records. The Secretary is also responsible for putting up requisitions for, and keeping stock of all stationary printing and plotting materials. The Secretary is further responsible to report malfunctions and/or breakages of departmental equipment and/or facilities.

4.2.4. Design Studio or Year Coordinators

The Design Studio Coordinators head the ARD studio teams and coordinate everything related to projects for each cohort. The Design Studio Coordinators act also as the Year Coordinators, overseeing the affairs of his/her cohort of students in other courses.

4.2.5. Course Coordinators

In the case of courses being taught by Part-time Lecturers, there will be one full-time staff appointed as Course Coordinator. The Course Coordinators act as the link between the Department and the Part-time Lecturers and will represent them at departmental meetings.

4.2.6. Internal Moderators

Internal moderators are full-time staff or qualified practitioners, appointed by Senate at the recommendation of the Department, assigned to moderate specific courses, in the teaching of which they have not been involved. Internal moderators oversee the fairness and consistency of grading in line with NUST Quality Assurance policies and are able to recommend changes in the grading if they deem it necessary. Furthermore, internal moderators give recommendations regarding possible improvements of the teaching and assessment of the course.

4.2.7. External Examiners

External examiners are non-NUST academics and/or qualified practitioners who are appointed by Senate at the recommendation of the Department to examine/moderate all teaching and examination processes in the Department and submit reports of their findings with emphasis on the quality and standard of teaching and learning comparable with other institutions regionally and internationally.-

4.2.8. Departmental Examinations Officer

The Departmental Examinations Officer is the custodian and of all assessment related materials in the Department. He or she works directly with the Internal Moderators and External Examiners/Moderators to ensure they are provided with all necessary course assessment materials, etc. to enable them perform their assigned duties professionally.

4.2.9. Departmental Librarian

The Departmental Librarian manages the Katrin Vaatz Architecture Library within the Department. He or she liaises between the Department and the NUST Central Library Procurement Officer to procure prescribed and other reading materials for the programme in the Department. He or she is also responsible for the lending out and safekeeping of the Departmental books and resources as well as the smooth running of the Katrin Vaatz Architecture Library.

4.2.10. Namibia Architecture Students Association NASA

Architecture students established NASA in 2013 in order to represent students' interests at the Departmental level. It is a voluntary, member-based organization for architecture students registered with NUST. Elected student representatives may or may not be synonymous with the elected Class Representatives, which has to be confirmed with the HoD on an annual basis.

4.2.11. NASA Patron

NASA is responsible to elect one full-time staff of their choice, to act as their Patron every academic year. The main role of the patron is to act as the mentor and advisor on all matters regarding the student body.

5. ACADEMIC HONESTY AND INTEGRITY

A student shall do all prescribed work, which has a bearing on his tuition and shall write all tests and examinations.

The Polytechnic does not condone any form of academic dishonesty, including plagiarism and cheating on tests and assessments, amongst other such practices. NUST requires students to always do their own assignments and to produce their own academic work, unless given a group assignment.

Academic Dishonesty includes, but is not limited to:

- Using the ideas, words, works or inventions of someone else as if it is your own work.
- Using the direct words of someone else without quotation marks, even if it is referenced.
- Copying from writings (books, articles, web-pages, other students' assignments, etc.), published or unpublished, without referencing.
- Syndicating a piece of work, all or part of an assignment, by a group of students, unless the assignment was a legitimate group assignment.
- The borrowing and use of another person's assignment, with or without their knowledge or permission.
- Infringing copyright, including documents copied or cut and pasted from the Internet.
- Obtaining the assistance of someone else in preparing an assignment or to write or sit an assessment, whether this is against payment or not.
- Re-submitting work done already for another course or programme as new work, so-called self-plagiarism. A maximum of 20 % of a student's work may be from previous work done by the student.
- Bringing notes or any other unauthorized material or equipment into an examination or test venue, regardless of whether such notes or material were used to copy or not.
- Receiving any outside assistance in any form or shape during an examination or test.
- Unauthorized communication during an assessment.
- Accessing the work of another student during a computer-based assessment.

All forms of academic dishonesty are viewed as misconduct under the NUST Student Rules and Regulations. Students who make themselves guilty of academic dishonesty will be brought before a Disciplinary Committee and may be suspended from studying for a certain time or may be expelled. All students who are found guilty of academic dishonesty shall have an appropriate endorsement on their academic record, which will never be erased. Sponsors and/or bursary donors will further be informed of such misconduct, while such information will also be shared with other institutions.

ARCHITECTURE SECTION STUDENT HANDBOOK 2015

DEPARTMENT OF ARCHITECTURE AND SPATIAL PLANNING
FACULTY OF NATURAL RESOURCES AND SPATIAL SCIENCES
POLYTECHNIC OF NAMIBIA / NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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